



## ADMISSIONS POLICY AND PROCEDURE

### 1. INTRODUCTION

Sydney Met is committed to an open, fair, transparent, and efficient approach and procedure for admission to the College, and to providing prospective students with current, accurate information about the requirements for admission to courses. 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. Sydney Met is committed to minimising barriers to admission and recommends that the *Admissions Policy and Procedure* be read in conjunction with the *Credit and Recognition of Prior Learning (RPL) Policy and Procedure* and the *Disability Policy*.

Student selection procedures are based on merit and do not discriminate against students and prospective students in any way. Special entry provisions and scholarships who have suffered educational disadvantage but demonstrate that their experience prepares them for success at Sydney Met (see Sections 5).

### 2. PURPOSE

The purpose of this policy and procedure is to describe minimum requirements for admission to courses at the College and the processes adopted to ensure that admission practices are implemented fairly and in accordance with Australian legislative and regulatory requirements, specifically, the Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2021; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2019; The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018); and the Higher Education Support Act 2003 (Cth).

### 3. SCOPE

This policy applies to all applicants for courses of study at Sydney Met.

## **4. MINIMUM ENTRY REQUIREMENTS FOR ADMISSIONS**

### **ACADEMIC ENTRY REQUIREMENTS**

#### **4.1.1 Undergraduate Certificates (AQF Level 7)**

To satisfy the academic requirements for admission to an Undergraduate Certificate applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 in Australia with minimum ATAR of 60, or equivalent overseas qualification, or
- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an accredited Australian Higher Education Provider that would enable students to gain entry to an Australian university; or
- Satisfactory completion of a tertiary education qualification at AQF Level 5 (Diploma) or above from an accredited Australian Higher Education Provider or equivalent overseas qualification, or
- Satisfactory completion of one year of accredited full-time study at a Registered Training Organisation at AQF Level 4 (Certificate IV) or above, or equivalent overseas qualification.

#### **4.1.2 Bachelor Degrees (AQF Level 7)**

To satisfy the academic requirements for admission to a bachelor degree applicants must meet at least one of the following entry requirements:

- Successful completion of Year 12 in Australia with minimum ATAR of 60, or equivalent overseas qualification, or
- Satisfactory completion of an accredited Tertiary Preparation Program or a Foundation Year Program offered by an accredited Australian Higher Education Provider that would enable students to gain entry to an Australian university; or
- Satisfactory completion of a tertiary education qualification at AQF Level 5 (Diploma) or above from an accredited Australian Higher Education Provider, or an AQF Level 5 (Diploma) or above qualification from a Registered Training Organisation (RTO) in Australia, or equivalent overseas qualification, or
- For entry to the Bachelor of Business, satisfactory completion of an Undergraduate Certificate in Business (with credit transfer), or
- For entry to the Bachelor of Information Technology, satisfactory completion of an Undergraduate Certificate in Information Technology (with credit transfer).

### **4.2 ENGLISH LANGUAGE ENTRY REQUIREMENTS**

- 4.2.1 Evidence of English language proficiency is required for applicants who have completed the qualifications that are the basis of their admission application in a country where English is not the primary medium of instruction.

Applicants who have completed an educational qualification in a non-English speaking country must provide proof of proficiency in English through internationally recognised tests such as IELTS, PTE or TOEFL, or through satisfactory completion of a recognised *English for Academic Purpose (EAP)* courses.

4.2.2 English test results will be accepted as valid for admission into college courses if the test was taken within 24 months of the proposed date of commencement of study.

4.2.3 Sydney Met reserves the right to request that an applicant undertake an English test in addition to any other evidence of English proficiency provided.

4.2.4 Applicants for the Bachelor of Business (Entrepreneurship), the Bachelor of Information Technology (BIT), and the Undergraduate Certificates (in Business and IT) must demonstrate proficiency as follows:

- Minimum IELTS (Academic Module): 6.0 overall with no band less than 5.5, or equivalent, or
- Successful completion of an AQF 5 Diploma (at least 1 year full-time), or Advanced Diploma (at least 1 year full-time) qualification in Australia, or at least half (0.5) year of full-time study (i.e., 4 Units) (or part-time equivalent) towards a bachelor's degree or higher with an accredited Australian Higher Education Provider, or
- Successful completion of the *Intermediate Level* or above of the English for Academic Purposes (EAP).

4.2.5 Applicants for the Bachelor of Social Work (BSW) must demonstrate English proficiency as follows:

- Minimum IELTS (Academic Module): 7 overall with no band less than 7.0, or equivalent
- The English requirement may be considered equivalent' in various ways, including:
  - Successful completion of a Diploma (AQF level 5, or above) qualification in Australia with at least 2 years of full-time study, or successful completion of at least eight units of a bachelor's degree in Australia, or
  - Successful completion of an *Upper Intermediate* level of *English for Academic Purposes (EAP)* course.

4.2.6 The Social Work qualifications, BSW also has inherent requirements. These are academic and non-academic requirements that are essential to the successful completion of the course. All applicants for the BSW are advised to consult the *Inherent Requirements Statement* available from the College and consider whether they might experience challenges in successfully completing this course. Applicants with concerns about their capacity to meet the inherent requirements are advised to contact the Student Services and Learning Hub Officer by email to [info@sydney.edu.au](mailto:info@sydney.edu.au) for confidential advice.

The English Language requirements apply to all students, including those seeking Special Entry.

## 4.3 ADDITIONAL REQUIREMENTS

- 4.3.1. Applicants must be a minimum 18 years of age at the commencement of their studies at Sydney Met.
- 4.3.2 International students must enrol full time in accordance with visa requirements.
- 4.3.3 The College does not admit any transferring overseas student into any course before six months of their principal course has been completed unless that student is formally released from the other registered provider and where the provider agrees to the transfer.

## 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 specific circumstances and/or suitable work experience to be able to undertake the Sydney Met courses.
- 5.1. The Registrar may determine that a student can be admitted to a course of study despite not meeting all the admission requirements. This includes students who do not meet the admission requirements, but who may have gained experience and/or qualifications equivalent to the admission requirements for a given course through employment, and/or formal or informal education. Suitable work experience for Special Entry into Undergraduate Certificates and the BBUS or BIT courses includes mature age applicants (age over 21 years) with at least five years' full-time experience (or part-time equivalent) in a role involving significant overlap with the knowledge and skill areas of the intended course, within the last eight years. Written evidence is required in the form of a statement of service or similar document from the organisation(s) where the work experience was attained that confirms: (a) the dates of employment and the position(s) held within the organisation(s); and (b) includes a duty statement for the position(s) that details the tasks performed by the applicant. This evidence will be assessed on a case-by-case basis as part of the assessment process.
- 5.2. The Registrar may determine that a student can be admitted to a course of study despite not meeting all the admission requirements through equity considerations. This includes students from who are assessed as able to successfully complete a course, but who may not have had reasonable prior opportunity to develop experience and qualifications sufficient to satisfy the admission requirements for that course. Such students may include applicants:
  - with educational disadvantage due to historical cultural bias including Aboriginal and Torres Strait Islander people.
  - with disability, personal illness and home environments/ responsibilities
  - from socially or economically disadvantaged backgrounds
  - from refugee background and those with financial hardship
  - from rural or remote locations.
- 5.3. Incomplete studies that are relevant for the course for which the applicant applies may also be considered as potentially acceptable on a case-by-case basis.
- 5.4. Applicants in any category whose study, work or life experiences has been impacted by disability, illness or family disruption may also be given 'special entry' 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. Such applicants may also wish to consult the *Disability Policy*.

- 5.5. The main consideration in assessing Special Entry applications will be the likelihood that the applicant has a reasonable prospect of success in their proposed studies, based on the evidence provided.

- 5.6. Applicants for special entry must be over 18 years of age at the time of commencing their studies and must meet the English Language Proficiency required for the course.

## **6. CREDIT TRANSFER AND RPL**

Sydney Met grants credit towards a course of study based on 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 and 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 Recognition of Prior Learning (RPL) Policy and Procedure*.

## **7. OTHER**

- 7.1 *Scholarships*: Sydney Met awards scholarships to eligible students in a number of courses. Scholarships cover tuition fees only for the duration of the course taken in full-time sequential trimester of study. See *Scholarships and Awards Policy and Procedures*.
- 7.2 *Internal course transfers*: Internal transfers between courses may be permitted, subject to the student meeting the admission requirements for the program to which they seek to transfer and subject to the approval of the Registrar. When making decisions on applications to transfer between courses, factors that will be considered include the availability of places, admission requirements for the course, and any regulatory requirements.
- 7.3 *Cross-institutional study*: Students from other registered higher education providers in Australia may apply to undertake one or more units offered in the College's courses, which can contribute as credit to their award course with their home institution. Applicants seeking cross-institutional study are required to provide documentary evidence that their primary institution has approved the concurrent enrolment and that they meet Sydney Met's pre-requisites (if any) for the units. Admissions for cross-institutional students are subject to the approval of the Registrar. When making decisions on applications for cross institutional study, factors that will be considered include the availability of places, admission requirements for the course, and any regulatory requirements.
- 7.4 *Non award study*: Individuals may seek admission for non-award study of one or more individual units. Individuals seeking to undertake non-award study must be able to provide evidence of potential academic success and demonstrate reasons for wishing to undertake the non-award study. Individuals seeking to undertake non-award study are subject to the approval of the Registrar and the availability of class places. Enrolment conditions may be applied to enrolments for non-award study.

## **8. PROCEDURES FOR ADMISSIONS**

- 8.1 The appropriate application form must be completed with declarations signed by the applicant before an application can be processed. This form can be found on the College

website, obtained from the College reception, provided by agents, or through the Sydney Met online portal.

- 8.2 Applications for Credit or RPL should be lodged at the time of application using the form available on the website.
- 8.3 All qualifications and supporting documentation must be submitted in clear and legible pdf files. Should further information and evidence be required, the applicant will be contacted by college officers requesting documentation.
- 8.4 Applications are only considered when there is complete documented evidence fulfilling the admission requirements of the course.
- 8.5 Meeting the minimum entry requirements does not guarantee admission to the Sydney Met courses.
- 8.6 All documents not written in English, such as academic transcripts and qualifications, must be accompanied by certified translations, stamped with a signifying sign that includes the translator's details and their registration number/s.
- 8.6 In general, applications received after the cut-off date for admissions will not be considered.
- 8.7 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.
- 8.8 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 Student Test (GST) as defined by the Department of Home Affairs.
- 8.9 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.
- 8.10 A file is created for the student containing all correspondence and documentations and any relevant identifiers such as student number or applicant number.
- 8.11 Sydney Met will maintain the confidentiality and privacy of student information in accordance with the Privacy Policy. However, information collected from students may, as required in accordance with the Higher Education Support (HESA) Act 2003 and other legislation be provided to the Department of Education, Skills and Employment, Department of Home Affairs and Commonwealth, State or Territory Government agencies.
- 8.12 Incomplete applications or those requiring further evidence are followed up with the applicants and a decision is communicated to the applicant.
- 8.13 Inaccurate or fraudulent documentation submitted by applicants will lead to the cancellation of the application or offer or enrolment and may result in forfeit of the applicant's right to a refund of the fees paid and/or prohibit the applicant making future applications. Prior to

exercising this authority, the College will offer the applicant an opportunity to explain the reason for the problem with documentation and, if satisfied with the explanation/s, the College may allow the application process to continue.

## **9. EVIDENTIARY REQUIREMENTS**

- 9.1 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.
- 9.2 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.
- 9.3 A Letter of Offer will be issued on the College letterhead, which is signed by the Principal Executive Officer (CEO) or an authorised officer. If there are Conditions attached to the Offer, these Conditions will also be stated on the Letter of Offer.
- 9.4 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.
- 9.5 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.
- 9.6 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>
- 9.7 Payment method of fees is bank transfer to the College's nominated bank account.
- 9.8 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 a guaranteed place at Sydney Met.
- 9.9 Applicants may receive recognition of their prior study and/or work experience upon assessment of their evidence and in accordance with the Recognition of Prior Learning (RPL) Policy and Procedure. It is the responsibility of the applicant to make an application with all the evidence required to obtain credit transfer and RPL.

## **10. CHANGES IN ENTRY REQUIREMENTS**

- 10.1 The Academic Board or its delegates may from time to time change the entry requirements of one or more of the courses offered by the College and at such times the Admissions Policy and Procedure will be updated accordingly.
- 10.2 Applicants are advised to ensure they consult the most current *Admissions Policy and Procedure* available on the College website before making an application. Once an application is submitted, it is taken that the applicant is aware of the latest entry requirements.

## **11. PROCEDURAL FAIRNESS AND STUDENT AGREEMENT**

- 11.1 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 apply the enrolment process fairly to all students; and that the process employed is accurate, transparent, consistent and with convenience to students.
- 11.2 The National Code requires the College to enter into a written agreement with the student, signed or otherwise accepted by the student.
- 11.3 The student must be provided with a copy of the written agreement and must sign it.
- 11.4 The agreement must clearly state the course or courses in which the student is to be enrolled.
- 11.5 The Agreement must contain an itemised list of all course fees payable to the College, and the College Refund Policy.
- 11.6 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.
- 11.7 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.
- 11.8 The location of the College is communicated and all details about the College and Course are described in plain English.



- 11.9 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.

## **12. APPEAL AND REVIEW**

Unsuccessful applicants who consider that the College has not properly assessed their application may appeal the decision under the College's *Complaints, Grievances and Appeals Policy and Procedure* available on the College [website](#).