

EBU Admissions Procedure

Intent

To provide clear guidance, in accordance with the Admissions Policy, for the procedure undertaken to assess applications and make offers of admission to applicants.

Scope

This procedure applies to the admission of applicants to all coursework courses.

Procedure

1. Eligibility for and making of offers

1.1 EBU specifies Entry Requirements that determine an applicant's eligibility to be considered for an offer into a course.

1.2 Where the number of eligible applicants exceeds a quota or other limit on the number of places made available for a course, offers will be made to eligible applicants in order of merit. Consequently, an eligible applicant who meets the Entry Requirements may not receive an offer in these circumstances.

2. Quotas

2.1 EBU may limit the places made available for course offerings, subjects or majors using quotas or other limits.

2.2 EBU may set a sub-quota annually for a course or a major within a course.

2.3 Where the number of applications exceeds a quota or other limit on the number of places made available for a course, offers will be made in order of merit as determined by EBU, and may take into account Special Criteria (refer clause 10), special admission schemes and prior academic and professional performance.

3. Course Transfer and Return to Study

3.1 Students applying to transfer from one course to another within EBU must do so by appointment with the Academic Dean and approval of course credits.

3.2 Students who have had admission to their course discontinued and are seeking to return to study will be considered for eligibility by the Academic Dean.

4. European Application for Admission

4.1 Applications for admission made by European applicants are submitted through the EBU online application form.

5. International Application for Admission

5.1 Applications for admission made by International applicants are submitted through the EBU online application form.

6. Assessment and Offers

6.1 Applications from European applicants and all International applications are assessed by the EBU Admissions Team or Academic Dean, based on the course Entry Requirements (including Special Criteria), to determine eligibility.

6.2. Applications for some courses may be assessed by the relevant Admissions Officer, by agreement between the Academic Dean, University Dean, Admissions and Curriculum Information.

7. Entry Requirements

7.1 To be eligible for consideration of an offer into a course, an applicant must:

7.1.1 Satisfy all Admission Requirements published in the Course Outline, including, but not limited to:

- Course pre-requisites (refer clause 8);
- English language proficiency requirements (refer clause 9); and
- Special Criteria for admission (refer clause 10)

7.2 All entry requirements are subject to change at the discretion of EBU.

8. Prerequisites

8.1 Course prerequisites are specified in the Course Outline. These may be changed from time to time, and prospective students are advised to check current requirements prior to application.

8.2 Prerequisites that have been published in the Course Outline, cannot be increased (i.e. new or higher requirements introduced) until the next admission period following the year for which the publication relates to.

8.3 If required, the Academic Dean will determine compliance with course prerequisites.

8.4 Prerequisite requirements of specified undergraduate courses may be waived by the Academic Dean in exceptional circumstances.

9. English language proficiency requirements

9.1 English language proficiency requirements are set out in the Course Outline. These may be changed from time to time, and prospective students are advised to check current requirements prior to application.

9.2 English language proficiency requirements will be met by achieving the requisite results in an approved English language proficiency test or pathway, such as IELTS.

9.3 An Admissions Officer will determine compliance with English proficiency requirements or approved equivalents.

9.4 English language proficiency requirements may be waived by the Academic Dean in exceptional circumstances.

10. Special Criteria for admission

10.1 Any Special Criteria for admission are specified for each course in the Course Outline, which may incorporate Special Criteria by reference to other documents.

10.2 Special Criteria can include:

10.2.1 additional selection requirements:

10.2.2 special admission requirements including responses in a written application or responses in an interview with the Academic Dean; and

10.2.3 other relevant formal academic achievement attained by the applicant.

11. Probability of Success

11.1 An Admissions Officer will consider all information available to them to assess an applicant's perceived probability of success in the course to which they have applied. This includes, but is not limited to, the applicant's academic results for previous study at EBU, or previous study generally.

11.2 Eligible applicants who are assessed to not have a reasonable probability of success will not be issued an Offer.

12. Assessment Outcomes

12.1 When assessing applications, the Admissions Team will make one of the following selection decisions:

12.1.1 unconditional offer;

12.1.2 conditional offer;

12.1.3 a packaged offer of qualifying course/s leading to the principal course;

12.1.4 an offer into an alternative course; or

12.1.5 no offer.

12.2 If the selection decision results in an Offer being issued, the Offer will be issued by the Admissions Team.

12.3 For any Offer issued to an applicant, all relevant terms of this procedure continue to apply.

13. Offers and Acceptance

13.1 Offers are made with reference to an Academic Term, year, attendance mode and liability category and are not transferable.

13.2 To accept an Offer, an applicant must comply with all instructions and deadlines stated in the Offer and meet any conditions of the Offer.

13.3 An Offer may be accepted with partially satisfied conditions if:

13.3.1 the Admissions Team or Academic Dean determines that the remaining unsatisfied condition(s) is (are) likely to be satisfied prior to the commencement of the course.

13.4 Any unsatisfied conditions must be satisfied prior to the commencement of the course.

13.5 An Offer is accepted when the applicant accepts the EBU – Terms and Conditions form by the offer lapse date and the required Advanced Payment has been received.

13.6 Where an applicant fails to accept an Offer by the lapse date, the Offer will lapse.

14. Deferrals

14.1 Deferral availability and deferral extension availability are determined by the Academic Dean.

14.2 Where deferral is available, applicants may request to defer the commencement of their course for up to one year when responding to their Offer.

14.3 All other applications for deferral will be assessed by the Admissions Team.

14.4 Where deferral extension is available applicants may request to extend a deferral for up to twelve months.

14.5 At the end of the deferral period a new Offer will be issued to the applicant.

14.6 Applicants with deferred offers will be guaranteed a place in the course within the approved deferral period, unless the entry requirements have changed, or the course has been discontinued or suspended since the deferral was approved.

15. Change of course

15.1 Applications for change of course are determined based on merit, eligibility and availability of places.

15.2 Applicants who have been issued an Offer for a future study period may request to change course by contacting Admissions, if the issued Offer was not the result of a course transfer application.