

ADMISSIONS (DLI) PROCEDURE

Section 1 - Preamble

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

Section 2 - Purpose

- (2) This Procedure sets out how to administer Admissions for DLI.

Section 3 - Scope

- (3) This Procedure applies to all DLI students applying 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 standard scheduled policy review (Section 6) during the two-year establishment phase.

Section 4 - Policy

- (5) This Procedure is pursuant to the Admissions (DLI) Policy.

Section 5 - Procedure

Entry Requirements

- (6) To be considered for selection applicants must meet or exceed entry requirements for admission to DLI as specified in the Entry Requirements (DLI) Schedule.
- (7) Entry requirements for each program are published on the DLI website in accordance with the Student Communication and Information (DLI) Policy.

Selection

- (8) Selection is carried out by selection officers as specified in the Admissions (DLI) Policy. Selection officers will be provided with appropriate training to fulfill policy responsibilities, including but not limited to managing conflicts of interest.
- (9) Applicants must satisfy published academic and English language requirements to be eligible for selection. Meeting academic and English language requirements does not guarantee selection.
- (10) Selection is based on holistic consideration of merit, likelihood of success, availability of places, participation requirements, regulatory requirements, and individual circumstances.

- (11) Individual circumstances may be considered during selection as specified in clause 44.

Application Mechanism

- (12) Applicants must apply for admission to DLI through the [Student Application Portal](#) or through a [registered Deakin University Lancaster University representative](#).

Selection Process

- (13) Offers are made by selection officers on a rolling basis to applicants who have met the admission criteria (subject to the availability of places), except for programs where a quota of places has been established.
- (14) Meeting entry requirements does not guarantee an offer for a place in a program. Offers are made by selection officers based on ranked order and the number of places available to achieve enrolment targets. A process for ranking applicants will be proposed by the Rector and agreed by the University Partners.
- (15) Where a quota of places has been established for a program, staff designated by the Rector will assess and determine a ranked listing of applicants who meet the admission criteria and make offers to applicants based on the ranked order and number of places available.

Evidence of Eligibility

- (16) DLI will publish evidence of entry requirements on the DLI website.
- (17) Evidence of meeting entry requirements may include one or more of the following:
- a) complete qualifications
 - b) partial qualifications
 - c) completion of tests
 - d) English language proficiency tests
 - e) proof of citizenship and/or residency
 - f) proof of meeting regulatory requirements.

Types of offer

- (18) One of the following types of offer may be made:
- a) offer, if eligibility is confirmed and all verified documentation received, including offers through guaranteed pathways
 - b) conditional offer, including packaged offers, while awaiting further documentation or evidence confirming eligibility for an offer
 - c) provisional offer while an applicant completes qualifications required to meet eligibility
 - d) offer into an admission pathway or alternative program.
- (19) An offer may be withdrawn:
- a) Where an offer has been made based on incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or certifying authority.
 - b) Where there are insufficient enrolments to make the program viable, the program into which entry is sought has filled its allocated quota of students or reached its maximum capacity.

Selection considerations for international applicants

- (20) DLI welcomes applications from prospective students based outside Indonesia.
- (21) International applicants who apply based on an overseas secondary or tertiary qualification are considered for selection against criteria that are comparable to the relevant program admission standards applicable for the year of entry.
- (22) Selection officers assess the equivalence of international qualifications and other relevant evidence to entry requirements, consulting where appropriate:
 - a) Deakin University's [International Undergraduate Entry Requirements](#);
 - b) Deakin University's Equivalence Register;
 - c) Lancaster University's Admissions Office equivalencies database;
 - d) information and guidelines provided by relevant databases, e.g., the Australian Government Departments or the UK ECCTIS database;
 - e) University Partner designated staff with expertise in international equivalence.
- (23) A record of equivalence decisions will be kept in a register that is overseen by the DLI Chief Operating Officer and accessible to authorised staff involved in admissions and selection.

Internal program transfers

- (24) Students wishing to change their enrolment to a new program may apply for internal program transfer.
- (25) The minimum eligibility criteria for program transfers are set by the DLI Joint Management Committee.
- (26) Academic performance criteria for program transfer will be communicated to current students via the DLI website.
- (27) Academic performance criteria for program transfer will be consistent with the level of academic preparation and proficiency required for selection into the program for all applicants. Program transfer criteria may include but are not limited to:
 - a) number of modules that must be completed in a DLI program or equivalent
 - b) level of performance achieved; and
 - c) any prerequisites for the new program.
- (28) DLI may grant credit into the new program as part of the transfer process in accordance with the Recognition of Prior Learning (Interim Joint Policies). DLI may grant credit into the new program as part of the transfer process in accordance with the DLI Interim Joint Recognition of Prior Learning Policy.
- (29) In deciding whether to approve a transfer of program or funding category, selection officers will consider:
 - a) academic merit (for example, Weighted Average Mark attained)
 - b) Individual students' circumstances that might affect their need to transfer program, fee, or mode
 - c) availability of places in the program (quotas may apply to some programs)

- d) availability of appropriate infrastructure and resources including teaching and laboratory spaces
 - e) availability of placements where applicable
 - f) visa and other compliance requirements.
- (30) Where published requirements are not satisfied, transfers may be approved on a case-by-case basis by the Rector and must be reported to the DLI Joint Management Committee.
- (31) Program and funding category transfers will normally occur prior to the commencement of a study period.
- (32) Students applying for transfer back to a program they have transferred from will be treated as applying to transfer to a new program.
- (33) Deferral will not be granted for students for whom an internal program transfer has been offered.

Deferral of studies

- (34) Applicants who receive an offer of a place in a program may apply to defer their studies.
- (35) DLI will normally allow students to defer their studies for up to 12 months. The Rector or nominee may consider requests from students for shorter or longer deferral periods, or applications to extend deferral, if there are extenuating circumstances.
- (36) Any approved study completed in the period of deferment cannot be used to gain recognition of prior learning unless specified in the conditions of the deferment.
- (37) If the deferral period lapses, the applicant will be required to apply for admission and to compete for a place at the appropriate time. If the applicant wishes to be considered for a place in a different program, a new application in accordance with standard admission application practices will be required.
- (38) An applicant whose application to defer their studies has been approved will be guaranteed a place in the program for which the original offer was made in the following academic year, provided that the program is available to commencing students at that time.
- (39) A student who is granted deferral will be liable for any tuition fees at the rates applicable in the year in which they enrol.

Readmission

- (40) DLI will not consider applications to the same programme or cognate discipline from former students of DLI who failed, or were permanently excluded. An exception may be permitted where there were well-documented individual circumstances (such as health problems) presented at the time. DLI will not consider applications from former students of DLI who were permanently excluded for academic malpractice or misconduct.
- (41) A student who wants to be readmitted following lapse or discontinuation in enrolment must apply for readmission through the appropriate application channel.
- (42) A student is not permitted to be re-admitted into discontinued programs.

Complaints

- (43) Pursuant to the Admissions (DLI) Policy, where an applicant believes that their application has not been dealt with fairly in accordance with the published criteria, they can contact the Admissions Office and raise an informal complaint. If a complaint is not resolved informally, the applicant may submit a formal complaint, in accordance with the Student Complaints Resolution (DLI) Procedure.

Individual Circumstances

- (44) The DLI Joint Management Committee may approve admission pathways for considering individual circumstances during selection.
- (45) Any approved admission pathways will give due consideration to:
- a) not exempting applicants from meeting DLI entry requirements;
 - b) factors generally outside an individual's control that have adversely affected a student's prior academic achievement;
 - c) previous academic achievement in particular discipline areas;
 - d) the student's chance of success in their intended program.
- (46) Approved entry schemes must be published the DLI website.

Section 6 - Definitions

- (47) For the purpose of this procedure:
- a) **Entry Requirements:** academic, English language proficiency, or other relevant requirements appropriate for students to succeed in a program.
 - b) **Equivalence Register:** a document describing DLI recognised equivalence to entry requirements, maintained by staff involved in admissions and selection on advice from staff with expertise in international equivalence. Certain information within the Register may be published on the DLI website.
- (48) **Exclusion:** the cancellation of a student's enrolment in a program. This can be for a variety of reasons, generally either due to not meeting progression requirements, or for misconduct (whether academic or non-academic) that is deemed sufficiently serious.
- a) **Defer:** the approved postponement of study for a specified period prior to the first enrolment in a course.
 - b) **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 \(FHEQ\)](#).
 - c) **Intermission:** the approved suspension of study by a student after enrolling in a course, usually for a total period of not more than one Academic Year.
 - d) **Packaged offer:** a category of conditional offer where applicants are offered a pathway through levels and/or programs of study, conditional on satisfactory completion of specified academic requirements.
 - e) **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 DLI entry requirements.

Associated documents

These associated documents are available on the DLI Policy page:

- Admissions (DLI) Procedure
- Entry Requirements (DLI) Schedule
- Fees, Charges, and Enrolment (DLI) Policy
- Web Publishing (DLI) Policy
- DLI Interim Joint Recognition of Prior Learning Policy
- Student Complaints Resolution (DLI) Procedure
- Student Communication and Information (DLI) Policy

PROCEDURE DETAIL	
Name of procedure	Admissions (DLI) Procedure
Overarching legislation	<p>Australia Deakin University Academic Board Regulations Deakin University Act 2009 (Vic) Deakin University Statute Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act 2003 (Cth) Australian Qualifications Framework (AQF)</p> <p>United Kingdom National legislation, including advice provided by the Competitions and Markets Authority (CMA); The English higher education regulator, the Office for Students and its conditions of registration, and other relevant government bodies and agencies; The Charter, Statutes and Ordinances of the University of Lancaster.</p>
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DLI Approval	Joint Management Committee 13 June 2025
Deakin University Approval	International Branch Campus Working Group under the delegated authority of the Academic Board 2 June 2025
Lancaster University Approval	Policy Approval Sub-Group of Senate 8 th April 2025

	Meeting number 1 / Agenda Item 5			
Responsible Executive	DLI Rector			
Implementation Officer	DLI Chief Operating Officer			
Procedure superseded	N/A			
Summary	This Procedure documents processes relevant to admission of students into DLI Higher Education Programs.			
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Target audience	Students, staff			
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1.0	University Partners and Navitas	New Admissions (DLI) Procedure	June 2025	June 2025