

## **ADMISSION POLICY AND PROCEDURE**

### **1. PREAMBLE**

The College is dedicated to the provision of quality education that empowers learners and creates an environment that is safe, inclusive and 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 outlined in this document.

### **2. PURPOSE**

The purpose of this policy and procedure is to ensure that Sydney Met (hereafter referred as 'the College') meets the requirements regarding entry by students into the course; all rights of students regarding access to information for admission are respected. This 'policy and procedure' aims to identify 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) and Academic Board (AB); staff of Sydney Met.

### **4. ADMISSION REQUIREMENTS**

#### QUALIFICATION

- Recent secondary education (within the past 2 years) with a completed Year 12 or equivalent with ATAR 60, or equivalent overseas qualification, or
- A tertiary education qualification at AQF Level 5 (Diploma) or above, or equivalent, from an Australian University or other accredited higher education provider, or equivalent overseas qualification, or
- Vocational education qualification at AQF Level 4 (Certificate IV) or above, or equivalent, from a registered training organisation (RTO), or equivalent overseas qualification.

#### ENGLISH LANGUAGE

The English proficiency requirements for international students or local applicants with international qualifications are:

- Minimum IELTS (Academic Module) score of 6.0 overall with no band being less than 5.5, or equivalent, or

- Evidence of education up to Year 12 in schools where English is the only medium of instruction, or
- Sydney Met may offer its own alternative English Entrance Test. Depending on results, students may be offered a place to the Bachelor course, or offered an English preparation program prior to entrance to the Bachelor course (i.e. a package offer), or
- Students may be able to demonstrate English Proficiency in other ways. Sydney Met will consider such applications on a case by case basis.

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

English language support is provided at no cost to students who want to improve English proficiency. For this, English language class will be run at the College for 2 hours a week for three months in one academic year, where requested.

## OTHER

Applicants must be at a minimum 18 years of age prior to course commencement.

For international students, as part of VISA requirements, students must enrol full time and on campus. The course must be completed within the standard full-time duration.

## 5. SPECIAL ENTRY

Special entry may be possible for applicants who do not meet the above requirements but demonstrate that they have suitable work experience to be able to undertake this degree.

Suitable work experience for special entry means that the applicants have at least two years' full time experience in a role involving significant business management and entrepreneurial tasks and responsibilities, within the last five years. 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 case by case basis as part of the assessment process.

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

The applicant for special entry must also be over 18 years of age, and English Language Proficiency of IELTS 6.0 (minimum 5.5 in all bands) or equivalent.

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.

Applicants for special entry may need to complete written or numerical tasks to assist with assessing eligibility for admission.

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 and RPL**

Applicants who have studied a related course in the past or have informal prior learning may be entitled to academic Credit or recognition of prior learning (RPL). Credit and RPL reduce the amount of study needed to complete a degree. See SydneyMet's Credit and RPL Policy and Procedure.

## **7. ADMISSION PROCEDURES**

The appropriate application form must be completed with declarations signed before an application can be processed. The forms are provided through the College website or hard copy from the College campus, or through agents.

Applications for Credit or RPL should be lodged along with the Student Application Form, by using the separate form available from the College.

All qualifications and supporting documentation must be certified as true copies of the original copies. Should further evidence be required, the student will be contacted by Student Services (i.e., Admission Officer) requesting documentation.

Applications are accepted from applicants only with complete documented evidence fulfilling the admission requirements of the course.

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.

Applications received after the published closing date for admission may not be entertained.

Complete applications are processed within a period of four (4) weeks and a decision is communicated to the applicant in regard to their potential for enrolment. All applicants will be notified in writing of the outcome of their application.

The Dean has the final responsibility for all admissions in the College. However, the responsibilities can be delegated.

All 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 Student Criteria as defined by the Department of Home Affairs.

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 applicant in writing.

A file is created for the student containing all correspondence and documentation and any relevant identifiers such as enquiry number and applicant number.

Incomplete applications or those requiring further evidence are followed up with the applicant within a period of four (4) weeks and a decision is communicated to the applicant in regard to their potential for enrolment.

Incomplete or inaccurate or fraudulent documents will lead to withdrawal of the application or offer and cancellation of enrolment. Prior to exercising this authority, the Dean must give the applicant an opportunity to explain the reasons for inaccuracies, omissions or inconsistencies. If the Dean is satisfied with the explanation/s, the College may allow the application process to continue.

## **8. STAFF INTERACTION AND DOCUMENT CHECKS**

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.

Students 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 these and in accordance with the RPL Policy and Procedure.

A Letter of Offer will be on College letterhead and authorised by and signed by the Principal Executive Officer (PEO) or their authorised officer. If there are special conditions attached to the Offer, these will be stated on the Letter of Offer.

An intending student who has accepted an Offer of Admission to the College but has failed to complete the enrolment process stated in the Letter of Offer by the due date specified therein, the student will attain a “Failure to Enrol” status.

Applications that are not accompanied by certified documents (e.g. not certified photocopy documents) will have a special condition inserted in the Letter of Offer indicating that acceptance and the issuance of a Confirmation of Enrolment (CoE) can only take place once the required certified documents are received by the College and are in good order.

Clear and legible copies of documents are required for the application to be assessed. The Admission Officer at the College will check the completeness of documents and assess the equivalency and authenticity of the qualifications provided.

If the student applying for admission is an overseas student already studying in Australia, Student Services will check that the applicant has completed at least the required duration of studies by the Australian Immigration of their primary course of study before processing the application.

If the student has not yet completed the required duration of study, Student Services 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.

Assessing an international student’s qualifications will be 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>

Payment methods of fees include bank transfer to the College’s nominated bank account. Other payment methods may be agreed to by the College.

## **9. CHANGES IN ENTRY REQUIREMENTS APPROVED BY THE ACADEMIC BOARD**

The Academic Board may from time to time alter or enhance the entry requirements into one or more of the courses offered by the College. Any changes to the entry requirements will be published by the College along with a start date for the new requirements.

## **10. A FRAMEWORK FOR ETHICAL, FAIR AND TRANSPARENT ADMISSION**

The enrolment process for students will be ethical, fair, transparent, clear and free from misleading information. The Admission Officers and other employees at the College play an important role in providing clear and meaningful information to students during enrolment 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.

## **11. PROCEDURES FOR ETHICAL, FAIR AND TRANSPARENT ADMISSION**

The National Code requires the College to enter into a written agreement with the student, signed or otherwise accepted by the student.

The student must be provided with a copy of the written agreement, and must sign it.

The agreement must clearly state the course or courses in which the student is to be enrolled.

The Agreement must contain an itemised list of all course fees payable to the College, and also the College Refund Policy.

The Agreement must contain the College's Privacy Policy particularly in regard to personal information that may be shared between the College and the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme.

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
- Other documentation pertinent to the application as requested by the College

The location of the College is communicated and all details about the College and Course are explained in plain and easily understandable English language.

The College may amend course entry requirements based on industry changes, course changes and other factors and if approved by the Academic Board. Any changes will be communicated to all students well in advance.

## **12. APPEALS AND REVIEWS**

Unsuccessful applicants who consider that the College has failed to properly assess their application may seek review of the College's decision by completing an Appeal Form and submitting it to Admissions in hard or soft copy. 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. This form must be completed and sent to Enrolment and Service Officer no later than two (2) weeks after the decision is sent to the applicant informing them of their non-acceptance into the course.