

## Admission Policy and Procedure

### 1. Purpose

This policy and procedure set out the Institute's admission requirements.

### 2. Scope

This policy and procedure, together with the associated Admissions Operating Manual, applies to all of the Institute's higher education courses, and to all current and future domestic and international students.

### 3. Definitions

Term	Definition
<b>Academic Registrar</b>	Means the person holding the position of Group General Manager within the Institute.
<b>Admissions Operating Manual</b>	Is the Institute manual that sets out the process that staff must use when assessing domestic and international students for admissions, recruitment, and selection into courses offered by the Institute.
<b>Admission or entry requirements/ standards</b>	Means the set of one or more, or any combination of, requirements that an applicant must satisfy for admission and enrolment in the Institute and their chosen course.
<b>Admissions Officer</b>	Means the person(s) holding the position of Admissions officer within the Institute who can assess and process applications for admissions as set out in the admission or entry requirements/standards.
<b>An offer</b>	Means the formal invitation to enrol made to a prospective student to commence an award course at the Institute.
<b>Assessor</b>	Means the relevant course coordinator who can determine if an application for admission clearly demonstrates that the applicant has met the entry requirements. The Course Coordinator must hold appropriate expertise and experience in the relevant curriculum.
<b>Channel Partner</b>	Means agents approved and appointed by the Institute.

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Original issue:  
Approved by the Academic Board:  
Endorsed by Board of Directors:  
Amended by the Policy Committee:  
Current version:  
Review date

19 May 2017  
12 March 2020  
27 March 2020  
05 March 2020  
12 April, 2022  
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Term	Definition
<b>Domestic student</b>	In the context of this policy and procedure, means a student who is an Australian citizen (including Australian citizens with dual citizenship), or a student who is a New Zealand citizen or a student who has Permanent Resident Status (holders of all categories of permanent resident visas, including Humanitarian Visas).
<b>International student</b>	Means an overseas student required to hold a student visa for study in Australia.
<b>Schedule</b>	Means the Schedules to this policy and procedure: <ul style="list-style-type: none"> <li>English Language Requirements; and</li> <li>Underage International Student Support.</li> </ul>

#### 4. Policy Statement

- 4.1.** The Institute will conduct admission of students into the Institute in accordance with this policy and procedure and the associated Admission Operating Manual. Admission may be by direct application to the Institute, through relevant State Tertiary Admission Centres or Channel Partners.
- 4.2.** The CEO of the Institute will determine the number of persons who will be admitted to a course offered by the Institute in any given year.
- 4.3.** The Academic Board will set admission standards for entry into courses offered by the Institute that comply with relevant Institute course requirements and relevant regulatory and industry requirements. Course entry requirements should be clear and publicly available.
- 4.4.** Admissions policies, requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the Academic preparation and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion, given available MIT support mechanisms.
- 4.5.** Admission and other contractual arrangements with students are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.
- 4.6.** The admissions process ensures that prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:
- 4.6.1.** all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies
  - 4.6.2.** policies, arrangements and potential eligibility for credit for prior learning, and
  - 4.6.3.** policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.

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- 4.7.** All applications for admission to an Institute course must comply with Institute standards for entry, and the course entry requirements as contained in the TEQSA approved current accreditation documents for that course, and the admission process is transparent.
- 4.8.** The Institute's entry requirements for domestic students recognise applications for admission to undergraduate study from applicants who:
- 4.9.** have passed in a prescribed manner Australian Year 12 studies or its equivalents assessed by the relevant State authority and will be at least **17** years of age on the commencement date of the course or unit in which they wish to enrol; or
- 4.9.1.** have reached the minimum age of 18 years of age as at the commencement date of the course or unit in which they wish to enrol and
- are mature-age students (usually being 21 years or over on 1 January of the year of intake) who have not completed Year 12 or equivalent but are able to demonstrate a range of attributes such as personal motivation, maturity, and work or life experience for admission to a course and which, in the opinion of the Assessor, will fit the person to undertake the course; or
  - are disadvantaged or were adversely affected during Year 12 studies or previous academic performance, and warrant consideration under access and equity concepts; or
  - have achieved a minimum academic standard in any area of learning from a recognised provider and/or which has been acquired in an uncredentialed context such as work or life experience for admission to a course and which, in the opinion of the Assessor, will fit the person to undertake the course.
- 4.10.** The Institute's entry requirements for international students recognise applications for admission to undergraduate study from applicants who have:
- been assessed as genuine temporary entrants and have met the genuine student criteria as set by the relevant Government department from time to time;
  - met the Institute's entry requirements for the course through the relevant overseas qualifications recognised by the relevant Government department as equivalent to a least an Australian Year 12 Level or by the regulatory body in their home country, such as the University Grant's Commission, and have met the Institute's English language requirements as determined by the Academic Board and contained in the Schedule; and
  - reached the minimum age of 18 years of age as at the commencement date of the course or unit in which they will enrol as a student if their application is successful in line with ESOS Act 2000 requirements.
  - reached the minimum age of 17 years of age at the commencement date of the course or unit and have been enrolled in exceptional circumstances, being administrative or system error by the Institute. Where such exceptional circumstances exist, the Institute will uphold the enrolment subject to the student meeting the conditions contained in the Schedule: Underage International Student Support.
- 4.11.** The Institute's entry requirements for admission to postgraduate study recognise applications from students who have met the rules for entry as specified in the requirements for entry into

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particular courses. Entry to postgraduate courses normally requires an Australian bachelor degree or equivalent with the additional English language requirement for international students as contained in the Schedule.

- 4.12.** A person may seek admission for the non-award study of one or more individual units, out of interest or for professional or further study reasons. Applicants for non-award study must be able to provide evidence of potential academic success and demonstrate reasons for wishing to undertake the non-award study. Applications for non-award study are subject to the approval of the Admissions Officer and the availability of class places.

## 5. Procedure

- 5.1.** The Admissions Officer will assess an application for admission using the process contained in clause 5.4 below. The Institute's entry standards and the course entry requirements will be applied to each application for admission. The Admissions Officer may refer applications for admission to the relevant Assessor for determination (in cases where the Admission Officer is unsure if the applicant meets the requirements). In these cases, the Assessor will decide if an application satisfies the entry requirements and whether an offer should be made. An offer letter will be sent to the applicant (or Channel Partner), which will state the regulations and criteria required to be enrolled.
- 5.2.** Satisfying the entry requirements may not guarantee admission. For example, if there is a high demand for a course, applicants may need to satisfy a higher than minimum course entry requirement.
- 5.3.** The Institute reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment when:
- the applicant or enrolled student has provided untrue, inaccurate or incomplete information;
  - the Institute restricts entry in accordance with clause 5.2 above;
  - the Institute is not satisfied that an international applicant meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the [HOME AFFAIRS](#); or
  - any legislation prohibits the international student's admission.

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#### 5.4. Admission process table-

Assessment of the application for admission	Responsibility	Timeline
<p>The application for admission must clearly demonstrate that the applicant has met the Institute and the course entry requirements.</p> <p>The application must be assessed against the Institute's and the course entry requirements. The applications for admission may be referred to the relevant Assessor for determination (in cases where the Admission Officer is unsure if the applicant meets the requirements), prior to the Assessor deciding if an application satisfies the entry requirements and whether an offer should be made.</p>	<p>Applicant</p> <p>Admission Officer (&amp; Assessor, where applicable)</p>	<p>On application</p> <p>The application should be assessed and responded to in an efficient and timely manner.</p>
<p>The Admissions Officer will also assess each application in accordance with the Admissions Operating Manual.</p>		
<p>Having met all the applicable Institute and course entry requirements an offer may be made for admission into a course.</p>	<p>The Academic Registrar/ Admissions Officer/ authorised officer/State Admissions authority</p>	<p>In an efficient and timely manner.</p>

5.5. Applicants who have been excluded from their studies at the Institute, due to their enrolment having been discontinued on the grounds of academic or non-academic misconduct, may not apply for admission during the period of exclusion.

5.6. The Institute will ensure that course admission requirements do not present unreasonable barriers to access.

## 6. Responsibility

6.1. The Academic Board is responsible for:

- the oversight and monitoring of admission standards for each course on an annual basis, with adjustment as required; and
- the scheduled review of this policy and procedure.

6.2. The Academic Registrar is responsible for the operational implementation of this policy.

6.3. Staff responsible for the admission process must not divulge to any unauthorised person any information related to an individual's application for admission in accordance with the Institute Privacy Policy.

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## 7. Implementation and Communication

The policy will be implemented and communicated throughout the Institute via:

- the Institute's webpage;
- Internal circulation to staff;
- Staff meeting;
- Staff professional development.

### Supporting Documents

Legislative Context

Higher Education Support Act 2003 Australian Qualifications Framework (AQF)

Education Services for Overseas Student (ESOS) Act 2000 and National Code 2018 Tertiary Education

Quality and Standards Agency (TEQSA) Act

Department of Home Affairs - Student Visa requirements MIT Operating Manual- Admissions

MIT Enrolment Policy and Procedure MIT's Policies and Procedures

MIT Academic Appeals Policy and Procedure Privacy Policy

Underage Domestic Student Policy and Procedure

***Academic Board amended clauses 4.8.1 and 4.8.2 on 10.2.2021. Clause 4.8.1 to allow admission of underage domestic students into MIT courses.***

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## The Schedule-

### ENGLISH LANGUAGE REQUIREMENTS FOR INTERNATIONAL STUDENTS

Students must be proficient in speaking, listening, reading, and writing in English as this is the language of instruction. They could provide one of the following forms of evidence to satisfy English language requirements at MIT.

1. English Tests
2. Australian Study
3. ELICOS Pathway
4. Pearson Versant English Placement Test
5. Completion of 5 years of study in English in Canada, the Republic of Ireland, New Zealand, South Africa, the United Kingdom, or the United States of America
6. Other Qualifications

#### 1.0 ENGLISH TESTS

English tests must be taken no more than two years before the course commencement date at MIT.

Course	IELTS Academic	TOFEL iBT	PTE Academic	Cambridge CAE
Bachelor of Business, Bachelor of Networking, Bachelor of Data Analytics, Master of Networking	Overall score 6.0 (with no band less than 5.5)	Overall score 60-78 with minimum scores: Reading 12 Listening 11 Speaking 17 Writing 20	Overall score 50 with (no score less than 45)	CAE score of 169 (no band less than 162)
Master of Professional Accounting	Overall score 6.5 (with no band less than 6.0)	Overall score 79-93 with minimum scores: Reading 13 Listening 12 Speaking 18 Writing 21	Overall score 58 (no score less than 50)	CAE score of 176 (no band less than 169)
Master of Business Analytics and Master of Data Analytics	Overall score 6.0 (with no band less than 6.0)	Overall score 60-78 with minimum scores: Reading 13 Listening 12 Speaking 18 Writing 21	Overall score 50 (no score less than 50)	Overall, 169 (no band less than 169)

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## 2.0 AUSTRALIAN STUDY

Students with the following qualifications may satisfy MIT's English requirements. Qualifications must be obtained no more than two years before the course commencement date at MIT.

Program	Program duration
Australian Year 12 or equivalent	Two years
Foundation Years/Studies	1-2 years
Certificate IV	One year or six months following Certificate III
Diploma	One year
Advanced Diploma	1 to 1.5 years
Partial completion of Bachelor's and Master's degree at another tertiary institution in Australia	Successful completion of 1-semester full-time study (0.5 EFTSL) <b>Example:</b> For a unit with 15 credit points, 15 divided by 120=0.125

## 3.0 ELICOS PATHWAY

Successful completion of English Language Intensive Course for Overseas Students (ELICOS) program at an appropriate level at MIT or other NEAS accredited institutions. ELICOS must be completed no more than two years before the course commencement date at MIT.

### 3.1 ELICOS study level requirements

Course	ELICOS Study Level
Bachelor of Business, Bachelor of Data Analytics, Bachelor of Networking, Graduate Diploma of Networking, Master of Business Analytics, Master of Data Analytics, Master of Networking	EAP Upper-Intermediate to Advanced equivalent to IELTS overall score 6.0
Graduate Diploma of Accounting, Master of Professional Accounting	EAP Advanced equivalent to IELTS overall 6.5

### 3.2 Minimum English Test Score and ELICOS Package

Students who do not satisfy the minimum English language requirements have an option to study English Language Intensive Course for Overseas Students (ELICOS) at MIT English Language Centre. The Centre offers ELICOS at different skills level. The class levels are determined based on:

- Independent English Language Test Score or,

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- Pearson Versant English Placement Test

English test scores	ELICOS Package duration
IELTS 6.5 (with one or more individual bands below 6.0) or equivalent	Five weeks ELICOS for MPA
IELTS 6.0 (with one or more individual bands below 5.5) or equivalent	Ten weeks ELICOS for MPA Five weeks ELICOS for all other programs
IELTS Overall 5.5 or equivalent	20 weeks ELICOS for MPA 10 Weeks of ELICOS for all other programs
IELTS 5.0 or equivalent	30 weeks ELICOS for MPA 20 Weeks of ELICOS
IELTS 4.5 or equivalent	To be assessed on a case-by-case basis.

#### 4. PEARSON VERSANT ENGLISH PLACEMENT TEST (VEPT)

Courses	VEPT Overall Score
Bachelor of Business, Bachelor of Data Analytics, Bachelor of Networking, Graduate Diploma of Networking, Master of Networking	51-55 with minimum band score 45
Graduate Diploma of Accounting, Master of Professional Accounting	56-60 with minimum band score 50
Master of Business Analytics, Master of Data Analytics	50-55 with minimum band score 50

#### 5. COMPLETION OF 5 YEARS OF STUDY IN ENGLISH IN CANADA, THE REPUBLIC OF IRELAND, NEW ZEALAND, SOUTH AFRICA, THE UNITED KINGDOM, OR THE UNITED STATES OF AMERICA

Students who completed Senior Secondary and Tertiary studies from these countries where English is the first language may be eligible for direct entry.

#### 6.0 OTHER QUALIFICATIONS

Students who studied formal English subjects in the following academic qualifications in secondary schools may satisfy English language requirements. Qualifications must be obtained no more than two years before the course commencement date at MIT.

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- a) GCE (General Certificate of Education) 'A' or 'O' Level English with a minimum B grade.
- b) International Baccalaureate Diploma: Minimum of 4 in English A1 or A2 (Higher and Standard levels) or a minimum of 5 in English B (Higher levels)
- c) Cambridge International IGCSE and Pearson Edexcel International GCSE (A levels and O levels) with a minimum of C grade in English Language or a minimum grade of B in English as a Second Language (ESL).

### **Updates to English language requirements due to COVID-19**

MIT has updated some of its English language requirements due to COVID -19. These changes apply to students commencing in July 2020, October 2020, November 2020, March, and July 2021.

English test validity period (IELTS, TOEFL and PTE)

*The validity period of IELTS, TOEFL, and PTE tests has been extended from two to three years.*

TOFEL-iBT Special Home Edition test and IELTS Indicator Test

*MIT will accept the TOFEL-iBT Special Home Edition test and IELTS Indicator Test results.*

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## ENGLISH LANGUAGE REQUIREMENTS FOR DOMESTIC APPLICANTS

Each MIT course has minimum English requirements that students need to study at MIT. Refer to the following information.

### For all undergraduate courses:

- Completion of the VCE or HSC or an equivalent senior secondary qualification from an English-speaking country or
- Completion of a Foundation or Certificate IV or Diploma or Advanced Diploma or
- Completion of a minimum of four higher education units in Australia or another English-speaking country or
- Completion of senior secondary education in English and four years of post-secondary work experience in an English-speaking country or
- Completion of four higher education units in Australia or another English speaking country.

### For Postgraduate courses

If you are an Australian citizen or Permanent Resident or hold *or hold a passport from one of the following countries: Canada (English speaking provinces only), New Zealand, the Republic of Ireland, the United Kingdom, and the United States, you may meet the English language proficiency requirements.*

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## The Schedule: Underage International Student Support procedure.

### Underage Students on International visas

#### Preamble:

The ESOS Framework, including the Education Services for Overseas Students (ESOS) Act 2000 and Standard 5 of the National Code pertains to the care and welfare arrangements for students under 18 years of age.

Before a student visa can be granted to an international student under 18 years of age, the Australian Government must be satisfied that there are appropriate accommodation, support and general welfare arrangements in place for the period that the student will be under 18 while in Australia.

Underage international students at the Institute must have their own care arrangements approved by the Department of Home Affairs (DHA), accordingly Standard 5 does not apply and the Institute does not take responsibility for the welfare arrangements of the international students welfare under Standard 5.

#### Procedure:

1. In this procedure an “underage student” is defined as an international student enrolled or enrolling in a course at the Institute who is or will be under 18 years of age on commencement of their course, which includes any pre-teaching orientation or other activity.
2. An underage student must, until they turn 18, reside:
  - with their parent or legal guardian; or
  - with a suitable relative nominated by the parent or legal guardian who satisfies the requirements of the Commonwealth Department of Home Affairs (DHA).
3. Where an underage student intends living with a parent or nominated eligible relative over the age of 21 years, these arrangements must be approved by the DHA when applying for a student visa.
4. The Institute will require that:
  - The DHA has approved appropriate welfare arrangements for underage students before the visa was granted.
  - A parent, or a nominated suitable relative is responsible for the welfare of younger international students while in Australia.
  - The conditions and responsibilities contained in the *Underage Domestic Student Policy and Procedure* will apply to underage international students (the necessary changes being made to the *Underage Domestic Student Policy and Procedure* to include international students to the definition of underage domestic students).
  - The underage student (residing with a DHA approved parent/ legal custodian/ suitable relative) and their parent or legal guardian, will submit a signed *Underage International Student Welfare and Accommodation Arrangements* form together with a signed *Consent Form For Applicant - who will be under 18 years of age on commencement of their course* (annexed to this Schedule) to the Office of Student Administration and Experience (OSAE) together with supporting evidence of the relationship (e.g. birth certificate, family card).
5. **The Institute responsibilities:**
  - 5.1. Students under 18 years of age must be given age and culturally appropriate information on:

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- who to contact in emergency situations, including contact numbers of a nominated staff member;
  - Seeking assistance and reporting any incident or allegation involving actual or alleged sexual, physical or other abuse.
- 5.2. The Institute must meet Commonwealth, state or territory legal requirements relating to child welfare and protection and contact the Department of Home Affairs and other local agencies if it becomes aware the overseas student is not being well looked after.
- 5.3. The Institute must ensure that the parent, legal custodian, or an eligible relative has been approved to take responsibility for the overseas student's accommodation, welfare, and support in Australia and that they have obtained an appropriate visa.

An eligible relative is:

- a parent, spouse, de facto partner, brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, or a step-grandparent, step-aunt, step-uncle, step-niece or step-nephew; and
  - nominated by a parent of the applicant or a person who has custody of the applicant; and
  - aged at least 21; and
  - of good character, and show this by providing a police clearance from the countries in which they have lived for more than 12 months in the past 10 years after the age of 16; and
  - an Australian citizen, permanent resident or be eligible to remain in Australia until the overseas student's visa expires or the overseas student turns 18 years of age.
- 5.4. If the underage student is involved in a critical incident, the Institute will implement its documented critical incident policy for international students. Examples of a critical incident include:
- a student missing or unable to be located;
  - death or serious injury where the student requires medical assistance; or
  - student's involvement in some behavioural issues such as domestic violence, physical or psychological abuse.

This procedure allows the Institute to meet its obligations under: Education Services for Overseas Students Act 2000 (Cth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth).

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## Underage International Student Welfare and Accommodation Arrangements

1. Section A or Section B must be completed.
2. At least one parent or legal guardian must complete this form for international students who are under 18 years of age and will be studying at MIT.
3. Australian Government regulations, the National Code and Student Visa conditions require that any international student under the age of 18 must have approved accommodation and welfare arrangements in place.

STUDENT DETAILS:	
Family Name	
Given Names	
Date of Birth	
Agent's Name	
Correspondence/Agent's Address	
Contact Telephone	
PARENT/LEGAL GUARDIAN DETAILS:	
Family Name	
Given Names	
Relationship to Student	
Address	
Contact Telephone	
Section A: I will be living with a Parent or Person who has Legal Custody	
Family Name	
Given Names	
Relationship to Student	
Address	
Home Telephone/ Mobile Telephone	
	Please provide a copy of passport and/or Australian Driver's Licence of Parent or person who has legal custody with this form
Section B: I will be living with a Relative/Guardian (Relatives/guardians must be 21 years of age or over and be of good character)	
Relative/Guardian's Family Name	
Relative/Guardian's Given Names	
Relationship to student	
Relative/Guardian's Address	

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Home Telephone /Mobile Telephone	
	Please provide a copy of passport and/or Australian Driver's Licence of the Relative/Guardian with this form
Declaration: I confirm that the information I have provided is correct and I will advise MIT if these arrangements change while I am studying at MIT, and I accept responsibility for approving the welfare, support and accommodation arrangements for the student.	
<b>Signatures</b>	
Student's signature	
Parent/Guardian's signature	

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**CONSENT FORM FOR APPLICANTS-**

**who will be under 18 years of age on commencement of their course**

Name of Applicant: .....

Student ID: .....

Applicant’s date of birth: .....

**PARENT DECLARATION**

I the undersigned parent or guardian agree:

- 1) I have read and understood the Information for Parents and Guardians (attached) relating to students under the age of 18 studying at MIT.
- 2) I shall remain primarily responsible for the student’s personal supervision and welfare, and I acknowledge that MIT does not have parental responsibility and shall not be liable for any acts or omissions by the student.
- 3) That it is my responsibility to ensure that the student adheres to MIT’s policies, rules and regulations. I will advise the student that they may not buy alcohol or enter licensed premises.
- 4) I will act as guarantor for any fees incurred by the student together with any other sums owed to MIT until the student reaches 18 years of age. On the student attaining the age of 18, this guarantee shall cease to have effect for any future debts.
- 5) To the student undertaking the course of study and participating in compulsory and optional course related off-campus activities.
- 6) MIT shall not determine the suitability or monitor or supervise the student’s attendance and participation in on and off-campus extra-curricular activities including those activities organised and conducted by the student clubs. This is the responsibility of the student in consultation with the parent/guardian.
- 7) MIT may authorise emergency medical treatment acting on medical advice in the best interests of the student, if it is not possible to contact a parent or legal guardian.
- 8) MIT will not divulge confidential information, for example about a student’s academic progress, to a parent or anyone else without the consent of the student. Therefore, unless the student co-signs this declaration MIT’s obligation of confidentiality to the student means no personal information will be shared with the parent or guardian.
- 9) This Declaration shall remain in force until the student’s 18th birthday

**SIGNATURE OF PARENT OR LEGAL GUARDIAN**

Signature: .....

Name (please print): .....

Relationship to the applicant: .....

Date: .....

**PART 2: STUDENT DECLARATION I**, (name of student) consent to MIT releasing personal information to the following nominated person or persons where that information has a bearing on my academic progress or health, safety and welfare.

**SIGNATURE OF STUDENT**

Nominated Person(s): .....

**Warning: uncontrolled when printed**

*Note: PC amended policy on 12<sup>th</sup> April 2022 and inserted under Cl.3 Schedule wording to include “underage International student support”, Cl4.9 dot point 4 and the Schedule: “Underage International student support procedure”*

Original issue:

19 May 2017

Approved by the Academic Board:

12 March 2020

Endorsed by Board of Directors:

27 March 2020

Amended by the Policy Committee:

05 March 2020

Current version:

12 April, 2022

Review date

26 April 2022

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Name of Student: .....  
Relationship of nominated  
Person to student: .....  
Signature: .....  
Date: .....

*Please now return the completed Form to: Office of Student Administration and Experience*

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## **Information for the Parents and Guardians; and Consent Form for applicants who will be under 18 years of age on commencement of their course**

All applications are considered on their respective merits and the Institute may grant places to underage students where:

- it determines that they are academically qualified to successfully complete the relevant programme of study;
- there are places available.

Parents/legal guardians and underage applicants should understand and be aware of what it means to be studying at the Institute as an underage student. It is a requirement of enrolment that the parent or guardian of any student who is under the age of 18 years confirms their acceptance of the arrangements set out in this document, by signing and returning attached Consent Form.

MIT (the Institute) is an adult environment; students are expected to act as adults and to assume adult level of responsibility. Students are expected to have the necessary skills to study independently alongside people from a wide variety of ages and backgrounds. Enrolments are offered on the understanding that the Institute treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way. Adult content may be included in course material.

### **PARENTAL RESPONSIBILITY**

The Institute does not take on the rights, responsibilities and authority that parents/guardians have in relation to a child and does not act in the place of parents/guardians in relation to students who are under 18 years of age.

### **SUPPORT FOR STUDENTS UNDER 18**

The Institute recognises that underage students may have an additional need for support and require the appropriate involvement of their parent/legal guardian.

The Office of Student Administration and Experience (OSAE) will provide support for underage students as follows:

- advise the Head of the relevant School of students who are under 18 years of age at the time when the students accept their offer.
- assign an OSAE staff member as the key contact point between the Institute and that student and their parents/guardian and put in place a mutually agreed communication strategy.
- The assigned staff member will consult with the relevant School on the communication strategy and confirm the role of School staff.
- The age and maturity of the student will impact on the level of support needed. Students aged 17 will be treated as independent, mature individuals. Students who are aged 17 and over will not be provided with additional support, service or welfare monitoring unless specifically

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requested by the parent/guardian of the underage student or the underage student and agreed to by the Institute.

#### PRIVACY AND COMMUNICATION

The Consent Form for Applicants who will be under the age of 18 on commencement of their course requires both the underage student and their parent/guardian to consent to the release of personal information about the student.

The Institute will therefore be enabled to communicate with the parent/guardian in any circumstances where the personal affairs of the student need to be discussed or addressed.

#### EMERGENCY CONTACT

Emergency contact details must be provided for students under the age of 18 years and such students and/or their parents are required to supply this information prior to commencement of their course.

In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. The Institute therefore requires parents to give their consent that, in the case of such an emergency, a senior member of the Institute has parental permission to act on medical advice and do what is in the best interests of the child. By signing the Consent Form for Applicants who will be under the age of 18 on commencement of their course, the student's parents or guardians indicate their consent to act in this way.

#### CONTRACTS/LIABILITY FOR DEBTS

Parents or guardians act as guarantors and honour all obligations under any contracts with the Institute that the student enters into prior to turning 18 years of age. Failure to pay debts due to the Institute could result in studies being suspended.

#### STUDENT. FIELD TRIPS, PLACEMENTS, EXCURSIONS

Courses may involve compulsory or optional excursions or other periods of study away from the Institute. Upon the signing the Consent Form for Applicants who will be under the age of 18 on commencement of their course, the parent/guardian gives consent for the student to take part in these activities on that basis.

#### ALCOHOL

Alcohol may be available for purchase or supplied at some Institute organised events. Underage consumption of alcohol is illegal and it is not permissible to supply underage students on the campus or at events with alcohol.

#### CONFRONTING COURSE MATERIAL

Institute studies can include confronting course material and adult content that is available on-line, in libraries and as part of general teaching resources. The Institute has strict policies about access to inappropriate material however students generally have open access to the Internet and are expected to self-manage. these factors before enrolling.

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