



Admission Policy and Procedure

Approving body	Academic Board
Date approved	Mar 2025
Date of effect	Mar 2025
Next scheduled review	Jun 2027
Policy owner	Academic Dean
Policy contact	Academic Dean
Related Documents	Academic Progression Policy and Procedure Credit and Recognition of Prior Learning Policy and Procedure Records and Data Management Policy and Procedure Fees and Refund Policy and Procedure Student Code of Conduct Student Appeals Policy and Procedure
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 1.1.1–3 Standard 2.2.1–3 Standard 2.4.1–5 Standard 7.2.1–4
ESOS Act 2000 (Cth) / National Code 2018	Standard 1 (paras 1.2.3, 1.4) Standard 7 (student transfers) Standard 9 (deferral/suspension)
Provider Category	Institute of Higher Education
TEQSA Provider ID	PRV14379
CRICOS Provider Code	04229B

Purpose

1. Under the Higher Education Standards Framework (2021), Imperial Engineering Education (IEE) is required to ensure that admission standards and processes are transparent, robust and informed by external referencing and internal quality assurance processes.
2. IEE seeks to admit only genuine students and to ensure that admitted students have the academic preparation and proficiency in English needed to succeed academically.
3. This Policy outlines the principles governing the determination of admission criteria and the selection of applicants for Institute courses.
4. This Policy also gives effect to IEE's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) in relation to the admission of international students, the accuracy of pre-enrolment information, and the genuine student requirement.

Scope

5. This Policy applies to:
 - a) all individuals seeking admission into the courses offered at IEE
 - b) IEE staff responsible for admission decisions
 - c) all courses at IEE, including undergraduate, postgraduate, and nested courses.

Policy

Policy statement

6. IEE will admit International students who satisfy the entry requirements for the course, including English language entry requirements.
7. IEE may take into consideration the background of prospective students in order to promote diversity and ensure equity.
8. IEE's published English language proficiency requirements for International Students will provide a clear indication to prospective students of the level of English Language proficiency required for admission to a course offered at IEE.
9. IEE recognises that eligibility for admission to its courses can also be measured by formal qualifications and by means other than formally recognised educational attainment. Educational disadvantage criteria and Special Admissions Pathways are outlined in this Policy.
10. The Academic Board is responsible for setting and approving all entry requirements for IEE courses.

Principles

11. IEE manages the admissions process according to the following principles:
 - a) Transparency - all applicants seeking admission into its courses are treated fairly and equitably. IEE will have open, fair, clear and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students
 - b) Merit - students are selected on merit, based on the published criteria:
 - i. Entry criteria and application procedures are published in IEE's prospectus, brochures and on the website
 - ii. Applications not based on formal educational qualifications will be considered on the merit and evidence of achievement, and interest in and capacity to work in the broad field of engineering and related technology
 - iii. IEE will consider any potential educational disadvantage of applicants during the selection process
 - c) Verification - IEE reserves the right to check that all applications meet the admission requirements and set criteria
 - d) Efficient and effective - IEE will ensure that throughout the process of student selection and admission, applicants are treated courteously and expeditiously
 - e) Academic success – admissions and the supporting policy framework aims to ensure that students selected into a course have the best prospects of successful completion.

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Procedure

Eligibility for entry

12. It is essential that all applicants check IEE's website for up to date documentation and entry requirements for each course before applying.
13. All applicants must be over 18 years of age at the commencement time of the course entry is being applied for.
14. IEE does not admit students under the age of 18 years. IEE does not make any arrangements for the welfare or accommodation of students under 18. Where an applicant indicates they will be under 18 at course commencement, the application must be rejected and the applicant advised accordingly.
15. The Academic Board approves minimum entry requirements to ensure that a student is only selected and admitted to a course when the Board believes that the student can undertake the course with a reasonable prospect of success.

All applicants

16. The processes for establishing applicant student identification are part of the student admission. All applications for admission submitted, whether by an individual or education agent, must include the following:
 - a) Completed application form with the applicant's signature
 - b) Original documents or certified copies of academic qualifications and transcripts and/or where relevant, character references, employers' testimonials and certification or licenses to practice engineering or in a related field
 - c) Proper identification - all applicants must be properly identified, usually through sighting of a birth certificate or passport, and for international applicants only – must include passport main page and visa page
 - d) English language - where required, certified copies of English language proficiency certificates
 - e) Any other documents requested by the Admission Officer.
17. Incomplete applications may result in delays in the admission process.
18. Copies of required documentation must be certified, preferably by an Australian citizen and, if not possible, by a citizen of the country the applicant is in. This person must:
 - a) not be related to the applicant by birth, marriage or de facto relationship and
 - b) have an occupation or is a person listed in the Statutory Declarations Regulations 2018 – Schedule 2 Parts 1 and 2, which includes legal and medical practitioners, migration agents (for international students), nurses, pharmacists, Justice of the Peace, and teachers employed on a permanent full-time or part-time basis at a school or tertiary education institution.
19. Guidance on how to certify copies is available on the Department of Education website:
<https://www.dese.gov.au/help-and-other-information/applying-become-help-provider/guidelines-certification-documents>
20. Any qualifications received will be checked for verification. It is a condition of application that the applicant must provide permission for IEE to verify academic qualifications.
21. International qualifications will be assessed for equivalence to Australian qualifications with reference to the Department of Education's Qualifications Recognition Policy, or the National Academic Recognition Information Centre's (NARIC) database.

Additional requirements for international applicants

English Language Proficiency — Undergraduate Courses

22. Acceptable evidence of English proficiency for undergraduate courses may include any of the following listed in the table below and must have been taken less than two years prior to the application:

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- d) Postgraduate international applicants must also demonstrate that their proposed course of study is consistent with their previous academic qualifications, professional background, and/or career goals, in accordance with the Genuine Student requirements as assessed under the current Department of Home Affairs guidelines.

Applications — General Entry Requirements (Undergraduate)

29. To satisfy the General Entry Requirements for admission to an undergraduate course at IEE, applicants must meet at least one of the following academic entry requirements:
- successful completion of Australian Standard Year 12 or equivalent with a minimum ATAR of 60 or equivalent; or
 - satisfactory completion of an accredited Tertiary Preparation Program, Tertiary Orientation Program, or a Foundation Year Program offered by an Australian university or other accredited institution that would enable students to gain entry to an Australian university; or
 - Australian Standard Year 12 or equivalent Mathematical Methods.

Applications — Academic Entry Requirements (Postgraduate)

30. To satisfy the Academic Entry Requirements for admission to a postgraduate course at IEE, applicants must meet the requirements for the relevant course as set out in the table below. These requirements have been approved by the Academic Board in accordance with HESF Standard 1.1 and 2.2.

Course	Academic Entry Requirement	Normal Course Duration
MEM — Master of Engineering Management	An AQF Level 8 (Graduate Diploma or Certificate) in Engineering/ Management or closely related discipline OR an AQF Level 8 Bachelor (honors) degree OR an AQF Level 7 Bachelor degree (or recognised international equivalent) in engineering, engineering technology, or a closely related STEM discipline, with a minimum GPA of 4.5 out of 7 (or equivalent); OR an AQF Level 7 Bachelor degree in any discipline plus a minimum of two (2) years of full-time equivalent professional work experience in an engineering or management context, with a minimum GPA of 4.5 out of 7 (or equivalent).	Minimum 2 years full-time equivalent (or 4 years part-time) over 8 units of 10 CP each.
GDEM — Graduate Diploma in Engineering Management	An AQF Level 8 (Graduate Certificate) in Engineering/ Management or closely related discipline OR an AQF Level 8 Bachelor (honors) degree OR an AQF Level 7 Bachelor degree (or recognised international equivalent) in engineering, engineering technology, or a closely related STEM discipline; OR an AQF Level 7 Bachelor degree in any discipline plus a minimum of two (2) years of full-time equivalent professional work experience in an engineering or management context.	Minimum 1 year full-time over 4 units.
GCEM — Graduate Certificate in Engineering Management	An AQF Level 8 Bachelor (honors) degree OR an AQF Level 7 Bachelor degree (or recognised international equivalent) in any discipline; OR Completion of the IEE Graduate Diploma in Engineering Management.	Minimum 6 months full-time over 2 units.

31. Work experience submitted in support of an application for the MEM or GDEM must be documented by at least two of the following: employment records, referee statements from direct supervisors, professional registration certificates, or evidence of engineering project responsibilities. Work experience will be assessed by the Academic Dean.

Non-Standard Ways — Alternative Entry Requirements (Undergraduate & Postgraduate)

Pathway	UG Entry	Master Entry	Credit for Prior Learning
Work Integrated Learning (WIL)	12 months WIL + supervisor report	3 yrs WIL incl. 1 yr leadership	Case by case
TAFE + Work	Cert IV/Diploma + 2 yrs work	Diploma + 6 yrs work (2 yrs mgmt)	Yes - formal

Educational Disadvantage Entry Criteria

32. A student's admission requirements may be reconsidered on educational disadvantage grounds if the applicant meets one or more of the following criteria:
 - a) socioeconomic reasons (such as low-family income or poor living conditions)
 - b) learning difficulties
 - c) disrupted schooling
 - d) physical disability
 - e) serious family illness and/or excessive family responsibility
 - f) geographical isolation of home and/or school and lack of support, time or facilities for study at home or school
 - g) Aboriginal or Torres Strait Islander descent where the normal Australian Standard Year 12 or equivalent entry path has not been followed
 - h) home schooling and with evidence of being able to manage tertiary study.
33. A student in this category may be placed on 'Provisional Entry Qualifying Period' as deemed appropriate by the Academic Dean or Course Coordinator. This period will span the student's first eight completed units of study.
34. Provisional Entry Qualifying Period students will be supported through phone or in-person check-ins during the semester with Student Services to discuss their experience with the Institute and organising support as required. Support strategies may include items from the Academic Learning Support Contract as per the Academic Progression Policy and Procedure.

Special Admission Pathways

35. For those applicants who meet the Educational Disadvantage Entry Criteria listed above, there are various special admission pathways which demonstrate an ability to undertake a course of study, including:
 - a) Prior educational experience – documentation including awards, certificates and other evidence of educational achievement
 - b) Schools recommendation – a letter from the school (usually the School Principal) outlining why the school leaver applicant is suitable for the course of study
 - c) Leadership experience – demonstrated leadership experience and/or professional service e.g. in the engineering or related profession which demonstrates sufficient engagement in engineering as a profession
 - d) Evidence of a Special Tertiary Admissions Test (STAT)
 - e) Pathway for students of Aboriginal or Torres Strait Islander descent: applicants may participate in a testing day to demonstrate required skills of literacy and/or numeracy.
36. Subject to any adjustment for special admission, applications will be assessed using any, or all, of the following:
 - a) previous academic results
 - b) work experience
 - c) a written submission
 - d) interview.
37. Special Admission Pathways applications are evaluated on a case-by-case basis by the Academic Dean and Course Coordinator and tabled to the Teaching and Learning Committee.

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38. When reviewing applications for exceptions to entry requirements, IEE will consider whether granting an exception would compromise the integrity of the course or would not be in the student's best interest.

Selection of applicants into a course of study

39. Eligibility for admission does not constitute selection for admission and does not guarantee an offer of a place in a course.
40. Only applicants who meet the prescribed entry requirements (including through alternative pathways) may be selected for an offer of a place in a course.
41. Applicants may receive:
- a full offer
 - a conditional offer; or
 - an unsuccessful letter.
42. In the event of an unsuccessful letter, IEE may refer the applicant to a more suitable course or program.

Credit for prior learning

43. Applications for credit for prior learning will be assessed during the admission process in accordance with the Credit Policy and Procedure.
44. Credits for prior learning granted by IEE will form part of the Letter of Offer.

Revocation of an offer

45. A Letter of Offer may be revoked if:
- the applicant is shown to have provided false or misleading information in relation to the application
 - the applicant fails to meet any prerequisite or other entry requirements for the course applied for
 - the applicant fails to pay the tuition fee.

Acceptance of an offer

46. On receipt of a formal offer of a place in a course, an applicant will either:
- accept the offer within 10 days
 - apply to defer commencement for up to 12 months
 - decline the offer; or
 - take no action, in which case the offer will lapse after 10 days.
47. To accept an offer, an applicant must comply with any specified instructions and deadlines.
48. Students who defer the offer of a place will be advised that tuition fees are subject to change.

Refusal of admission

49. Irrespective of eligibility or any other provision in this Policy, IEE may refuse an application for admission from any applicant on any one or more of the following grounds:
- the applicant has provided false or misleading information to IEE
 - the applicant has been found guilty of serious misconduct as a student previously enrolled with IEE or at another higher education provider
 - the applicant is considered to be a potential danger to other students and/or staff
 - the presence of the applicant at IEE is considered to be potentially detrimental to the well-being of other students and/or staff
 - the presence of the applicant at IEE is considered to be potentially detrimental to the reputation and image of IEE
 - any other reasonable grounds.

Monitoring and improvement

50. IEE collects de-identified data on admissions, including by student groups for equity and diversity purposes.
51. IEE collects data on the level of English language proficiency of students admitted to IEE.

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52. Student feedback is sought on the admissions experience to improve IEE's procedures and processes.
53. The Student Administration Officer maintains a register of exceptions to entry requirements granted by IEE, and a register for any decisions in relation to recognition of prior learning.
54. IEE uses the collected data to monitor trends in student groups admitted to IEE in conjunction with participation, progression and completion data.
55. IEE will revise entry requirements, including those for English language, based on the collected data, in particular the effectiveness of processes for identifying students who are ill-equipped to cope with the course.
56. IEE will benchmark its performance against relevant industry data and will establish targets as appropriate.
57. A report on admissions is provided to the Teaching and Learning Committee at each meeting by the Academic Dean.
58. The Academic Dean is responsible for making recommendations for improvements to the Academic Board, including on changes to General and Specific Entry Requirements, having regard to both the integrity of the course and facilitating participation in education of underrepresented groups.
59. The Academic Board receives an annual report on admissions, the adequacy of admission criteria, and processes and approves recommendations for improvement as appropriate.
60. The Governing Council receives an annual report on admissions to IEE and on approved changes to the admission criteria, including any expected impact on IEE's financial performance.

Appeals

61. An applicant may appeal against a decision made under this Admission Policy under the provisions in the Student Grievance Policy and Procedure and following a determination, the Student Appeals Policy and Procedure.

Responsibilities

62. The Academic Board is responsible for setting:
 - a) General and Specific Entry Requirements for IEE's courses (including both undergraduate and postgraduate programs)
 - b) IEE's English Language Proficiency Requirements for all course levels.
63. The Academic Dean is responsible for approving:
 - a) the release of both conditional or full offers of admission to IEE
 - b) the refusal to admit a student (based on any other ground than ineligibility)
 - c) waivers of ELP requirements for individual applicants where applicable.
64. The Student Services Manager is responsible for:
 - a) processing admission applications, including verification of required documentation
 - b) determining eligibility or ineligibility of applicants; and
 - c) revoking offers of admission in accordance with this Policy.
65. The Course Coordinator is responsible for:
 - a) reviewing applications for admission under mature-age requirements and advising on the appropriateness of prior learning or experience for equipping the applicant for studying the course
 - b) reviewing applications for exceptions to entry requirements and advising on the appropriateness of prior learning or experience for equipping the applicant for studying the course
 - c) reviewing and approving applications for credit for prior learning.

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Definitions

66. For the purposes of this Policy:

Term	Definition
Aboriginal and Torres Strait Islander	A person of Aboriginal or Torres Strait Islander descent who identifies as Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives.
Admission	The process through which prospective students gain entry to IEE, including the stages of application, assessment, offer and acceptance.
Credit for Prior Learning	The recognition of relevant and equivalent prior study or informal learning completed by students which may lead to a reduction in the number of academic units or credit points that are required to successfully complete a course at IEE.
Domestic student	A student who is an Australian or New Zealand citizen or holds an Australian permanent visa. Unless otherwise specified in this Policy, 'student' refers to a domestic student.
International student	Any overseas student, including those who have student visas, temporary residency, bridging visas and provisional residency (as falling under the Education Services for Overseas Students Act 2000).
Genuine Student	A student who satisfies the Department of Home Affairs' Genuine Student requirement for a student visa subclass 500, demonstrating that their primary purpose for entering Australia is to study.
Postgraduate course	For the purposes of this Policy, a postgraduate course is any course at AQF Level 8 (Graduate Certificate or Graduate Diploma) or AQF Level 9 (Masters degree) offered by IEE.

Version Control

Version	Changes	Approval Body	Approval Date
1.0	Amended section 24 to include 'Provisional Entry Qualifying Period'	Academic Board	Dec 2022
1.1	Review and adherence to current standards under TEQSA and CRICOS (ESOS Act)	Academic Board	July 2024
1.2	Changes to clause 38 a) and d) — 30 days changed to 10 days	Academic Board	Mar 2025
1.3	Amendments to clause 22 to encourage alternative pathways through vocational qualifications	Academic Board	Mar 2025
1.4	Added postgraduate (MEM/GDEM/GCEM) academic entry requirements table (clause 24A). Added postgraduate ELP requirements table (clause 20A). Added clause explicitly stating IEE does not admit students under 18 years of age (clause 12A). Added reference to National Code and ESOS Act obligations in Related Documents. Added 'Genuine Postgraduate Student' requirement clause (clause 23A). Added explicit definition of satisfactory academic standing for postgraduate applicants. Corrected version control numbering anomaly (two v1.1 entries in prior record).	Academic Board	May 2026
1.5	Addition of option of Imperial Internal English test (Oxford English) to meet ELP requirement for Bachelors (point 24) and Master's (point 27) programs.	Academic Board	Sept 2026
1.6	Addition of additional admission entry level criteria AQF 8 (honors/ graduate diploma/ graduate certificate) for Master of Engineering Management. And alternative entry requirements (non-standard ways) for Undergraduate and post graduate programs.	Academic Board	Sept 2026

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Appendix 1 — Domestic Student Admission Application

Refer to the current version of the Domestic Student Admission Application Form held on IEE's SharePoint/Forms repository. The form includes personal information, contact details, prior education history, support services disclosure, fees schedule, FEE-HELP information, privacy statement, applicant declaration, and submission checklist.

67. The Application Form has been updated to note the following: (a) IEE does not accept applications from persons under 18 years of age at course commencement; (b) postgraduate applicants (MEM/GDEM/GCEM) must attach a completed work experience declaration where relevant; and (c) the fees schedule now includes indicative tuition fees for all postgraduate courses.

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