

ADMISSIONS POLICY AND PROCEDURE

1. INTRODUCTION

Sydney Met is committed to fair, transparent and efficient framework and procedures for admissions. The College is dedicated to the provision of quality education that empowers learners within an inspiring, safe and inclusive environment that promotes learning based on accurate records, exceptional student service and a robust administrative framework. The College's efforts in this regard are manifested through this Admission Policy and Procedures document.

2. PURPOSE

The purpose of this policy and procedure is to ensure that applicants meet the minimum entry requirements to a Sydney Met course and the rights of students regarding access to information for admission are respected. This Policy identifies minimum requirements for admission at the College and the process adopted for fair admission practices.

3. SCOPE

Prospective and current students of Sydney Met; Governing Council (GC), Academic Board (AB), and staff of Sydney Met.

4. MINIMUM ENTRY REQUIREMENTS FOR ADMISSIONS¹

4.1 ACADEMIC QUALIFICATIONS²

To satisfy the academic requirements for admission to an undergraduate degree, applicants must meet at least one of the following entry requirements:

4.1.1 Successful completion of Year 12 with minimum 60% (considered as comparable to an ATAR of 60 at Sydney Met), or overseas equivalent, or

4.1.2 Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an Australian university that would enable students to gain entry to an Australian university; or

4.1.3 Satisfactory completion of one year of accredited full-time study at a registered institute of tertiary

¹ Admission to the Sydney Met courses are based on merit. Applicants meeting the minimum entry requirements do not guarantee a place.

² Academic requirements vary according to courses, and these requirements may change time to time. Please contact the College for latest and course-specific requirements.

education at AQF Level 5 (Diploma) or above.

4.2 ENGLISH LANGUAGE

4.2.1 No evidence of English is required for students from English-speaking countries where English is the primary medium of instruction in Schools up to Year 12.

4.2.2 For international students or local applicants with international qualifications where English was not the primary medium of instruction in Schools, the English proficiency requirements are below:

4.2.2a *Bachelor of Business (Entrepreneurship), Bachelor of Information Technology (BIT), and Undergraduate Certificates (in Business and IT):*

- Minimum IELTS (Academic Module) score of *6.0 overall* with no band being less than 5.5, or equivalent (English test score must be valid at the time of consideration), or
- Successful completion of an AQF Diploma (1 year fulltime or more), or Advanced Diploma (1 year fulltime or more) qualifications in Australia, or at least one (1) year of full-time study (or part-time equivalent) towards a Bachelor of Degree or higher approved higher education qualifications in Australia, or
- Successful completion of the *Upper Intermediate Level* or *Advanced Level* of the English for Academic Purposes (EAP).

4.2.2b *Bachelor of Social Work (BSW):*

- Minimum IELTS (Academic Module) score of *7 overall* with no band being less than 6, or equivalent, or
- Successful completion of a Diploma (1 year or more), or Advanced Diploma (1 year or more) qualifications in Australia, or at least one (1) year of bachelor's course in Australia, AND passing the Sydney Met *Internal Test of English (ITE)*, or
- Successful completion of the *Advanced Level* of English for Academic Purposes (EAP) AND passing the Sydney Met *Internal Test of English (ITE)*.
- Applicants may also be provided with an English Package Offer with the BSW:
 - *BSW Package Offer 1: EAP for 12 weeks in cases where the applicant has secured an IELTS score of 6.5 overall with no band being less than 6, or equivalent, AND passing the Sydney Met Internal Test of English (ITE).*
 - *BSW Package Offer 2: EAP for 24 weeks in cases where the applicant has secured an IELTS score of 6.0 overall with no band being less than 5.5, or equivalent, AND passing the Sydney Met Internal Test of English (ITE).*

4.2.3 The English requirements noted above are only for the purpose of admissions to the Sydney Met courses. There may be higher standards of English required by the professional bodies such as the Australian Association of Social Workers (AASW) for the BSW and the Australian Computer Society (ACS) for the BIT, which students must meet if they wish to obtain a membership of these bodies.

4.2.4 The English Language Proficiency requirement applies to all students, including those seeking Special Entry.

4.3 OTHER

4.3.1 Applicants must be at a minimum 18 years of age.

4.3.2 For international students, as per VISA requirements, students must enrol full time.

5. SPECIAL ENTRY

5.1. Special entry may be possible for applicants who do not meet the above academic requirements but demonstrate that they have suitable work experience to be able to undertake the course of their choice.

5.2. Suitable work experience for Special Entry means that the applicants have at least two years' full-time experience, or four years of part-time (minimum of 20 hours a week) in a role involving significant overlap with the knowledge and skill areas of the intended course, within the last five years.

5.3. Written evidence is required in the form of a statement of service or similar document outlining the details of tasks performed by the applicant. This evidence will be assessed on a case-by-case basis as part of the assessment process.

5.4. Applicants for Special Entry may need to complete written or numerical tasks to assist with assessing eligibility for admission.

5.5. Incomplete studies that are relevant for the applied course may also be considered as potentially acceptable on a case-by-case basis.

5.6. The applicant for special entry must also be over 18 years of age, and English Language Proficiency as required for the course.

5.7. Applicants in any category whose study, work or life experiences have been impacted by disability, illness or family disruption may also be given special consideration for admission. Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant.

5.8. The focus in all consideration of Special Entry applications will be on whether the applicant can demonstrate a reasonable prospect of success in their proposed studies.

6. CREDIT TRANSFER AND RPL

Sydney Met grants credit towards a course of study on the basis of prior learning, whether from formal studies or professional work experience to ensure that students commence study at a level appropriate to their prior learning experiences so that they are not required to repeat prior learning. Credit and RPL reduce the amount of study needed to complete a degree. For more details, see Sydney Met's Credit and RPL Policy and Procedure.

7. PROCEDURES FOR ADMISSIONS

- 7.1 The appropriate application form must be completed with declarations signed by the applicant before an application can be processed. This form can be provided through the College website or hard copy from the College reception, or through agents, or through the Sydney Met online portal.
- 7.2 Applications for Credit or RPL should be lodged along with the Application Form, by using the separate form available.
- 7.3 All qualifications and supporting documentation must be submitted in clear and legible pdf files. Should further information and evidence be required, the student will be contacted by college officers requesting documentation.
- 7.4 Applications are only considered when there is complete documented evidence fulfilling the admission requirements of the course.
- 7.5 Meeting the minimum entry requirements does not guarantee admissions to the Sydney Met courses.
- 7.5 Non-English documents and qualifications must be accompanied by certified translations, stamped with a signifying sign that includes the translator's details and their registration number/s.
- 7.6 Applications received after the cut-off date for admissions will not be considered unless Sydney Met decides it otherwise.
- 7.7 Complete applications are processed as quickly as possible, and a decision is communicated to the applicants. All applicants will be notified in writing of the outcome of their application.
- 7.8 International applicants applying to undertake study in Australia will be pre-screened for authenticity of their reasons for study and arrival by undergoing screening by the College to satisfy its determination of the Genuine Temporary Entrant (GTE) as defined by the Department of Home Affairs.
- 7.9 For domestic students, enrolment details are communicated to the applicant along with any conditions or further requirements. For international students, Confirmation of Enrolment certificates (CoEs) are issued pursuant to the ESOS Act, CRICOS requirements, the National Code and the requirements of the relevant departments such as the Department of Home Affairs. Any conditions or further requirements are also communicated to the applicants in writing.
- 7.10 A file is created for the student containing all correspondence and documentations and any relevant identifiers such as student number or applicant number.
- 7.11 Incomplete applications or those requiring further evidence are followed up with the applicants and a decision is communicated to the applicants.
- 7.12 Inaccurate or fraudulent documentations submitted by applicants will lead to the cancellation of the application or offer or enrolment. The college may forfeit applicant's right to a refund of the fee paid and/or prohibit the applicant in making future applications. Prior to exercising this authority, the college may give the applicant an opportunity to explain the reasons. If the college is satisfied with the explanation/s, the College may allow the application process to continue.

8. EVIDENTIARY REQUIREMENTS

- 8.1 All applications will be reviewed by the College and all evidentiary documents will be cited prior to an offer of admission made to the intending student.
- 8.2 Clear and legible copies of documents are required for the application to be assessed. The College staff will check the completeness of documents and assess the equivalency and authenticity of the qualifications provided. If there are some doubts on the document's originality and authenticity and questions are asked by the College officers, it is the responsibility of the applicant to provide satisfactory evidence of the authenticity and validity to the College within a specified period as set by the College.
- 8.3 A Letter of Offer will be issued on the College letterhead, which is signed by the Principal Executive Officer (PEO) or an authorised officer. If there are Conditions attached to the Offer, these Conditions will also be stated on the Letter of Offer.
- 8.4 If an applicant is an overseas student, already studying in Australia, the College Officers will check whether the applicant has completed at least the required duration of studies in their principal course of study before processing the application.
- 8.5 If the onshore international student has not yet completed the required duration of study in the principal course of study which is normally 6 months, the College officers will check if one (1) of the following is correct before processing the application:
 - The student has a valid release letter from the original institution.
 - The student's course from the original institution is no longer registered or is discontinued.
- 8.6 Assessing an international student's qualifications may be done via the Australian Government AEI Country Education Profiles (CEP) online at <https://internationaleducation.gov.au/Services-And-Resources/services-for-organisations/Pages/Services-for-organisations.aspx>
- 8.7 Payment methods of fees include bank transfer to the College's nominated bank account.
- 8.8 An intending student who has accepted an Offer of Admissions to the College but has failed to complete the enrolment process stated in the Letter of Offer by the due date specified therein, student may not have guaranteed a place at Sydney Met.
- 8.9 Applicants may receive recognition of their prior study and/or work experience (refer to the Recognition of Prior Learning [RPL] Policy and Procedure) upon assessment of their evidence and in accordance with the RPL Policy and Procedure. It is the responsibility of the applicant to make an application with all the evidence required to obtain the Credit and RPL.

9. CHANGES IN ENTRY REQUIREMENTS

- 9.1 The College reserves the right to change entry requirements at any time. The Academic Board and its delegated individuals or administrative divisions may from time to time change the entry requirements into one or more of the courses offered by the College.
- 9.2 Applicants are recommended to obtain the latest entry requirements from the College before deciding to apply. Once application is submitted, it is taken that the applicant is aware of the latest entry requirements.

10. PROCEDURAL FAIRNESS AND STUDENT AGREEMENT

- 10.1 The enrolment process for students will be ethical, fair, transparent and clear. The College staff plays an important role in providing clear, accurate and comprehensive information to applicants and agents and will be familiar with the enrolment process and its requirements to be able to assist students in their enrolment. The purpose of this framework is to ensure staff dealing with international and domestic students the enrolment process applied equally to all students; the process being employed correctly, transparently, fairly, consistently and with convenience to students.
- 10.2 The National Code requires the College to enter into a written agreement with the student, signed or otherwise accepted by the student.
- 10.3 The student must be provided with a copy of the written agreement and must sign it.
- 10.4 The agreement must clearly state the course or courses in which the student is to be enrolled.
- 10.5 The Agreement must contain an itemised list of all course fees payable to the College, and the College Refund Policy.
- 10.6 The Agreement must contain the College's Privacy Policy particularly regarding personal information that may be shared between the College and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme.
- 10.7 The Agreement must contain all admission requirements for the course, including:
- Evidence of completion of school or prior studies,
 - evidence of English language proficiency,
 - evidence of financial capacity,
 - appropriate applicant declarations,
 - identification forms such as passport,
 - address and contact details,
 - proof of age, and
 - other documentation pertinent to the application as requested by the College.
- 10.8 The location of the College is communicated and all details about the College and Course are described in plain English.
- 10.9 The College may amend course entry requirements based on industry changes, course changes and other factors if approved by the Academic Board. Any changes will be communicated to all students well in advance.

11. APPEAL AND REVIEW

Unsuccessful applicants who consider that the College has not properly assessed their application may seek a review of the College's decision by completing an *Appeal Form*, which can be obtained from the college upon request, then submitting it to– admissions@sydney.edu.au within 10 business days of the decision. A decision will be made by the Dean within four (4) weeks of the appeal being received. The decision of the Dean will be final in the case of a negative appeal outcome.