

	Admission Policy
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Related Documents	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 Part A: 1.1; 1.2; 1.3; • CCA Provisional Enrolment; • Academic Progression Policy & Procedure; • Academic Grievances and Appeals Policy and Procedure; • Recognition of Prior Learning Policy & Procedure.

This policy should be read in conjunction with the Student Rules of Campion College Australia and the procedural information provided on the College website.

1. Admission policy

Admission to Campion College award courses is determined on the basis of merit and perceived probability of success, with provision for alternative entry and entry for underrepresented community groups.

General admission criteria are set out in this policy. The Academic Board has responsibility to specify minimum course entry requirements from time to time for each award course at Campion College. The Registrar has responsibility for offers of admission.

2. Admission criteria

Candidates are considered on the basis of one or more of the following:

- minimum entry requirements for individual courses ;
- academic merit;
- special provisions e.g. residency requirements and interview;
- special consideration of educational disadvantage;
- alternative entry;
- general course entry standards applying to the different levels of award courses (eg bachelors, honours, masters degrees, etc) as determined by the Academic Board.

Quotas may apply to courses at Campion College. Where demand exceeds the number of available places, not all eligible applicants who meet minimum course entry standards may be offered a place. Entry quotas are imposed by the Registrar, if applicable.

2.1 Minimum Entry Requirements

Admission to the Bachelor of Arts takes the form of:

- a ranking based on prior educational studies;
- assessment of a supporting statement and references; and
- performance at a (face-to-face, skype or phone) interview.

Admission is competitive based upon the total ranking and attainment of minimum standards will not guarantee an offer of admission to the degree.

The normal minimum qualification standards for entry to the Bachelor of Arts include:

- Successful completion of an Australian Year 12 qualification such as the NSW Higher School Certificate with an ATAR of at least 70; or
- Successful completion of a semester in a degree course from an Australian university; or
- Successful completion of one subject at Campion College with a credit result or two subjects with pass results (miscellaneous studies); or
- An AQF level 4 qualification (e.g. Certificate IV from TAFE or accredited private education providers); or
- A university preparatory course; or
- Certain overseas senior secondary qualifications such as the International Baccalaureate, GCE A Levels, or the New Zealand Bursary; or
- One or more full-time years of study in a degree course from an overseas university where this is deemed at least equivalent to NSW HSC standard.

English proficiency

Entry to all Campion courses assumes proficiency in English. English proficiency must be demonstrated by an applicant for admission to Campion College by one of the following:

- Satisfactory completion of secondary schooling in Australia;
- Completion of an appropriate level VET course in Australia;
- Successful completion of a recognised English Language Bridging program;
- Successful completion of studies equivalent to secondary school or higher outside Australia where English was the medium of instruction;
- A test result at an appropriate level of achievement from a recognised English language test such as IELTS, TOEFL, PTE or CULT.

The approved minimum English standards are:

IELTS -7.0 overall with a result of 7.0 in writing (academic strand);

TOEFL -600 overall with TWE of 5.0 (paper based);

TOEFL -250 with essay rating of 5.0 (computer based)

CULT -70 percent overall.

3. Educational Access Scheme (EAS)

Applicants who feel that their educational achievements have been adversely affected by ill-health or other circumstances can specify these circumstances on their application, where such disadvantage was not previously compensated for by an education provider or certifying institution. Requests for special consideration and any supporting documentation will be considered in the admission decision. Possible categories for special consideration will be specified to provide guidance for applicants.

4. Alternative entry

Campion College is committed to providing access to higher education to the broadest range of people possible. In particular, Campion College realises that there are many people in the community who would be highly successful students but who lack formal qualifications required for normal entry. Consequently, Campion offers alternative for domestic undergraduate admission where admission is on the basis of skills gained through life and work experience.

Applicants who have not completed any formal qualifications will be encouraged to undertake the Tertiary Preparation Certificate through TAFE. Where no formal qualifications have been studied, applicants may sit for the *Special Tertiary Admissions Test (STAT)* or *Scholastic Aptitude Test (SAT)* to assess the level of academic skills that they have developed through life and work experience. The results of these will be used in conjunction with rankings from the personal statement and the interviews as with other applicants.

5. Early entry

Domestic school-leavers may receive an offer to an undergraduate course before results from the HSC or equivalent are released. Assessment of applicants for early entry is based upon results for Humanities-based subjects up to but not including the final examination results; a recommendation from their high school; a written statement and an interview.

6. Provisional entry

Applicants who fall below the academic requirements for normal entry to an undergraduate course may be offered provisional entry. The minimum ATAR acceptable for provisional entry will be at a level that would have gained entry to a Bachelor of Arts listed in the NSW/ACT UAC Guide for the previous year. Provisional entry students are required to complete a bridging subject (STU101) and are limited to part-time enrolment in first year subjects for one semester until normal entry requirements have been met. Students, whose enrolment is provisional, have an obligation to attend the Learning Centre at least once a week during the semester.

7. Offers of admission

Offers of admission to commencing students specify the particular course and, where applicable, attendance mode, and attendance type. Students are required to enrol in accordance with the offer of admission and complete at least the first teaching period accordingly. In special circumstances, the Dean of Studies may approve exceptions to this policy.

If a commencing student fails to enrol for the teaching period by the date specified in the College's letter of offer, the enrolment lapses and the offer of admission is withdrawn.

8. Orientation Programs

In order to facilitate their transition into selected courses of study, new students have an obligation to attend the orientation programs offered during Orientation Week before the commencement of semester.

9. Non-award studies

Applications may be made to Campion College for admission as a non-award student in order to undertake certain subjects from an award course without enrolling in the course itself. Non-award students receive normal instruction, assessment and examination results in such subjects but are not admitted to undertake a complete award course.

Non-award students are required to make application for each teaching period in which they wish to study. Applicants are responsible for obtaining information on subject availability, assumed knowledge requirements and timetables.

An application for admission as a non-award student may be rejected if the applicant does not have an educational background (including English proficiency) appropriate to the subject/s applied for, or if there are insufficient places remaining in the class.

10. Readmission

Students who wish to re-enter a course after a period of absence and who are not returning from leave of absence or the expiry of a period of exclusion must apply for readmission. Readmission is subject to a place being available.

Depending on the length of the absence and on changes to course content and structure during the intervening period, the student will not necessarily retain credit for all subjects completed prior to the absence. The Dean of Studies may require the student to repeat subjects that have been passed previously or to undertake additional subjects in order to satisfy the current course requirements.

11. Suspension or exclusion from a tertiary institution

Campion College will refuse admission to applicants for award and non-award studies who have been suspended from a higher education institution for non-academic reasons (discipline or misconduct) while the suspension or equivalent action remains in force.

Students who have been excluded from a course or study program at Campion College or any other higher education institution as a result of unsatisfactory academic performance will not be considered for admission to a "like" Campion College course or study program unless:

- at least six months have elapsed from the date of exclusion; and
- the application is accompanied by an appropriate written statement to be reviewed as part of the admission decision.

If the exclusion relates to a "non-like" course or study program, exclusion is not a factor in the admission decision.

A Campion College course or study program is regarded as "like" if it is in the same discipline or study area or is similar to the course or study program from which the student has been excluded.

12. Postgraduate research degrees

Postgraduate research degrees may be offered at Campion College in future. The requirements for admission to postgraduate research programs will be determined by the Academic Board at that time

13. Appeals

Applicants who are dissatisfied with the outcome of their admission application may follow the normal grievance procedures to appeal against decisions.

14. Admission application procedures

Applicants must apply using the method and by the due date advised by the College each year. Closing dates for application/admission to Campion College courses and other admission details can be found at the College website.