

# ADMISSIONS (DLI) POLICY

## Section 1 - Preamble

- (1) This Policy is effective from 18 June 2025.

## Section 2 - Purpose

- (2) This Policy governs admission of students to Deakin University Lancaster University Indonesia (DLI).

## Section 3 - Scope

- (3) This Policy applies to all applicants for admission to DLI Higher Education Programs.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy & Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All academic policy and procedure will be subject to a full review at the end of the two-year establishment phase.

## Section 4 - Policy

### Principles

- (5) DLI is committed to conducting admissions by the following principles:
- offer attractive and relevant degree programs underpinned by both Deakin University and Lancaster University's high academic reputation and institutional quality standards;
  - attract and retain students who have the potential to succeed in their chosen program;
  - ensure that there is equality of opportunity for all applicants, whatever their background;
  - treat all applicants fairly and consistently, evaluating each application on its own merits.
- (6) DLI seeks to achieve this by:
- providing information and materials relating to the criteria for entry and to admissions procedures that are accurate, relevant, current, accessible and valid, and are designed to help applicants to make informed decisions;
  - ensuring that any significant changes to an advertised program will be communicated to all applicants who will be affected by the changes;
  - ensuring that recruitment and admissions procedures are fair, transparent and applied consistently;

- d. assessing each application on an individual basis, judging against published selection criteria, including prior learning and experience where appropriate;
- e. ensuring that all applications are processed in a timely and effective manner;
- f. ensuring that any potential student who has additional support needs is aware of the support available at DLI;
- g. ensuring that staff who are involved in recruitment and admissions are competent, trained and informed about relevant issues, operate in a clear and consistent way, and deal with applicants in a polite and helpful manner;
- h. regularly monitoring and reviewing matters relating to admission and progression.

### **Regulatory Compliance**

- (7) This policy and associated procedures will comply with relevant legislation including but not limited to meeting the expectations of both the United Kingdom Office for Students (OfS) and Australian Tertiary Education Quality and Standards Agency (TEQSA), and any local legislation.

### **Entry Requirements**

- (8) Entry requirements for admission include Academic requirements and English Language requirement, or equivalent. Entry requirements are set by the University Partners and approved in accordance with relevant University Partner policies and procedures.
- (9) Entry requirements are published on the DLI website in accordance with the Student Communication and Information (DLI) Policy and Web Publishing (DLI) Policy.

### **Applications**

- (10) Applicants must follow prescribed application procedures to be considered for selection.

### **Selection**

- (11) All applicants must satisfy program entry requirements to be considered for selection. Meeting program entry requirements does not guarantee selection.
- (12) Selection is undertaken by Selection officers based on holistic consideration of merit, likelihood of success, availability of places, participation requirements, regulatory requirements, and individual circumstances.

### **Individual Circumstances**

- (13) Mechanisms by which individual circumstances can be considered are set by Deakin University and Lancaster University, with admission and selection procedures which include but are not limited to admission pathways.

### **Complaints regarding admissions decisions**

- (14) Admissions decisions cannot be challenged on grounds relating to academic judgement, where the decision can be shown to have been reached fairly and in accordance with published criteria. However, if an applicant believes that their application has not been dealt with fairly in accordance

with the Admissions Policy and supporting Procedure, then complaints will be handled in accordance with the Complaints (DLI) Policy.

## Roles and Responsibilities

(15) The following table delineates responsibilities for admissions at DLI:

Role	Responsibility
University Partners	<ul style="list-style-type: none"><li>• Setting entry requirements;</li><li>• Recognising and recording the admission of students into Award Programs in their respective Student Management Systems;</li><li>• Establishing guidelines on evidence requirements and evidence verification processes for admission;</li><li>• Determining equivalencies for admission;</li><li>• Granting credit;</li><li>• Overseeing compliance with admission standards;</li><li>• Monitoring and review.</li></ul>
DLI Joint Management Committee	<ul style="list-style-type: none"><li>• Approve application for admission process</li><li>• Assess or provide authority to assess individual applications</li><li>• Select or provide authority to select an applicant for offer</li><li>• Make or provide authority to make an offer</li></ul>
DLI Chief Operating Officer	<ul style="list-style-type: none"><li>• Selecting and making offers to applicants who meet the admission requirements;</li><li>• Managing, maintaining and auditing the records of admission decisions, and ensuring information is managed effectively in the Student Management System;</li><li>• Ensuring compliance with transparency of admission requirements;</li><li>• Assessing equivalence in accordance with clause 7.</li></ul>

## Section 5 - Procedure

(16) The following policies and procedures support the implementation of this Policy:

- a. Admissions (DLI) Procedure;
- b. Entry Requirements (DLI) Schedule;
- c. Complaints (DLI) Policy;
- d. Enrolment (DLI) Procedure;
- e. Fees, Charges, and Enrolment (DLI) Policy;
- f. Student Communication and Information (DLI) Policy;
- g. Web Publishing (DLI) Policy.

## Section 6 - Definitions

(17) For the purpose of this Policy:

- a. **Admission Pathways:** any one of the options available to a prospective higher education student that will enable them to meet the entry requirements of their chosen courses.

- b. **Entry requirements:** academic, English language proficiency, or other relevant requirements appropriate for students to succeed in a program.
- c. **Higher Education Program:** A program approved by Deakin University or Lancaster University that leads to:
  - i. a diploma, advanced diploma, associate degree, bachelor degree, graduate certificate graduate diploma, masters degree or doctoral degree;
  - ii. a qualification covered by level 5, 6, 7, 8, 9 or 10 of the Australian Qualifications Framework (AQF) and level 4, 5, 6, 7, or 8 of the UK Framework for Higher Education Qualifications (FHEQ).
- d. **Program:** means a sequence of study that leads to higher education or other award, often referred to as a programme in Lancaster policy contexts, and Course in Deakin policy contexts.
- e. **Rector:** means the individual jointly appointed by Deakin University, Lancaster University and DLI to provide academic leadership to the Indonesia Campus, as that individual may be titled from time to time
- f. **Reliable and valid:** means evidence-based admission and selection methods that have been shown to be reasonably predictive of student success. The introduction of new methods is generally guided by evaluation strategies governed by this Policy to establish the evidence-base that warrants their continuation.
- g. **Selection Officer:** a staff member(s) with delegated authority to select applicants to be offered a place in a course. A selection officer must be conversant with the university's admission and selection criteria.
- h. **University Partners:** Deakin University (Australia) and Lancaster University (United Kingdom).

## Associated documents

These associated documents are available on the DLI Policy page:

- Admissions (DLI) Procedure
- Entry Requirements (DLI) Schedule
- Complaints (DLI) Policy
- Enrolment (DLI) Procedure
- Fees, Charges, and Enrolment (DLI) Policy
- Student Communication and Information (DLI) Policy;
- Web Publishing (DLI) Policy

POLICY DETAIL	
<b>Name of policy</b>	Admissions (DLI) Policy
<b>Overarching legislation</b>	Australia

	<a href="#">Deakin University Academic Board Regulations</a> <a href="#">Deakin University Act 2009 (Vic)</a> <a href="#">Deakin University Statute</a> <a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a> <a href="#">Higher Education Support Act 2003 (Cth)</a> <a href="#">Australian Qualifications Framework (AQF)</a>  <b>United Kingdom</b> National legislation, including advice provided by the <a href="#">Competitions and Markets Authority (CMA)</a> ; The English higher education regulator, the <a href="#">Office for Students</a> and its conditions of registration, and other relevant government bodies and agencies; The <a href="#">Charter, Statutes and Ordinances of the University of Lancaster</a> .
<b>Approved by</b>	Yayasan Governing Board
<b>Approval date</b>	18 June 2025
<b>Date of effect</b>	upon promulgation
<b>Version</b>	Version 2.1
<b>Date of review</b>	Within 12 months of approval
<b>DLI Approval</b>	Joint Management Committee 13 June 2025
<b>Deakin University Approval</b>	International Branch Campus Working Group under the delegated authority of the Academic Board 2 June 2025
<b>Lancaster University Approval</b>	Policy Approval Sub-Group of Senate 8 <sup>th</sup> April 2025 Meeting number 1 / Agenda Item 5
<b>Responsible Executive</b>	DLI Rector
<b>Implementation Officer</b>	DLI Chief Operating Officer
<b>Policy superseded</b>	Interim Joint Admissions Policy Vers 1.0
<b>Summary</b>	This policy describes the requirements and principles governing the admission of students into DLI programs.
<b>Key words for online searching</b>	Admission, entry requirements
<b>Category</b>	Academic
<b>Target audience</b>	Students, staff

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
2.1	University Partners and Navitas	Admissions (DLI) Policy Revisions to align with new Admissions (DLI) Procedure.	June 2025	June 2025
2.0	University Partners and Navitas	Admissions (DLI) Policy New policy built on interim joint policy. Endorsed Lancaster University SCAR 21/08/2024 and Deakin University AB 3/09/2024.	N/A	N/A
1.0	University Partners and Navitas	<a href="#">Interim Joint DLI Admission Policy</a> New policy. One of 23 new policies approved under the Interim Joint Policy Framework as an interim step during the start-up phase of the Bandung Campus.	March 2024	March 2024