

## Student Admissions and Enrolment Policy

<b>Policy Owner</b>	CEO
<b>Approving Authority</b>	Academic Board
<b>Implementation Responsibility</b>	CEO
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### 1. Purpose

The Student Admissions and Enrolment Policy (SAEP) details the admission and the management of student enrolment into Sydney Polytechnic Institute (SPI) Postgraduate Courses. The SAEP was informed by the TEQSA *Guidance Note: Admissions (coursework)*, and, addresses the requirements of *Standard 2&3 of National Code 2018*.

### 2. Scope

This Policy applies to all students at SPI.

### 3. Definitions

**CEO** means the Chief Executive Officer of SPI.

**Conditional Offer** is made to an applicant who may or may not meet all the entry requirements, and his/her enrolment and commencement into a course are subject to certain conditions being met.

**Confirmation of Enrolment (CoE)** is a document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider (National Code 2018).

**Credit point** is a measure of the study load. A full-time annual study load is equivalent to 48 credit points.

**Nested courses** mean a set of courses of study that are offered sequentially and can lead to qualifications at different Australian Qualifications Framework (AQF) levels. Courses at the lower qualification levels are described as 'nested' within the courses leading to qualifications at the higher levels (TEQSA Guidance Note).

**Provider Registration and International Student Management System (PRISMS)** is a system that provides Australian education providers with the CoE facilities in compliance with the Education Services for Overseas Students (ESOS) Legislation.

**Special Consideration** is where consideration is given to an applicant for a selected course that involves an adjustment to the admissions criteria being applied and this is based on documented evidence.

**Study load:** a normal full-time annual study load is 48 credit points of study.

**Unconditional Offer** is made to an applicant who meets all the entry requirements and upon

acceptance of the offer can enrol and commence a course at SPI.

#### **4. Principles**

- 4.1 SPI must ensure transparency with respect to admissions, including current information on the website and in the Student Handbook.
- 4.2 SPI should ensure that students have the best chance of success in their academic endeavours and to achieve this, its admissions and enrolment processes address the following requirements:
  - Minimum entry requirements for admission into each Postgraduate Course must be established to ensure a student has the best chance of successful completion of his/her Course.
  - Entry requirements to each Postgraduate Course are appropriate to maintain the AQF level of the course.
  - Entry requirements to each Postgraduate Course have been approved by the Academic Board and are available to review on the SPI website; each prospective student's application will be assessed against the requirements based on the student's knowledge and skills at the time of the prospective student's application.
  - Admission processes are transparent, fair, consistent, and equitable.
  - Prior to enrolment, a student will be informed of his/her rights and obligations.
  - Admissions decisions must be flexible regarding the promotion of diversity and equity, considering students from disadvantaged backgrounds.
  - Admissions processes must ensure the accuracy and authenticity of all application documentation.
  - All contractual arrangements with students are in writing and detail any/all conditions.
  - Students must be at least the age of 18 upon Course commencement.
- 4.3 Students who are admitted in the first instance to a Graduate Certificate and complete that course successfully, will generally be granted a defined amount of credit towards admission into Graduate Diploma and/or Master courses, should they wish to proceed. Further information on credit towards SPI courses is available in the *Academic Credit and Recognition of Prior Learning Policy*.
- 4.4 Upon admission to SPI, students must abide by SPI's related policies and procedures as well as the related legislation.  
Students have to manage their enrolment in a full study load by the due dates specified in Important Dates on the SPI website.
- 4.5 A nested arrangement of courses and qualifications potentially enables multiple entries and exit points for students. Students can exit with a qualification at one of the nested levels after completing a defined subset of Units. They may also enter at different levels depending on their prior experience or qualifications in the field of study and SPI's requirements to recognise prior learning.
- 4.6 Overseas Student Health Cover (OSHC), international students need to have OSHC for themselves and any family member travelling with them, before arriving in Australia. OSHC must be covered for the duration of the student visa.

## 5. General Admission Requirements

To qualify for admission and enrolment into a Course offered by SPI, applicants must meet all entry requirements to be eligible for admission, however, meeting all requirements does not guarantee admission.

SPI requires all applicants to verify certain details by providing original or certified copies of documents that are officially translated into English. At a minimum, the applicant must provide documents that are evidence of the following;

- their identities including their date of birth;
- their Citizenship;
- their Visa status (international students);
- any educational qualification or achievement required for admission; and;
- English language proficiency (international students).

A student applying to study must complete the Student Application Form and submit it with the required evidence documents to SPI for assessment. Applications will be received through direct entry, meaning all applications are to be made directly to SPI and Application due dates will be published on the SPI website. Applications received after the published due date may be accepted at the discretion of the Academic Dean or the Registrar.

Students who require adjustments to their learning environment to accommodate a medical condition, disability, learning need or other circumstance, must provide documentation alongside their Student Application Form,

The SPI Admissions Team will contact the applicant to discuss the application of reasonable adjustments, and will, in consultation with the student and the SPI Academic Dean, agree upon certain adjustments to the student's learning environment and detail such adjustments in writing.

Furthermore, information on the Equitable Learning Support will be available for the prospective and current students on the SPI website, including the application process and contact details.

## 6. Specific Admission Criteria

The approval for a new course, or any change to an existing course, should specify the criteria that will apply for admission of students into that course. Any subsequent change to the criteria must be approved by the Academic Board. These course-specific admissions criteria will be published on the SPI website and will be available in hardcopy in the Student Handbook.

The course-specific admissions criteria can include defined performance levels in any combination of the following elements;

- a previous study in specified discipline areas;
- relevant professional experience;
- language skills; and;
- an interview.

Where the admission criteria include a requirement for an interview, students will be informed of the details of how this interview will be managed.



## 7. Alternative Pathways to Admission

Special Consideration is an alternate pathway for admission subject to the criteria listed below. Assessment and approval of admissions under alternative pathways is delegated to the Academic Dean.

In assessing applications for special consideration, both informal and formal qualifications may be considered, including interviews, previous study and/or professional experience.

Whilst admission to courses is based on defined criteria, SPI recognises that under some circumstances applicants' ability to demonstrate their potential against those criteria might be impacted by a range of circumstances.

The procedure for applying for a course under Special Consideration is listed as follows:

- An applicant who does not meet the minimum admissions criteria for a course may apply in writing to the Academic Dean requesting him/her to be granted with special consideration for admission, as well as outlining the basis for his/her request.
- Applications for Special Consideration for admission will then be assessed by the Academic Dean in compliance with Sections 4 and 7.1 of this policy and an outcome will be communicated to the applicant in writing.
  - Where alternative evidence is provided to demonstrate the applicant's capability to succeed in the nominated course, the Academic Dean will assess such evidence against the specific course criteria of the nominated course and any relevant graduate learning outcomes. If successful, the applicant may receive an offer for their nominated course.

Special consideration will generally be approved by the Academic Dean and will only be approved where;

- there is clear evidence that the applicant's circumstances have affected their ability to demonstrate their capability against the admissions criteria; and;
- there is clear alternative evidence that demonstrates that the applicant has the capability to succeed in completing the course.

Special consideration may only be granted where the applicant has been affected by one or more of the following circumstances:

- an applicant has a disability;
- an applicant has a learning or language difficulty;
- an applicant is from a socioeconomic disadvantaged background;
- an applicant is of Aboriginal or Torres Strait Islander descent; and;
- an applicant who has suffered some other disadvantage in his/her access to education.

Any decision by the Academic Dean will be recorded in writing and will outline the basis for the decision. A report will be provided to Academic Board each teaching period that details all the applications that have had special consideration, and the basis on which decisions were made.

## 8. Credit and Recognition of Prior Learning

Applications for course credit or Recognition of Prior Learning (RPL) should be made at the time of applying for entry to a course. Any credit or RPL awarded will be subject to the *Academic Credit and Recognition of Prior Learning Policy*. The outcome of this assessment should be included in the letter of



offer. For overseas students who have been granted RPL, the CoE will be issued only for the reduced duration of the course; if course credit or RPL is granted after the international student's visa is granted, SPI will report the change of course duration in PRISMS.

## 9. Enrolment

Prior to the enrolment, all students shall be informed of their rights and obligations.

Offers and acceptances of Admissions and all other related contractual arrangements shall be in writing and include any particular conditions of enrolment.

### 9.1 Accept Offer

- (1) Students will be advised of the outcomes of the applications for entry to courses in writing. A successful applicant will receive an offer of admission from SPI that will either be unconditional or conditional and will include all the information relevant to an applicant accepting that offer.
- (2) Applicants need to sign the Acceptance of the offer and return it to SPI with the required payment and other documents that are requested in the offer. Students can arrange the OSHC by themselves, or SPI can arrange visa-length OSHC for students upon their requests. Further details can be found on the offer letter and information regarding the Tuition Fees Payment will be available on the SPI website.
- (3) If applicants fail to accept the Offer by the due date specified in the Offer Acceptance Form, the offer will lapse and applicants may have to submit a new admission application.

### 9.2 Receive Confirmation of Enrolment (CoE)

- (1) Once SPI verified the Acceptance of Offer and Payment of the required tuition fees, a Confirmation of Enrolment (CoE) will be issued to students that enable international students to apply for a Student Visa. The CoE will cover the expected duration of study specified in the Offer. Information on obtaining a Student Visa is available online at <https://www.homeaffairs.gov.au/>.
- (2) Domestic students will be sent a Confirmation of Course Enrolment.

### 9.3 Set up the student account

- (1) The access to SPI Moodle would be given to students after SPI receiving students' completed Acceptance of Offer via email.
- (2) To set up the student account, students need to enter the details to verify their identity as follows:
  - Name: enter both given names and surname as stated in the offer letter.
  - Student ID number: use the Student ID in the offer letter.
  - Date of birth

### 9.4 Complete enrolment

Students can log into Moodle to manage the enrolment. To complete the enrolment, students need to provide the information as follows:



(1) Contact details

- Australian Residential address and contact number
- Home address (an overseas permanent address for international students)
- Emergency contact details

(2) Visa information

- Visa subclass
- Visa reference number
- Visa expiry date
- Upload the copy of passport
- For those students who have not yet received the visa, the Transaction Reference Number (TRN) need to be provided.

9.5 Upon being granted a visa, a student should advise SPI about their travel arrangements as soon as practicable so that students can request the Airport reception and accommodation placement services if needed.

9.6 Students should attend the orientation programs before the commencement of their formal study that will help them gain access to information and services available to assist in adjusting to study and life in Australia.

9.7 Enrolment requirements

(3) International student visa holders must enrol in the full load of 24 points for each teaching period, unless having an approved Reduced Study Load.

(4) Approved Reduced Study Load

Students can take a study load of less than 24 credit points for each teaching period only if granted an Approved Reduced Study Load.

Students may apply for a reduced study load in the following conditions:

- (a) Students have only one or two subjects remaining to complete their courses, or
- (b) Students have been given an approved leave of absence or approved deferment due to compassionate or compelling circumstances, these may include:
  - serious illness or medical reasons
  - trauma
  - misadventure or unexpected circumstances that affect students' capacity to take the full load study, or
- (c) Students have been advised in writing by Academic Dean to take a reduced load, as a result of the intervention strategy implemented to assist students who are making unsatisfactory academic progress.
- (d) Any changes to a student's enrolment that impacts their study load shall be updated in PRISMS.

## 10. Deferral

An applicant may decide to defer enrolment after a successful application. The deferment period cannot exceed one year. The application for deferral will be assessed in accordance with the *Student Deferral, Suspension & Cancellation Policy*.





## 11. Refusal of Admission and Appeals

If an application for admission is refused, the applicant may appeal the decision. If this is the case, the applicant is entitled to appeal the decision under the *Complaint and Grievance Resolution Policy and Procedure*.

### Notes

#### Related Legislation:

Higher Education Standards Framework (Threshold Standards) 2021, 1.1.2; 7.2.1; 7.2.2; 7.2.4  
Disability Standards for Education 2005

#### Related Documents:

SPI Academic Credit and Recognition of Prior Learning (RPL) Policy  
SPI English Language Proficiency Policy  
SPI Student Deferral, Suspension & Cancellation Policy  
SPI Overseas Student Transfer Policy and Procedure  
SPI Tuition Fees Payment and Refund Policy  
SPI Adjustment Policy

#### Amendment History:

Version No.	Approved by	Effective date	Amendments
1.0	Academic Board	25/08/2021	New Policy
1.1	Academic Board	14/01/2022	Section 7 has been revised to provide further clarity to "Alternative Pathways to Admission"
1.2	Academic Board	29/01/2022	Amendments to Section 5 to address reasonable adjustments