SOUTHERN ACADEMY OF
HIGHER EDUCATION

Southern Academy Of Higher Education (SAHE)

Admissions Policy and Procedure

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1. Policy Statement

The Admissions Policy and Procedure (the Policy) has been designed to provide details of the admission process for prospective students and applicants, wishing to study at the Southern Academy of Higher Education ('SAHE' or the 'Academy').

1.1 Definitions

For definitions**,** please refer to the '*Dictionary of Terms'*.

2. Scope

This Policy extends to all individuals applying for admission to the program at the Academy. The admission procedures in this Policy are compliant with the relevant legislation of the Australian Government, including the *National Code of Practice for Providers of Education and Training of Overseas Students 2018 (National Code).*

3. Policy Principles

a. SAHE believes in appropriate access to educational opportunities for people of varied backgrounds, experiences, and abilities.

b. SAHE ensures that its policies' requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion.

c. SAHE ensures that students are informed of their rights and obligations prior to enrolment and before fees are accepted.

d. SAHE ensures through its entry requirements and student support services that students admitted will have equivalent opportunities for a successful transition into and progression through their program of study.

e. SAHE aims to inspire capable and motivated individuals of diverse backgrounds to apply for admission to programs.

f. SAHE is committed to providing a fair, equitable and ethical admissions process that is compliant with relevant regulatory agencies including the Higher Education Standards Framework (Threshold Standards) 2021 and the Australian Qualifications Framework (AQF).

g. Enrolment of students will be based on the fulfilment of all approved and published entry criteria and requirements set out by SAHE

h. Program entry requirements are developed as part of the initial program proposal process and are continually reviewed and updated if necessary.

i. Program entry requirements may differ for domestic and international students.

j. Applicants who meet the program entry requirements are not necessarily guaranteed a place in the program.

k. Applicants who do not satisfy all of the entry requirements at the time of their application may be eligible for a conditional offer, whereby an unconditional offer will be granted only when the outstanding requirements are satisfied. For example, where some documents are not certified at the time of the application, SAHE may issue a conditional offer subject to the applicant providing certified documents within a specified time period.

4. Entry Requirements

Applications must be submitted by the deadline specified for the desired program. Late applications may not be considered.

Where required, SAHE may require applicants to attend an interview or submit a portfolio of work.

Applicants must demonstrate that they meet the program entry requirements listed below for study.

4.1 Domestic Students

Domestic students must meet any one of the following minimum academic entry requirements to be eligible for admission to the Academy's undergraduate programs:

a. Completion of NSW Higher School Certificate (HSC) or Year 12- Secondary Education with the attainment of a minimum 60 ATAR or equivalent;

b. Successful completion of approved higher education study, including approved preparation courses e.g., Tertiary Preparation Program or Tertiary Orientation Program or equivalent, one year of university studies, Certificate IV, or a Foundation Year Program through an accredited institution of higher education offered at:

i. Australian Universities;
ii. TAFE Institutes;
iii. Government-approved Registered Training Organisations (RTO); and

c. Satisfactory completion of mathematics (Year 12 level or equivalent) subjects such as:

i. General Mathematics; or
ii. Mathematical Methods; or
iii. Specialist Mathematics; or
iv. any other Mathematics subject.

4.2 International Students

International students must meet any one of the following minimum academic entry requirements to be eligible for admissions in the Academy's undergraduate programs in addition to meeting minimum English Language requirements:

a. Completion of the secondary education qualification (national or international) equivalent to the NSW Higher School Certificate (HSC) with the attainment of a minimum 60 ATAR or equivalent;

b. Successful completion of approved higher education study, including approved preparation courses e.g., Tertiary Preparation Program or Tertiary Orientation Program or equivalent, one year of university studies, Certificate IV, or a Foundation Year Program through an accredited institution of higher education offered at

i. Australian Universities;
ii. TAFE Institutes;
iii. Government-approved Registered Training Organisations (RTO); and

c. Satisfactory completion of any mathematics (Year 12 level or equivalent) subject such as:

i. General Mathematics; or
ii. Mathematical Methods; or
iii. Specialist Mathematics; or
iv. any other Mathematics subject.

4.3 Entry Based on Employment Experience

Students may be admitted based on Recognition of Prior Learning or relevant employment history. The Academy will assess those admission applications based on the professional skills and duration and relevance of work experience. SAHE may require referee reports for entry based on criteria in this category.

4.4 Mature Age Applicants

a. Mature age applicants who do not meet the minimum entry requirements of the Academy may be eligible for admissions if:
   i. they are 21 or older on 1 March of the year they intend to start study;
   ii. do not have an ATAR (or equivalent result) for admission to any program;
   iii. do not have a record of tertiary study.

b. Mature age applicants will be assessed on either recent academic achievement (e.g., Special Tertiary Admissions Test (STAT) or on recent work experience. Decisions will also be based on skills and the likelihood to succeed in tertiary study.

c. Mature age applicant application for advanced standing - criteria and process are detailed in the *Advanced Standing Policy*.

d. The offer will be made only if the Dean is assured the applicant has a reasonable expectation to succeed in the program based on their portfolio submission. In accordance with this Policy, the SAHE Dean is responsible for the admission decisions of all mature-age applicants.

5. English Language Requirements

a. International applicants are required to provide proof of English language proficiency along with minimum academic requirements for admission to SAHE undergraduate programs.

b. For further details, please refer to the *English Language Proficiency Policy*.

6. Minimum Age

In addition to the minimum academic requirements and proof of English language proficiency, all applicants (domestic and international) must be 18 or older at the time of enrolment in SAHE undergraduate programs.

7. Special Entry

a. Students who have experienced significant barriers to study and/or who are of Aboriginal, or Torres Strait Islander descent can apply for special consideration to increase access and opportunities for higher education.

b. This process takes into consideration an applicant's educational history, cultural knowledge, work experience, educational goals, and other achievements.

c. A personal letter accompanied by relevant documentation from the student should be provided with the *Admission Application* form.

d. The selection for special entry may include but is not limited to, a multiple choice test of verbal and quantitative skills and a test of written English.

e. The Dean is responsible for considering the application assessment and outcome in a fair and consistent manner.

f. A report of all successful special entry admissions will be provided to the Academic Board for quality assurance.

8. Admissions Procedures

Admission applications may be submitted no later than two weeks prior to the commencement of classes for any semester. The calendar-based admission application dates will be published on the SAHE website prior to the start of each academic year for the following year. It is the responsibility of the admissions staff to ensure that all applications are administered in accordance with this Policy.

8.1 Application for Admission

a. Domestic Students

Admission application requirements for domestic students are as follows:

i. completed *Admission Application* Form for domestic students;
ii. a certified copy of the academic record of the previous study;
iii. a certified copy of Australian recognised proof of identification or Australian birth certificate;
iv. any other documents requested by the Academy;
v. and any other equivalent documentation for special circumstances.

b. International Students

Admission requirements for international students are as follows:

i. completed *Admission Application* Form for international students;
ii. a certified copy of proof of English language proficiency;
iii. a certified copy of the academic record of the previous study;
iv. a certified copy of the applicant's passport;
v. and any other documents requested by the Academy.

Meeting the eligibility requirements does not guarantee admission to a program of study at SAHE.

8.2 Verification of Academic Credentials

The Academy will undertake the following procedures to validate the credentials of the academic qualifications of the applicant:

a. viewing the original testamurs, including the university transcript; or
b. assessing the validity of the academic qualifications of the applicant. The Admissions Officer may contact the issuing institution to verify the authenticity of the academic transcripts in accordance with the *Fraud Prevention Policy*.

8.3 Conditional Offer

a. Where an application is incomplete a Conditional Letter of Offer and Written Agreement may be issued by the Academy.
b. The applicant must comply with the requirements and conditions set out in the Conditional Letter of Offer and Written Agreement prior to enrolment in a program of study.
c. Conditions may require the submission of final examination results or providing proof of an English proficiency test score.
d. The student must comply with the conditions set out in the Conditional Letter of Offer and Written Agreement within 30 days from the date of issue. Failure to comply will result in the Conditional Offer being cancelled.

e. If the applicant fails to comply with the conditions set out in the Conditional Letter of Offer and Written Agreement within 30 days from the date of issue, the offer will be rescinded by the Admissions Officer.

8.4 Acceptance of an Offer

On receipt of a formal (unconditional) Letter of Offer and Written Agreement for a place in a program, an applicant will either:

a. accept the offer within 30 days;
b. apply to defer commencement for up to 12 months. Please refer to the *Deferral and Suspension Policy and Procedure* for further details;
c. decline the offer;
d. take no action, in which case the offer will lapse after 30 days.

To accept an offer, an applicant must comply with any specified instructions and deadlines.

8.5 Advanced Standing or Credits for Prior Learning

At the time of admission, applicants may apply for advanced standing by completing the process outlined in the Academy's *Advanced Standing and Credit Transfer Policy*.

9. Enrolment

When admitted to a program at SAHE:

a. the students will be provided with the Program Planner to assist them with enrolment and program planning and must enrol in units as outlined or as directed by the Dean;
b. all prerequisites must be completed prior to enrolment in a unit;
c. All corequisite must be completed concurrently;
d. Enrolment in a unit may be denied after the published enrolment census date.

10. Denial of Admission / Withdrawal of Offer

The Academy reserves the right to reject an application for admission, withdraw an offer for admission or cancel an application for admission or enrolment of a student in cases where:

a. an Offer was incorrectly made;
b. when an Offer has not been accepted and program availability or entry requirements change; or
c. when the program has been discontinued or suspended.
d. the applicant does not provide complete and accurate information requested by the Academy within the period stated, which may include but is not limited to:
    i. full details of all previous academic qualifications;
    ii. details of the proof of identity and citizenship as required in the application form;
    iii. disclosure of prior misconduct proceedings at any tertiary institution or criminal convictions.
e. an applicant has failed to complete the conditions or requirements outlined in the Letter of Offer and Written Agreement.
f. an applicant who has been conditionally readmitted to a program following student misconduct at the Academy fails to comply with those conditions.

11. Ineligibility for Admission

a. A student who has been suspended or excluded from SAHE, or another higher education provider, is not permitted to commence a program of study at the Academy while the suspension or exclusion remains in force.
b. Applicants applying for admission after exclusion from a higher education provider must submit a letter to the Academy explaining the circumstances surrounding the exclusion.

12. Tuition Fees

SAHE is committed to publishing accurate and timely information on tuition fees and cost changes in accordance with the *Fees, Payments and Refund Policy* to ensure students are given reasonable notice and are able to make informed decisions regarding their program of study.

For further information regarding fees, other payments and refunds, please see the *Fees, Payments and Refund Policy*.

13. Appeals

15.1 Grounds for Appeal

An applicant who has been denied admission may appeal against the decision made by the Academy based on any one of the following grounds:

a. An error has been made in the assessment for admission and the applicant satisfies all Academy and program selection requirements; and
b. Where there is evidence that the Academy's published Admissions Policy and Procedure has not been followed.

15.2 Appeals Procedure

a. The applicant must send a written statement setting out the grounds for appeal to the Admissions Officer within ten working days of the notice that their application for admission has been unsuccessful.
b. All supporting documentation and evidence must be attached to the declaration.
c. The Admissions Officer must notify the applicant of the outcome of the appeal within 20 working days of the decision.
d. For further details about lodging an appeal, please refer to the *Student Grievance Management Policy*.

14. Record Keeping

It is Student Administration Manager's responsibility to ensure that each student's records must include all details of admission.

All records created during the application of this Policy and associated procedures will be retained in accordance with the *Records Management Policy*.

Version Control

Version History

Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1.6	Academic Board	4 May 2023	Approved original version	
2	Academic Board Governing Council	October 2023 September 2023	Minor changes. Added details to fill some gaps and to clarify language and to list correct names of Policies. Removed items covered in other policies.	

Version	v1.6
Review	The Academic Board will review this Policy in accordance with the Southern Academy of Higher Education *Policy Documents Review Schedule*.
Approving Body	Academic Board
Approval and Effective Date	4 May 2023
Policy Custodian	Dean
Policy Contact	Dean
Higher Education Standards Frameworks (Threshold Standard) 2021 (Cth)	B1.1 "Higher Education Provider" Category Standard 1.1; ss 1 – 3 Standard 1.2; ss 1 – 2 Standard 2.2; ss 1 – 3 Standard 2.4; ss 1 – 5
Benchmarking Institutes	Australian National University Western Sydney University The University of Technology Sydney The University of Sydney University of New South Wales James Cook University

Related Document	Student Grievance Management Policy English Language Proficiency Policy Teaching and Learning Plan Student Code of Conduct Refund Policy Advanced Standing and Credit Transfer Policy and Procedure
Related Legislations	Higher Education Standards Framework (Threshold Standards) 2021 (Cth)