

## STUDENT SELECTION INTO UNDERGRADUATE COURSES POLICY

### PURPOSE

The Whitehouse Institute is committed to selecting students in a fair and equitable manner.

The Governing Board has delegated to the Academic Board the responsibility for establishing the selection criteria and condition of admission. The selection criteria have been determined to maintain the Institute's values, and to ensure the student has a maximum chance of success.

Selection into higher education courses is based on the entry requirements as detailed in the documentation for each course offered by the Whitehouse Institute. This information is published in the Student Handbook and on the Institute's website.

Part A of this policy states the selection criteria for domestic students for each of the undergraduate courses.

Part B of this policy states the selection criteria for overseas students for each of the undergraduate courses.

### POLICY

To ensure a reasonable likelihood of success, Whitehouse Institute of Design's selection criteria are merit-based and may include academic and other selection criteria. The Institute is committed to ensuring all potential students receive equitable treatment, consequently it has devised multiple entry modes that include mechanisms for alternative entry to facilitate diversity in the student population.

### DEFINITIONS

#### Academic Committee

The Whitehouse Institute Academic Committee is an independent body, responsible to the Whitehouse Institute Governing Board for the quality control of the Institute's educational programs.

#### Non-year 12 applicant

An applicant who is not studying for a Senior School Certificate or Higher School Certificate, or who did not receive a Higher School Certificate in the year prior to the year in which the course they are enrolling starts.

#### Mature age applicant

An applicant who will be 21 years of age when the course starts, or over 21 years of age when the course starts.

#### Overseas Student

A student studying an award course at the Whitehouse Institute of Design and holding an Australian student visa.

## Student

A person who is enrolled in any subject or subjects offered by the Whitehouse Institute of Design. A student whose application for enrolment has been successful and who has paid the appropriate fee or part thereof.

## ATAR

Tertiary institutions in Australia have found that a selection rank based on a student's overall academic achievement is the best single predictor of success for most tertiary courses.

The ATAR is a number (not a mark) that indicates a student's position in relation to their Year 7 cohort, including students who did not complete Year 12. An ATAR of 80.00, for example, indicates that the students with that ATAR have performed in the HSC better than 80 per cent of their Year 7 cohort, had all these Year 7 students completed Year 12 and been eligible for an ATAR. The ATAR is reported as a number between 0.00 and 99.95 with increments of 0.05.

The ATAR allows the comparison of students who have completed different combinations of HSC courses. The ATAR is calculated solely for use by institutions, either on its own or in conjunction with other selection criteria, to rank and select school leavers for admission to tertiary courses.

<http://www.uac.edu.au/undergraduate/atar/what-is-the-atar>.

## Year 12 applicant

An applicant who is studying for a Senior School Certificate or Higher School Certificate, and will receive a Higher School Certificate in the year prior to the year in which the course they are enrolling starts.

## PART A - Selection criteria for domestic students

1. All potential students must complete a Whitehouse Institute of Design Application for Enrolment form
2. All potential students must attend an interview at the Whitehouse Institute of Design
3. Selection criteria, processes and relevant date are published in:
  - a. The Whitehouse Institute of Design Student Handbook
  - b. The Whitehouse Institute of Design website.
4. **Category A**
  - a. **Year 12 applicants** are required to have completed their HSC and normally to have achieved a minimum ATAR of 65 (or equivalent)
5. **Category B**
  - a. **Non-year 12 applicants** with no HSC (or equivalent) or may not have achieved a minimum ATAR of 65 (or equivalent)
  - b. **Mature age** applicants (applicants 21 years and over) may be admitted to the degree on the basis of their work experience, and/or other study completed

All domestic applicants are required to:

- Prepare a portfolio
- Provide information on courses completed or not completed and the results in those courses, and
- Resume and or relevant work experience references (Category B applicants)
- Attend a selection interview (in person or if in remote location by phone).

## PART B Selection criteria for overseas students

1. All potential students must complete a Whitehouse Institute of Design Application for Enrolment form
2. All potential students must attend an interview at the Whitehouse Institute of Design
3. Selection criteria, processes and relevant date are published in:
  - a. The Whitehouse Institute of Design Student Handbook
  - b. The Whitehouse Institute of Design website.

### 2. **Category A**

- **Year 12 applicants** are required to have satisfactorily completed their Senior School Certificate, and
- Evidence of having an English standard of average academic IELTS 6 (with no academic band lower than 6) or TOEFL 227 and
- Eligible for a student visa and
- Aged 18 or over at time of application

### 3. **Category B**

- a. **Non-year 12 applicants** with no HSC (or equivalent)
- b. **Mature age** applicants (applicants 21 years and over) may be admitted to the degree on the basis of their work experience.

All Overseas applicants are required to:

- Prepare a portfolio
- Provide information on courses completed or not completed and the results in those courses, and
- Resume and or relevant work experience references (Category B applicants)
- Attend a selection interview (in person or if in remote location by phone).

This policy was approved by the Academic Committee on 27 February 2007 and is set out in the Policy and Procedures manual and published on the Whitehouse Institute website [www.whitehouse-design.edu.au](http://www.whitehouse-design.edu.au)