

Admission Policy Version 2.0

1. Purpose

This policy provides the framework for ensuring admission to study at Nexus Institute of Higher Education is undertaken fairly, equitably and consistently and that students have a reasonable expectation to succeed in their chosen studies.

The policy complies with the Higher Education Standards Framework (HESF) 2021, the Australian Qualifications Framework, the Education Services for Overseas Students (ESOS) Act 2000 and the National Code for Providers of Education and Training to Overseas Students 2018.

This policy should be read in conjunction with the

- Complaints and Appeals Policy
- Credit Transfer Policy
- Enrolment Policy
- Equity and Diversity Policy
- Fees Policy
- Progress and Intervention Policy.

2. Scope

The policy applies to all applicants seeking admission to Nexus Institute of Higher Education.

3. Definitions

Conditional Offer. A conditional offer is an offer made to an applicant who may or may not meet all entry requirements, with enrolment subject to specific conditions being met.

Confirmation of Enrolment (CoE). A CoE is an electronic document issued by the Institute to international students, confirming their eligibility to enrol in a specific course. A CoE is required for a student visa application.

Domestic student. A domestic student is a student who is either an Australian citizen (including those with dual citizenship); a New Zealand citizen or a diplomatic/consular representative of New Zealand; a holder of a permanent humanitarian visa; or a holder of another permanent visa.

International student. An international student is any student who is not a domestic student, including those who have student visas, temporary residency, bridging visas and provisional residency.

Letter of offer. A letter of offer is an official document offering a place in a course at Nexus Institute.

Nested courses. A nested course is one of a sequence of courses offered sequentially, leading to qualifications at different levels of the Australian Qualifications Framework (AQF). Lower-level courses are nested within higher-level courses. Students who are successful in a lower-level course can transfer to a higher-level course in the sequence.

Non-award subject. A non-award subject is a subject for which a student applies for admission, but which does not form part of an enrolment in an award course.

Overseas Student Health Cover (OSHC). OSHC is a product designed to assist international students meet the costs of medical treatment they may need while studying in Australia. It is an Australian government for all international students in Australia for the duration of their student visa.

Provider Registration and International Student Management System (PRISMS). PRISMS is the system that supports the issuing of CoEs to international students in compliance with the Education Services for Overseas Students (ESOS) Legislation.

4. Policy statement

Admission to Nexus Institute of Higher Education is determined based on academic merit and the capacity for higher education study.

Nexus Institute is committed to increasing access and successful participation of Aboriginal and Torres Strait Islander peoples in higher education.

Nexus Institute is committed to:

- assessing applicants for admission through policies and procedures that are fair and equitable
- accommodating student diversity and creating admission opportunities regardless of students' backgrounds
- ensuring students are clearly and correctly informed of their rights and obligations before enrolment and payment of fees so that they understand their responsibilities as enrolled students
- providing reasonable notice of changes to its operations that might impact a student's decision to participate
- complying with legislative and regulatory requirements that apply to the admission of students
- reviewing its admission criteria in the light of student progress to ensure that students have the demonstrated ability to succeed in their studies.

Admissions processes are designed to maximise student success by establishing minimum entry requirements for each course and assessing applicants based on their knowledge and skills at the time of application.

To be eligible for admission and enrolment at Nexus Institute, applicants must meet all entry requirements and any additional requirements specified by the Australian Government. In particular, in alignment with the Government's Genuine Student Requirement, Nexus Institute may consider the student's circumstances, benefits the course provides for the student and details of the student's previous studies.

Nexus Institute reserves the right to apply quotas of student numbers within the courses of study where necessary. Meeting the requirements does not guarantee admission.

Nexus Institute does not enrol students under the age of 18 years.

5. Procedures

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A flowchart to guide students through the admissions procedure is at Attachment A.

Each course at Nexus Institute has course-specific academic admission criteria consistent with the Australian Qualifications Framework. International qualifications are assessed using the Department of Education's Country Education Profiles.

Nexus Institute ensures transparency in its admissions process by providing up-to-date information on its website and in the Student Handbook.

Where English is not an applicant's first language, they must demonstrate proficiency in English by completing a secondary or tertiary qualification in English or completing a relevant English language course or achieving a prescribed level in an approved English examination within two years of the proposed commencement of study. The approved English Language examinations include the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL) and the Pearsons test for English (PTE). The Australian Government has set the minimum test score for English proficiency requirement for a student visa as IELTS 6.0 (or equivalent). Students may be able to undertake a packaged ELICOS or foundation program with a lower test score.

Applicants must provide original or certified copies of documents that verify their identity, citizenship, visa status (for international students), educational qualifications and English language proficiency (for international students).

The completed Student Application Form, along with the required evidence, must be submitted to Nexus Institute for assessment. Nexus Institute may request additional evidence and may arrange an interview with the applicant.

Application deadlines are published on the Nexus Institute website. Late applications may be accepted at the discretion of the Registrar.

Applicants may apply for credit transfer or recognition of prior learning (RPL) at the time of applying for entry. The assessment and awarding of credit or RPL are governed by the Credit Transfer Policy.

Nexus Institute recognises that some applicants may not meet the admission criteria because of disabilities, learning or language difficulties or circumstances affecting their access to education, but nevertheless have the capacity in terms of skills, knowledge and experience to successfully undertake a course at the higher education level. Alternative entry pathways are provided to ensure equal opportunity. Candidates for alternative entry are required to:

- Attend an interview in order to demonstrate capacity to successfully complete a course with the Institute
- Provide documentation with their application outlining their circumstances
- If requested, undertake a challenge assessment.

Admissions staff assess applications for admission and recommend a learning contract, a restricted study load, or other learning support for students or cohorts of students who indicate factors which may affect their studies. The student will be advised of any resulting conditions on their enrolment through the letter of offer. Support for such students is arranged through the Academic Risk Monitoring System (ARMS) as detailed in the Course Progress and Intervention Policy.

Domestic students who are either 21 years of age and over or who have not completed Year 12 or an equivalent may be admitted to a course without meeting the minimum general

educational requirements by completing the Special Tertiary Admissions Test. Applicants must also meet the English language proficiency requirements.

Applicants requiring adjustments to their learning environment due to medical conditions, disabilities, or other circumstances must provide documentation alongside their application.

Students are informed of their rights and obligations before enrolment, ensuring they understand their responsibilities as enrolled students. In particular, the Written Agreement included in the Letter of Offer contains relevant information and links to policies about credit transfer, enrolment, fees, refunds, provider default, tuition protection, complaints and appeals, privacy and records management. Changes to fees are published on the Nexus Institute website at least 3 months before they take effect. Changes to operations are published on the Nexus Institute website as soon as possible with transition arrangements for students who may be affected by them.

Offers and acceptances of admissions, as well as any related contractual arrangements, are documented in writing in the Letter of Offer and include specific conditions of enrolment. Students must complete the acceptance process within the specified timeframe, including acknowledging they have read and understood the terms and conditions in the Written Agreement, paying required fees and providing any requested documents. An offer may lapse if not accepted within the specified timeframe. Upon verification of acceptance and payment, a Confirmation of Enrolment (CoE) is issued to international students to support their student visa application.

Conditional offers may be made to international students who have not yet met the English Language proficiency requirements. Such applicants must complete an academic English-based ELICOS course prior to receiving a full offer.

The Institute reserves the right to withdraw or cancel an offer or enrolment where:

- the offer was made based on incomplete or inaccurate information
- there are insufficient enrolments to make the relevant program viable
- an error has been made in assessing or processing the application
- the condition of the offer has not been satisfied by the specified date, or
- there is non-compliance of legislative requirements.

Applicants in receipt of an offer may choose to defer their enrolment for a maximum period of one year.

Applicants who are refused admission have the right to appeal the decision. The Complaints and Appeals Policy sets out the appeals process.

6. Roles and responsibilities

The applicant is responsible for providing true and accurate information and genuine documents and agreeing to the relevant terms and conditions.

The Registrar is responsible for the management of this policy, publishing the admission requirements and ensuring timely responses are provided to applicants. The Registrar provides an annual report on admissions to the Academic Board detailing the numbers, sources, types and quality of applications, offers and acceptances.

The Academic Board is responsible for overseeing admissions matters and making recommendations for improvements.

The Registrar is responsible for arranging regular staff training on admissions transparency, ESOS compliance and PRISMS requirements.

The Registrar is responsible for ensuring admissions information on the Nexus Institute website is accurate and complete.

The Manager IT is responsible for the integrity and security of student information in the Student System and information entered in PRISMS.

7. Related information

- Higher Education Standards Framework (Threshold Standards) 2021, Standards 1.1 and 1.2
- National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standards 2 and 3
- TEQSA Guidance Notes on Admissions and Diversity and Equity
- Department of Education Country Education Profiles
<https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx>

8. Document control

Category	Academic
HESF Standard	1.1, 1.2
Policy name	Admission Policy
Policy owner	Registrar
Approved by	Academic Board
Date of approval	19 June 2025
Date of next review	1 July 2028
Change log	Version 0. Original version created on 25 August 2023.
	Version 1. Feedback from Academic Board incorporated on 7 Nov 23.
	Version 1.1. Additions in Sections 4 and 5 in response to the Australian Government's migration strategy made on 27 Mar 2024.
	Version 2 (9 May 2025). Added requirement to inform students of their rights and responsibilities to policy principles (previously included under procedures). Cross reference to Progress and Intervention Policy for learning support.
	Attachment A flowchart added (3 June 2025)



Attachment A

Flowchart of admissions procedure

