

## Admission Requirements and Student Selection Policy

<p><b>Policy</b></p> <p>Blue Mountains International Hotel Management School Pty Limited (BMIHMS PL) trading as Blue Mountains International Hotel Management School (BMIHMS) to be known as 'the School' is governed by the Higher Education Board (HEB), which is committed to ensuring, with respect to student admissions, that students will be recruited responsibly and ethically at all times. Recruitment, admission and enrolment will be consistent with, and accurately reflect, the requirements of providing higher education services in accordance with the following legislation and standards:</p> <ul style="list-style-type: none"> <li>• <u>Tertiary Education and Quality and Standards Agency Act 2011 (TEQSA)</u></li> <li>• <u>Higher Education Support Act 2003 (HESA)</u></li> <li>• <u>Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2001 (ESOS)</u></li> <li>• <u>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code)</u></li> </ul> <p>BMIHMS is committed to non-discrimination when recruiting and selecting and at all times complies with equal opportunity and anti-discrimination legislation.</p>
<p><b>Coverage</b></p> <p>This policy and procedure applies to Quality Assured (QA) delivery of accredited BMIHMS programs at the following campuses:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Australia (Leura, Sydney)</p>  </div> <div style="text-align: center;"> <p>China (STFI)</p>  </div> <div style="text-align: center;"> <p>Malaysia (INTI)</p>  </div> </div> <p>If applicable, this policy and procedure will also apply in future, wherever QA BMIHMS programs are approved for delivery elsewhere in Australia or overseas.</p>
<p><b>Purpose and Scope</b></p> <p>The purpose of this document is to clearly outline the Admissions Requirements and Student Selection for the School and to identify the relevant legislation covering this policy.</p>
<p><b>Responsibilities</b></p> <p><b>Manager, Admissions:</b> responsible for the day to day administration of the policy, in consultation with the respective Enrolment Support Officers.</p> <p><b>Director Quality, Planning &amp; Registration:</b> to ensure the Admissions policy meets regulatory requirements and to monitor the implementation of the policy.</p> <p><b>Director Sales and Marketing:</b> to ensure that prospective students are advised on Admissions, English Language requirements and evidence requirements.</p> <p><b>Head of School/Director of Academic Affairs:</b> to ensure the policy provides suitable rigour to ensure students' effective participation in their course of study.</p>
<p><b>General Summary of Admission Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Applicant to complete <i>Application for Admission Form</i> and submit with the required documents.</li> <li>2. Assessment of the applicant's academic qualifications and/or work experience.</li> <li>3. Verification of applicants English language levels.</li> <li>4. If all requirements satisfied, a Letter of Offer issued.</li> </ol>

<p><b>General Requirements</b></p> <p>All applicants must:</p> <ul style="list-style-type: none"> <li>• Complete an <i>Application for Admission Form</i></li> <li>• Provide original certified copies of any academic and professional qualifications (including the original language and translated document if applicable) and any other information that may be relevant to the assessment of the application for suitability to the BMIHMS programs. All qualifications of international applicants will be verified in consultation with NOOSR.</li> </ul>
<p><b>Undergraduate Requirements</b></p> <p>Entry into BMIHMS' undergraduate programs is based upon achievement of a satisfactory level of secondary education and proficiency in the English language. The entry requirements into an undergraduate program at BMIHMS require all applicants to:</p> <ul style="list-style-type: none"> <li>• Have completed an Australian Year 12 senior secondary school certificate or its equivalent as assessed by NOOSR;</li> <li>• Be 18 years of age before the end of the first term;</li> <li>• Have documented evidence of English language proficiency at IELTS 6 or equivalent. See below for English Language Requirements and Equivalences and refer to the <a href="#">English Language Proficiency Policy</a>;</li> </ul> <p>For applicants who do not meet the above criteria, admission may granted by the Head of School, Director of Academic Affairs or nominee based on a documented assessment of the applicant's overall ability to undertake the program of study and to achieve the course learning outcomes.</p>
<p><b>Postgraduate Requirements</b></p> <p>Entry into a BMIHMS postgraduate program is based upon satisfactory previous academic performance at an undergraduate level and proficiency in the English language. The entry requirements into a post-graduate program at the School require all applicants to:</p> <ul style="list-style-type: none"> <li>• Have completed a bachelor degree (equivalent to AQF 7), or for international qualifications, as recognised by NOOSR;</li> <li>• Have documented evidence of English language proficiency at IELTS 6 (for Graduate Certificate/Master of International Hotel Management) or IELTS 6.5 for (Graduate Certificate/Graduate Diploma and Master of Global Business Management). See below for English Language Requirements and Equivalences and the <a href="#">English Language Proficiency Policy</a>.</li> </ul> <p>For applicants who do not meet the above criteria, admission may granted by the Head of School, Director of Academic Affairs or nominee based on a documented assessment of the applicant's overall ability to undertake the program of study and to achieve the course learning outcomes.</p>
<p><b>English Language Requirements and Equivalences</b></p> <p>All students must be sufficiently competent in the English language to participate effectively in the course of study. Please refer also to the <a href="#">English Language Proficiency Policy</a>.</p> <p>English language entry requirements must be met by all students prior to admission. <b>Undergraduate students</b> who do not meet the required English language standard may be admitted at an IELTS equivalent level not less than .5 below the specified entry level, provided that they agree to undertake compulsory English Language studies in conjunction with their program of study for a minimum of two terms and subject to satisfactory progress.</p> <p>Before going out on Industry Placement students must obtain an IELTS 6 (or equivalent). Students who fail to obtain an IELTS 6 (or equivalent) will be required to withdraw from the current undergraduate course and enrol in an English Language Program. Once an IELTS 6 (or equivalent) has been obtained, the student will be granted advanced standing to continue their studies in the undergraduate program.</p>

It should be noted that student visa requirements must also be met and that these may be specific in relation to English language requirements at admission.

Examples of accepted equivalences for English Language proficiency are contained in the [English Language Proficiency Policy](#).

Students who cannot provide evidence of their English language proficiency (for example, in the form of an IELTS result) must take the Laureate English Program's Objective Placement Test (OPT), and achieve the required score, in order to prove their proficiency.

If an applicant has met all other admission requirements but does not meet the requirements for English language, the applicant may be admitted to the English Language Program offered at BMIHMS for a period of 10-30 weeks depending on proficiency and aptitude. Students automatically progress to BMIHMS programs upon obtaining the required minimum level of English language proficiency.

If an applicant is unable to secure an IELTS or equivalent test date within the time required to obtain a student visa, they may enrol in a package program of 30 weeks English language leading into the BMIHMS program. An offshore test will be administered to determine the length of the English language program required.

### **Alternative Entry Requirements**

#### **Mature-age entry**

Applicants who are over 21 at the time of application are entitled to mature-age consideration.

#### **Undergraduate Programs:**

- Applicants may obtain entry by meeting the undergraduate requirements (above) or have at least three years work experience at a supervisory/management level as deemed relevant by the Head of School, Director of Academic Affairs or nominee.
- English language proficiency requirements apply to all applicants. See above for English Language Requirements and Equivalences.

For applicants who do not meet the above criteria, admission may granted by the Head of School, Director of Academic Affairs or nominee based on a documented assessment of the applicant's overall ability to undertake the program of study and to achieve the course learning outcomes.

#### **Postgraduate Programs:**

- Applicants may obtain entry by meeting the postgraduate requirements (above); or have at least three years supervisory/managerial work experience as deemed relevant by the Head of School, Director of Academic Affairs or nominee. Applicants will be admitted into the Graduate Certificate program. When successfully completed, articulation into a higher qualification will be granted.
- English language proficiency requirements apply to all applicants. See above for English Language Requirements and Equivalences.

For applicants who do not meet the above criteria, admission may granted by the Head of School, Director of Academic Affairs or nominee based on a documented assessment of the applicant's overall ability to undertake the program of study and to achieve the course learning outcomes.

#### **Special needs/educationally disadvantaged students**

BMIHMS may give special consideration for admission to courses to applicants who have suffered educational disadvantage. In particular, applicants with physical disabilities and applicants from geographically isolated areas or economically disadvantaged backgrounds may apply for special consideration. Applications will be assessed on prior academic achievements, any relevant work

experience and a personal interview with the Head of School, Director of Academic Affairs or their nominee. English language proficiency requirements apply to all applicants.

#### **Aboriginal and Torres Strait Island applicants**

Applicants of Aboriginal or Torres Strait Island (ATSI) descent may apply for special consideration for admission to the School. Application for special consideration should be made in writing to the Manager, Admissions. Applications will be assessed on prior academic achievements, any relevant work experience and a personal interview with the Head of School, Director of Academic Affairs or their nominee. ATSI applicants who do not request special consideration will be subject to the School's standard entry requirements. English language proficiency requirements apply to all applicants.

#### **Advanced Standing**

Applicants who can demonstrate previous relevant learning are able to apply for Advanced Standing in their program of study. Applicants should refer to the School's [Advanced Standing Policy and Procedure](#) for further information.

#### **Articulation Agreements**

BMIHMS has a number of articulation agreements with other education providers allowing for a fixed amount of credits to be granted upon entry to undergraduate programs. For more information on articulation arrangements, please contact the Admissions office and see the School's [Articulation Agreements Policy and Procedure](#).

#### **Associated Forms**

*Application for Admission Form*

#### **Related Information**

[Advanced Standing Policy and Procedure](#)

[Articulation Agreements Policy and Procedure](#)

[English Language Proficiency Policy](#)

[Education Services for Overseas Students Act 2000 \(ESOS\) and Regulations 2001 \(ESOS\)](#)

[Higher Education Support Act 2003 \(HESA\)](#)

[National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 \(The National Code\)](#)

[Tertiary Education and Quality and Standards Agency Act 2011 \(TEQSA\)](#)

#### **Review**

Policies and procedures are reviewed on a yearly basis. Staff can submit recommendations for change on the [Improvement Request Form](#).

#### **Comments**

**June 2012:** This policy and procedure was updated as part of the School's general response to new regulatory requirements embodied in the Threshold Standards. Specifically, the accreditation of the suite of Global Business Management programs afforded an opportunity to revisit this policy and procedure.

**July 2012:** Inclusion of general procedures

**November 2012:** Updated entry requirements following recommendations from the Course Advisory Committee while reviewing the undergraduate programs for reaccreditation and review by the Executive Group.

**July 2013:** Updated to reflect changes in the English Language Proficiency Policy; remove 'or at least three years work experience at a supervisory/management level as deemed relevant by the Head of School, Director of Academic Affairs or nominee' from under General Requirements – Postgraduate Requirements and insert 'or equivalent' under Alternative Entry Requirements – Postgraduate Program; updated

responsibilities

**August 2013:** Equivalence requirements strengthened by including HOS/DAA to grant admission based on documented assessment of the applicant's ability to achieve the course learning outcomes.

**May 2014:** Responsibilities (titles) updated and Assistant Director Student Services responsibilities removed; hyperlinks added; Articulation Agreements Policy and Procedure referenced.

**November 2014:** Suzhou logo added.

**December 2014:** Sections previously titled just 'procedures' labelled more accurately; title changed from 'Policy and Procedure' to just 'Policy'.

**January 2015:** Update English Requirements before going on IP, include campus logos under 'Coverage'

#### Approvals

Version	Approved by	Date	Details
16.0	Academic Board		Minutes of Meeting