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# ADMISSIONS POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This policy governs the admission of students to South Australian Institute of Business and Technology (SAIBT) and Centre for English Language in the University of South Australia (CELUSA) programs and courses.

### A.2 Scope

This policy covers all prospective and current students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

### A.3 Definitions

Word/Term	Definition
Academic Board	The senior academic body which oversees the academic governance of the College under delegated authority from the Executive General Manager Australia, Asia & Africa
Agent	A representative who acts on behalf of SAIBT to recruit international students
Appeal	Requesting a review of a previous decision
Confirmation of Enrolment	An official form issued to an international student to confirm that they have been accepted onto a course of study at an Australian institution for a specific start and end date
Course	A single unit of study that counts towards completion of a program
Credit Transfer	The determination, on an individual basis, of the advanced standing the learner is entitled to as a result of module/course (subject) or unit of competency completed at another institution
Defer	Temporarily put studies on hold
Department of Immigration and Border Protection	The Australian Government Department responsible for granting visas for people wishing to visit, work, study or live in Australia
False or misleading information	Information that is not genuine
GTE/Genuine student	Genuine Temporary Entrant. A 'genuine student' is an international student applicant who intends to obtain a successful education outcome and has the language, educational and financial background to have a reasonable chance of achieving this educational outcome

International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
National Code of Practice	A set of national standards that governs the protection of overseas students and the delivery of courses to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a student visa
Non-packaged student	A student with an offer for a single program
Orientation	An information day/week that all students attend when commencing their program or course or non-award ELICOS
Packaged student	A student with offers for English and/or Academic Programs
Partner Institution	Any institution that the provider has an agreement with to package students
Precluded	Excluded from a course or program
Program	An approved combination of approved courses in which a student is enrolled
Qualification	The formal certification issued by the relevant approval body that confirms an individual has achieved all the units of competency or the subject or course or module learning outcomes required of the qualification
Recognition of prior learning	The determination, on an individual basis, of the advanced standing the learner is entitled to as a result of previous formal training, work experience and/or life experience
Study Period	<ul style="list-style-type: none"> <li>• CELUSA - ten teaching weeks unless a shorter period of study as per the student letter of offer and/or course progressions</li> <li>• SAIBT – 12 teaching week trimester</li> </ul>

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
CELUSA	Centre for English Language in the University of South Australia
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
COE	Confirmation of Enrolment
DIBP	Department of Immigration and Border Protection
SAIBT	South Australian Institute of Business and Technology

## SECTION B - POLICY STATEMENT

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### B.1 Principles

SAIBT applicants are assessed and admitted using fair, equitable and transparent criteria. Selection and entry to programs at SAIBT are based on principles of:

- Academic merit
- English language proficiency
- Access and Equity
- GTE for English and Academic Programs where applicable

SAIBT's **Admissions Entry Criteria**, in relation to selection and admissions as attached to this policy, will be reviewed annually to ensure that it remains current and valid.

### B.2 Policy

#### 1 Applications

##### 1.1 Prospective students

- 1.1.1** All prospective students are required to apply for admission via the Admissions Unit.
- 1.1.2** International students from high risk countries will be assessed against Genuine Temporary Entrant (GTE) criteria to determine if they are a genuine applicant for entry and stay as a student as required by the Migration Regulations 1994.
- 1.1.3** The partner institution will be advised of students assessed as non-GTE.

##### 1.2 Applicants with a disability

- 1.2.1** Applicants with a disability should indicate on their application their disability status and may be asked to provide further details in order for SAIBT to assess their special study requirements.

#### 2 Admissions criteria

##### 2.1 Basis of admission

- 2.1.1** The approved minimum entry age for students commencing their studies at SAIBT/CELUSA is 17 years of age. Only students who turn 17 years of age on or prior to their commencement date are eligible to begin their studies.
- 2.1.2** Applicants will be assessed against the minimum Academic and English language entry requirements outlined in the **Admission Entry Criteria**. Applications received that do not meet standard entry requirements will be assessed on a case by case basis.

##### 2.2 Verification of qualifications

- 2.2.1** All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results. Agents are authorised to certify documents for this purpose.
- 2.2.2** The authenticity of documents will be verified by the Admissions Unit.

### 3 Access and equity

#### 3.1 Special Entry

- 3.1.1 SAIBT may recognise alternative forms of qualification for entry which are targeted at improving access to students who have experienced disadvantage in accessing and participating in education and may provide special variations to the **Admissions Entry Criteria** to meet the need of individuals considered on a case by case basis.
- 3.1.2 Specific consideration given to the admission of Aboriginal and Torres Strait Islander peoples is covered in the **Admissions Entry Criteria**.
- 3.1.3 Students granted special admission will be provided with appropriate academic support.

#### 3.2 Adult Entry

- 3.2.1 Students who are 18 years of age or older may qualify for adult entry. Adult entry students may be admitted into a program without meeting the formal academic requirements if they have relevant work experience and/or other acceptable qualifications. Previous study in related fields may also be taken into consideration.

### 4 Age

- 4.1 International students who are admitted to SAIBT and are under the age of 18 at the time of acceptance of the offer will be required to demonstrate acceptable living and welfare arrangements, as required under the National Code of Practice (Standard 5) before commencing their program of study.

### 5 SVP

- 5.1 The University of South Australia is an eligible university participating in SVP. SAIBT is an eligible and nominated business partner of the University of South Australia and SVP requirements will apply to international students packaged with them.

### 6 GTE assessment

- 6.1 Intending students need to satisfy Department of Immigration and Border Protection (DIBP) that they have a genuine intention to stay in Australia temporarily for the purpose of study. A CoE will only be issued when GTE Assessment has been formally approved.
- 6.2 Students wishing to change their program may have their GTE re-assessed, at the discretion of the Admissions Unit.

### 7 Admissions

#### 7.1 Offers of admission

- 7.1.1 Offers of admission (packaged and non-packaged) are made according to relevant regulations.

#### 7.2 Acceptance

- 7.2.1 Upon receipt of signed Acceptance forms, evidence of payment and the conditions of enrolment being met, all students will receive Confirmation of Enrolment and orientation information.

#### 7.3 Request for a change of program

**7.3.1** No requests for a change of program will be accepted after close of business on the Friday of the week prior to program commencement.

#### **7.4 Offer withdrawal**

**7.4.1** SAIBT reserves the right to rescind an offer of admission and will notify the student accordingly in writing.

#### **7.5 Re-admission**

**7.5.1** A student who has been precluded from a program may apply for re-admission. Re-admission into any SAIBT program will be at the discretion of the SAIBT Academic Director.

#### **7.6 Provision of false or misleading information**

**7.6.1** Students who provide fraudulent documents or false or incomplete information on their application may have their offer or enrolment cancelled without notice.

#### **7.7 Deferment**

**7.7.1** An applicant may seek to defer commencement of studies until a subsequent study period. Full details regarding this process may be accessed through the **Deferral, Suspension or Cancellation of Enrolment Policy**.

#### **7.8 Late and non arrivals**

**7.8.1** Students who have been issued with CoEs but do not arrive in time to commence their program will be notified that their CoEs have been cancelled, and asked to contact us should they wish to revise their offers to the next appropriate available intake.

#### **7.9 Sponsored applicants**

**7.9.1** Where the applicant is sponsored, an acceptable sponsor financial guarantee is required in lieu of fees being paid.

### **8 Review of Entry Criteria**

**8.1** An annual review and update of the **Admissions Entry Criteria** will be undertaken as per the review cycle.

**8.2** Final approval of the **Admissions Entry Criteria** will reside with the relevant Academic Board.

### **9 Recognition of prior learning and credit transfer**

**9.1** SAIBT will consider appropriate prior learning experiences as meeting admission requirements. These may include (but are not limited to):

- life experience
- personal competencies; and
- employment experience.

**9.2** Applications for credit will be assessed on an individual basis. Original copies of supporting documents will be required.

### **10 Appeals**

**10.1** Applicants who are dissatisfied with the outcome of their admission application, may seek to appeal this decision through the **Student Grievances and Appeals Policy**.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Admissions Policy
<b>Policy Owner</b>	Manager, Admissions
<b>Initial Issue date</b>	June 2010
<b>Directory Location</b>	Admissions, policies

### C.2 Version Control

<b>Version Number</b>	<b>Summary of Changes</b>	<b>Approved by</b>	<b>Date of Effect</b>	<b>Review Date</b>	<b>Privilege Level</b>
v1.0		SAIBT Academic Board	4/2011	4/2013	Public
v2.0		SAIBT Executive Group	2/2013	2/2015	Public
v2.1		Quality Manager	3/2013	2/2015	Public
v2.2		Quality Manager	9/2013	2/2015	Public
v2.3		Quality Manager	11/2013	2/2016	Public
v2.4		Quality Manager	4/2014	2/2016	Public
v2.5		SAIBT Executive Group	7/2014	7/2017	Public
v2.6		SAIBT Academic Board	3/2017	12/2017	Public



### C.3 Legislative and Organisational Context

Name
<a href="#">ELICOS National Standards</a>
<a href="#">Higher Education Standards Framework (<i>Threshold Standards</i>) 2015</a>
<a href="#">The National Code of Practice 2007</a>

## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

*Admissions Application Procedure*

*Admissions Assessment and Letter of Offer Procedure*

*Admissions Acceptance and Confirmation of Enrolment Generation Procedure*

*Admissions Application Late and Non Arrivals Procedure currently being documented*

### **D.2 Related Policies**

Admissions Entry Criteria

Deferral, Suspension or Cancellation of Enrolment Policy

Student Grievances and Appeals Policy