



ADMISSIONS POLICY AND PROCEDURES

1. Purpose

- 1.1 LIHE, trading as Lincoln Institute of Higher Education (LIHE), is committed to transparent and equitable admissions applied consistently, so that applicants are treated fairly, have the capacity to complete their chosen course, and are fully informed. This Policy sets out the principles and procedures for identifying entry requirements, processing applications, selecting applicants with equity measures, and notifying outcomes.

2. Scope

- 2.1 This Policy applies to all applicants for a LIHE course and to staff involved in admissions. Annex A sets out the specific requirements and selection process for the Master of Information Technology (Research), which prevail for that course.

3. Principles

- 3.1 LIHE admits only applicants who provide sound evidence of meeting the admission criteria and the ability to complete the course. Admissions are transparent, fair and applied consistently; evaluations are as objective as possible and conducted under the Conflict-of-Interest Policy.
- 3.2 Entry requirements are based on the knowledge and skills needed to succeed in the specific course, are consistent with the AQF level of the course, and are benchmarked against comparator courses. They are clearly communicated to applicants and applied without variation between applicants in like circumstances.
- 3.3 LIHE recruits ethically and provides clear, current and accurate information. It applies its equity commitments (Section 7) and does not discriminate. Personal information is handled confidentially under the Data and Records Integrity Policy.
- 3.4 The number of students admitted to a course is proportionate to available infrastructure, services, supervision and resources. For research courses, an offer is made only where appropriate supervisory capacity is available (Annex A).

4. Course entry requirements (general)

- 4.1 All applicants must be 18 years of age or over before the first day of Orientation, and hold qualifications consistent with the AQF level of the course. Requirements are set during course development and reviewed under the Course Review and Continual Improvement Policy.

- 4.2 General academic requirements by course level:

Course level	General requirement
Undergraduate	Year 12 with the published ATAR or equivalent; or a recognised foundation program; or one year of higher education study; or a qualification equivalent to AQF Certificate IV. (These undergraduate pathways do not apply to research degrees.)
Postgraduate coursework	An Australian Bachelor degree or overseas equivalent in a relevant field.



Course level	General requirement
Higher degree by research	As set out in Annex A for the Master of Information Technology (Research).

4.2 Meeting the entry requirements does not guarantee a place where applications exceed available places or, for research degrees, where supervisory capacity is limited.

5. English language requirements

5.1 All applicants must meet the approved English language proficiency requirement. An applicant is taken to meet it if they have completed a Bachelor-level (or higher) qualification taught and assessed in English in Australia, New Zealand, the UK, the USA, Canada or the Republic of Ireland (evidence required).

5.2 Otherwise, proficiency is evidenced by one of the following, achieved within two years before application. This single standard applies to the Master of Information Technology (Research) and is stated identically in the Course Admission Information.

Test	Minimum overall	Minimum per band / section
IELTS (Academic)	6.5	6.0 in each band
TOEFL iBT	86	17 listening, 18 reading, 18 writing, 17 speaking
PTE Academic	58	50 in each communicative skill
Cambridge C1 Advanced	176	169 in each skill

5.3 An applicant who does not meet the standard may receive a conditional offer pending successful completion of an approved English course to the required level before commencement. There is no separate, higher English standard for mature-age or non-school-leaver applicants; the standard above applies to all applicants to the course equally.

6. Applications and verification

6.1 Applications are submitted by the published deadline with evidence that the applicant meets the entry requirements. Admissions staff process applications and perform verification and compliance checks. LIHE verifies all supporting materials, including the legitimacy of overseas qualifications. Applicants may be required to attend an interview or provide additional evidence where the course requires it.

6.2 LIHE does not knowingly enrol an international student seeking to transfer from another provider's course before completing six months of their principal course, except as permitted by the Student Transfer Policy and the National Code.

7. Equity measures

7.1 LIHE supports applicants from underrepresented or disadvantaged groups, including Aboriginal and Torres Strait Islander people, carers, people with disability, people experiencing health concerns, mature-age applicants, single parents, international applicants, people for whom English is an additional language, and people who identify as LGBTIQ+.



- 7.2 LIHE provides a specific contact point for Aboriginal and Torres Strait Islander applicants and offers an informal interview to discuss circumstances and support. Applicants who identify as Aboriginal or Torres Strait Islander and meet the entry criteria are guaranteed a place. LIHE makes reasonable adjustments for applicants with disability and assures itself, with support in place, of each applicant's capacity to complete.

8. Selection, notification and offers

- 8.1 Applications are assessed against the published criteria. For research degrees, the additional selection steps in Annex A apply.
- 8.2 Successful applicants receive a Letter of Offer stating the acceptance date and accompanied by the terms and conditions; fees and charges; withdrawal, refund and tuition assurance; and deferral options. (Work-integrated learning information is included only where a course involves WIL; the Master of Information Technology (Research) does not.) The offer may be withdrawn if based on an incomplete, inaccurate or fraudulent application.
- 8.3 Unsuccessful applicants are notified, given reasons where appropriate, and informed of the appeals process.

9. Appeals

- 9.1 An applicant may appeal an admissions decision on the grounds that they satisfy the entry requirements, that the application was submitted correctly, or that the process was not followed in accordance with LIHE policy. Appeals are handled under the Student Complaints and Appeals Policy; nothing limits access to the National Student Ombudsman.

10. Review and continual improvement

- 10.1 The Academic Board reviews admissions policy and data annually (enrolment, retention, completion, at-risk and unsatisfactory-progress rates, use of support, complaints and appeals) and advises the Corporate Governance Board on improvements. Admissions data is collated and reported to the Academic Board.

11. Compliance

- 10.2 Applicants and staff involved in admissions must comply with this Policy. Non-compliance may result in disciplinary action.



Annex A — Master of Information Technology (Research): entry requirements and selection

This Annex states the requirements and selection process for the Master of Information Technology (Research). It is identical to the requirements in the Course Admission Information (3.1f) for this course.

A1. Academic entry requirements

Pathway	Requirement
Primary	A Bachelor degree with Honours (AQF Level 8), or an equivalent overseas qualification, in information technology, computer science or a cognate computing discipline, with a demonstrated research component (e.g. a thesis or major research project).
Alternative 1	A Master degree (AQF Level 9), or equivalent, in a cognate discipline with a demonstrated research component.
Alternative 2	A Bachelor degree (AQF Level 7) in a cognate discipline with a minimum credit average, PLUS demonstrated equivalent research experience (e.g. peer-reviewed publication, research employment, or a supervised research project), assessed under the Recognition of Prior Learning Policy.
Research readiness	In every case, the applicant must demonstrate research readiness through the Statement of Research Intent and the availability of appropriate supervision (see the selection process).

A2. English language requirement

The single standard in Section 5.2 applies (IELTS 6.5 overall / 6.0 each band, or equivalent), for domestic and international applicants alike.

A3. Statement of Research Intent

Each applicant submits a Statement of Research Intent (approximately 800–1,200 words) describing the proposed research area, its significance, an indicative approach, and its fit with LIHE's supervisory expertise. The Statement is assessed for research readiness, feasibility and fit.

A4. Selection process

Selection for the research degree follows these documented steps, applied consistently to every applicant:

- **Step 1 — Eligibility check.** Admissions staff verify the academic and English requirements (A1, A2) and the legitimacy of overseas qualifications.
- **Step 2 — Research-readiness assessment.** The HDR Coordinator (or delegate) assesses the Statement of Research Intent against published criteria (clarity, significance, feasibility, methodological awareness, and alignment with supervisory expertise).
- **Step 3 — Supervisory capacity.** An offer is made only where an accredited Principal Supervisor and at least one Associate Supervisor with relevant expertise are available and within caseload limits.
- **Step 4 — Interview (where required).** The applicant may be interviewed to confirm readiness and fit.
- **Step 5 — Recommendation and offer.** The HDR Coordinator recommends to the Research Committee (or delegate), which approves the offer. Decisions and reasons are recorded.



A5. Recognition of prior learning

An applicant who does not meet A1 by qualification alone may be assessed under the Recognition of Prior Learning Policy on the basis of equivalent research experience. RPL decisions are documented and applied consistently.

Definitions

AQF: the Australian Qualifications Framework. Domestic student: an Australian or New Zealand citizen or Australian permanent resident. International student: any other applicant. Research readiness: an applicant's demonstrated preparedness to undertake supervised research at AQF Level 9.

Version History			
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*Policy review date is 3 years from date of approval