

ACADEMIC POLICY - STUDENT SELECTION, ADMISSION AND TRANSFER

<p>1. Policy Statement</p>	<p>SAE Institute Pty Ltd trading as SAE upholds the principle that all applicants seeking to enrol are treated fairly and equitably. SAE has open, fair and transparent procedures that are based on clearly defined criteria for making decisions about the selection of students and provisions for transfer. Students will be selected on merit based on the published criteria.</p>
<p>2. Purpose</p>	<p>The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students. SAE will adopt a flexible approach to providing entry for students into their courses.</p> <p>Students from disadvantaged backgrounds, those returning to formal study and others who may not have completed formal requirements will be encouraged to apply through the Alternative Entry option.</p>
<p>3. Scope</p>	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enrol with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
<p>4. Associated Policies and Procedures</p>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> • Student Selection and Admission Procedure
<p>5. Associated Documents</p>	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> • SAE Course Information Guide • Student Application Form • SAE Course Brochures
<p>6. Policy</p>	<p>6.1 Entry Requirements</p> <p>Domestic Students</p> <p>- Vocational Education & Training (VET) courses</p> <p>Applicants for VET Certificate courses must satisfy one of the following minimum entry criteria:</p> <ol style="list-style-type: none"> 1. Successful completion of an Australian Year 10 School Certificate or equivalent; OR 2. Successful completion of a Certificate II level qualification issued under the Australian Qualifications Framework (AQF); OR 3. Alternative Entry for applicants who do not meet the requirements of options 1 or 2, may be granted subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process (contact the campus for further provisions or entry through the alternative entry process). <p>Applicants for VET Diploma courses must satisfy one of the following minimum entry criteria:</p> <ol style="list-style-type: none"> 1. Successful completion of at least Year 11 from an Australian Secondary School or equivalent; OR 2. Successful completion of a Certificate IV level qualification issued under the Australian Qualifications Framework (AQF); OR

ACADEMIC POLICY - STUDENT SELECTION, ADMISSION AND TRANSFER

- Alternative Entry for applicants who do not meet the requirements of options 1 or 2, may be granted subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process (contact the campus for further provisions for entry through the alternative entry process).

Higher Education (HE) courses

Applicants for HE under-graduate courses must satisfy one of the following minimum entry criteria:

- Successful completion of an Australian Senior Secondary Certificate of Education (SSCE) or equivalent*; OR
- Successful completion of a Diploma level qualification issued under the Australian Qualifications Framework (AQF); OR
- Alternative Entry for applicants who do not meet the requirements of options 1 or 2, may be granted subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process (contact the campus for further provisions or entry through the alternative entry process).

* It is highly desirable that candidates have a proven proficiency in advanced Senior Secondary School Mathematics for entry into the Bachelor of Interactive Entertainment, Games Programming Major.

Applicants for HE post-graduate courses must satisfy one of the following minimum entry criteria:

- Successful completion of a relevant Bachelor Degree issued under the Australian Qualifications Framework (AQF); OR
- Successful completion of a Bachelor Degree from a non-related field issued under the Australian Qualifications Framework (AQF), as well as demonstrated skills and expertise relevant to the course discipline; OR
- Alternative Entry for applicants who do not meet the requirements of options 1 or 2, may be granted subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process, as well as the provision of substantive evidence demonstrating capability to meet formal requirements for post-graduate study (contact the campus for further provisions for entry through the alternative entry process).

International Students

International students will need to provide certified/attested copies of their academic records and any official examination certificates as well as evidence of their English Language Proficiency which can be demonstrated by:

- An overall International English Language Testing System (IELTS) band score of 6.0 or higher for a higher education course and a band score of 5.5 or higher for a vocational education course (only the Academic Test is accepted); or
- A Test of English as a Foreign Language (TOEFL) minimum score of 550 (paper based test) or 60 (internet based test) for a higher education course, and a minimum score of 527 (paper based test) or 46 (internet based test) for a vocational education course; or
- An ISLPR (International Second Language Proficiency Rating) with an overall rating of 3); or
- A Pearson Test of English (PTE) Academic score of 50 (or higher) for a higher education course, and an Academic score of 42 (or higher) for a vocational education course; or
- Completion of Year 12 English at an Australian secondary school or college or equivalent with a minimum result of "Satisfactory" or equivalent.



ACADEMIC POLICY - STUDENT SELECTION, ADMISSION AND TRANSFER

6.2 Categories for Entry

Applications for admission to study with SAE will be under the following categories:

Normal Entry - Domestic Students

Entry Via Admission Centres

Entry into a HE or VET course offered at SAE Melbourne Campus, should be made through the Victorian Tertiary Admissions Centre(VTAC), in accordance with their policies and procedures. Following confirmation of an offer for a place from VTAC, applicants can proceed to enrolment.

Direct Entry

Students may apply for entry into a HE or VET course by direct application at all of the other campuses within Australia.

SAE will admit students who have satisfied the published entry requirements for the course. Selection shall normally be based on merit.

Domestic applicants may also enter a HE program from a diploma or advanced diploma or from another undergraduate degree, which will involve articulation and credit transfer arrangements.

Domestic students seeking admission to SAE must be turning 18 years of age in the year of course commencement.

- International Students

Education Agents

SAE will take all reasonable measures to use education agents that have an appropriate knowledge and understanding of the Australian international education industry and will not use agents who we reasonably believe to be dishonest or lack integrity.

SAE will enter into a written agreement with each education agent that it engages to formally represent it. The agreement shall specify:

- The responsibilities of the education agent and the registered provider and the need to comply with the requirements in the National Code.
- The processes for monitoring the activities of the education agent including where corrective action is required.
- Termination conditions, including providing the termination in the circumstances where SAE has entered into an agreement with an education agent and subsequently become aware of, or reasonably suspect, the engagement by that education agent, or an employee or subcontractor of that agent, of the following misconduct:
 - Engaged in or to have previously been engaged in, dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers;
 - Facilitating the enrolment of a student who the education agent believes will not comply with the conditions of his or her student visa;
 - Using provider registration and International Student Management Systems (PRISMS) to create Confirmations of Enrolment for other than bona fide students;
 - Providing immigration advice where not authorised under the Migration Act 1958 to do so;
 - Where an individual employee or sub-contractor of the education agent was responsible for the conduct and the education agent has terminated the relationship with that individual or sub-contractor termination may not apply.

ACADEMIC POLICY - STUDENT SELECTION, ADMISSION AND TRANSFER

SAE shall take immediate corrective and preventative action when it becomes aware of an education agent being negligent, careless or incompetent or being engaged in false, misleading or unethical advertising and recruitment practices, including practices that could harm the integrity of Australian education and training. SAE will ensure that their education agents have access to up-to-date and accurate marketing information.

Direct Entry

International students may be admitted in accordance with Government policy and SAE policies and can apply directly to SAE for admission. International students will be admitted in compliance with the ESOS Act 2000 and its Regulations 2001. International students seeking admission to SAE must be at least 18 years of age.

International Student applications will be assessed prior to admission using the following selection criteria:

- School results (where applicable) and evidence of further study since leaving school;
- Recognition of prior learning, where exemptions requested; and
- References, reasons for applying and Life Goals.

SAE will ensure at all times that they comply with the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students which have been developed under the ESOS Act 2000.

6.3 Alternative Entry

SAE recognises that preparation for study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. SAE will review applications on a case by case basis from persons of at least 18 years of age, who do not have formal qualifications for entry but who seek admission to courses on the basis of their educational and skills development through professional, work and/or life experience and/or non-accredited study.

To apply via Alternative Entry, students will need to undertake an interview with an assigned representative of SAE and will be required to provide supporting evidence that may include:

- Records of any formal qualifications attained;
- Evidence of any informal studies undertaken;
- References relating to work history relevant to the chosen field of study (if applicable);
- A resume or Curriculum Vitae; and
- A portfolio of relevant materials that demonstrates creative, technical and intellectual skills and abilities.

In addition, candidates may also be asked to undertake an exam or written assignment to satisfactorily demonstrate capacity to meet the course requirements.

In all cases Alternative Entry into a HE course, will only be granted to students with at least a Year 10 level of schooling.

6.4 Credit for Prior Studies or Prior Knowledge

Students accepted into a course may be eligible to apply for recognition of previous study or previous knowledge and/or skills acquired outside of SAE.

Credit Transfer and Advanced Standing

This refers to formal study undertaken in recognised higher education institutions in Australia, including universities, colleges, TAFE and other post-secondary education institutions. Overseas institutions will be recognised according to the extent to which they are considered equivalent to the Australian higher education institutions noted by NOOSR. Prior learning may also extend under certain conditions to:

ACADEMIC POLICY - STUDENT SELECTION, ADMISSION AND TRANSFER

- programs provided by recognised professional bodies, employers and other authorities, where appropriate certification or proof of performance is available and/or
- demonstrated expertise and relevant professional experience

Courses for which credit is requested will be evaluated by the relevant Course Coordinator and approved by the National Academic Coordinator.

Recognition of Prior Learning or RPL

This refers to the formal recognition of an individual's current skills and knowledge irrespective of how, when or where the learning took place.

6.5 Articulation Pathways

SAE has based its articulation policy on the framework supplied by the Australian Qualifications Framework (AQF) - Qualifications Pathways Policy. This framework has been used to ensure that pathways into and between qualifications is available to all students in all relevant qualifications. This articulation allows students to progress from a Certificate level course to a Diploma level course and continue into an undergraduate Degree course and then post-graduate course, offered by SAE.

As a Registered Training Organisation, SAE operates within the Principles and Standards of the Australian Quality Training Framework (AQTF). This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

6.6 Inter-College Transfers

Subject to appropriate scheduling and availability, students enrolled in SAE courses have the option to transfer between campuses. If a student wishes to transfer to another campus, they must abide by the local rules and regulations and, where the transfer is international to a campus that does not offer Australian awards, the student will have to sign and enter into the Registration Agreement applicable at their destination.

Transfers are usually only possible at certain stages of the course. SAE will assist all students wishing to change campuses. Fees paid in advance will be credited to the student at the new location but it should be noted that there may be price variations and currency conversion fees and charges between campuses.

In some circumstances students may be bound by provisions under an approved CTA. Students wishing to transfer between campuses should request information about CTAs that may be applicable.

Domestic students wishing to transfer from another provider should contact SAE and schedule a meeting with the Campus Academic Coordinator who can provide course information and ascertain credit transfer options (if applicable) and outline course options.

6.7 International Student Transfer

Note: International Students should refer to the International Student Policy and Procedures for provisions for transfer.

6.8 Rejection of Application

SAE reserves the right to reject an application where it is submitted late or where insufficient or false information has been provided.

ACADEMIC POLICY - STUDENT SELECTION, ADMISSION AND TRANSFER

7. Records

13 July	2007 policy implemented (Approved by Academic Board)
15 July	2009 policy update (Approved by Prof Z. Klich, Chair Academic Board)
10 September	2010 policy update (Approved by Academic Board)
28 February	2011 policy update (Approved by Prof Z. Klich, CEO & Managing Director)
24 February	2012 policy update (Approved by Joseph Anthonysz, CEO & Managing Director)
26 July	2012 policy update (Approved by Prof Z. Klich, Chair, Academic Board)
6 December	2012 policy updated (Approved by Prof Z. Klich, Chair, Academic Board)

Policy to be reviewed: 6th December 2014

Approved By : Prof. Zbys Klich, Chair, Academic Board
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