

Admissions Policy

Version number	7
Approved by	Corporate Governance Board
Date of approval	30 September 2022

Purpose

Sydney Institute of Higher Education (SIHE) is committed to establishing consistent and fair admissions procedures that work to promote and protect the integrity of SIHE’s education programs. Through sound admissions processes SIHE will ensure that students are treated equitably, have the capacity to complete their chosen program, and are fully informed about their options with regard to SIHE programs and student obligations.

This *Admissions Policy* outlines the principles on which the admissions process is founded and details the key components of the admissions process - identifying program entry requirements, processing applications, selecting successful applicants with equity measures in place, and notifying applicants of the outcome.

Scope

This policy applies to prospective students seeking to enrol in a SIHE program.

Principles

The objective of SIHE’s admissions processes is to admit only those students to a program of study who demonstrate through their admissions evidence the most likely and reasonable chance of successfully completing the program they seek to enter.

Entry requirements will be determined based on what knowledge and skills students will need in order to have the capacity to successfully complete the specific program of study. These entry requirements are benchmarked against entry requirements of comparable programs to ensure SIHE is of an appropriate industry standard.

SIHE will set clear entry requirements for all programs and admit students in accordance with the requirements.

As per the *Information for Students Policy*, SIHE will ensure that students are fully informed of their rights and obligations throughout the admissions process.

Admissions processes at SIHE must be transparent, fair, and applied consistently.

Evaluations of applications for enrolment should be as objective as possible and carried out in

accordance with the *Conflict of Interest Policy*.

SIHE will verify application materials submitted.

In accordance with its commitment to equity and diversity, SIHE will ensure that applicants from underrepresented and/or disadvantaged backgrounds are supported throughout the admissions process. SIHE will make specific efforts to ensure that underrepresented and/or disadvantaged groups can participate fully in education and have a full understanding of and equal access to the admissions process, such as:

- Students who are part or full-time carers
- Students with disabilities
- Students experiencing mental or physical health concerns
- Mature-age students
- Students who are single parents
- International students
- Students for whom English is a second language
- Indigenous student
- Lower socio-economic students

SIHE will ensure that the number of students admitted into each program is proportionate to SIHE's capacity to deliver each program and provide a favourable study environment. SIHE must determine the infrastructure and resources, including human resources, that will be available and admit students accordingly.

Demographic information collected during the admissions process will be used to tailor support strategies and infrastructure and resources to the specific cohort of students, ensuring that all students have the opportunity to participate, progress, and complete the program. All personal information collected during the admissions process will be confidential. See *Privacy Policy* and *Data and Records Integrity Policy* for more information.

A range of data will be collated and reported to the *Academic Board* who will advise the *Corporate Governance Board* on admissions policies and processes.

In accordance with the *Program Discontinuation Policy*, SIHE will not issue offers of enrolment to a program that has been discontinued.

Procedures

Program entry requirements

Program entry requirements are developed as part of the initial program proposal process (see *Program Development and Approval Policy*) and continually reviewed and updated if necessary (see *Program Review and Continual Improvement Policy*).

Program entry requirements must be consistent with the Australian Qualifications Framework (AQF) requirements at the relevant level.

Program entry requirements will be clearly communicated to all applicants as per the *Information for Students Policy*.

Program entry requirements may differ for domestic and international students.

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

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, SIHE may issue a conditional offer subject to the applicant providing certified documents within the a specified time period.

Applications

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

Where required, SIHE 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 undergraduate and postgraduate study.

Program entry requirements - undergraduate study

Undergraduate Program Entry Requirements	Domestic Students	International Students
Undergraduate Study Prior Education Requirements	Secondary Education Entry Successful completion of final year of secondary education, or	Secondary Education Entry Successful completion of final year of secondary education, or
	Post-Secondary Entry Successful completion of at least a Diploma level (AQF Level 5 or equivalent) qualification from an institution listed in the Australian Government Country Education Profiles , or	Post-Secondary Entry Successful completion of Diploma level (AQF Level 5 or equivalent) or above qualification from an institution listed in the Australian Government Country Education Profiles , or
	Partially Completed Qualification Successful completion of one full year (1 EFTSL) of at least an Associate Degree (AQF Level 6 or equivalent) qualification from an institution listed in the Australian Government Country Education	Partially Completed Qualification Successful completion of one full year (1 EFTSL) of an Associate Degree (AQF Level 6 or equivalent) or above qualification from an institution listed in the Australian Government Country Education

	<u>Profiles, or</u>	<u>Profiles, or</u>
	Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of two years work experience in an area relevant to the intended program of study must be shown	Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of two years work experience in an area relevant to the intended program of study must be shown
Undergraduate Study Additional requirements (Bachelor of Information Technology only)	Mathematics Requirements (Bachelor of Information Technology only) Successful completion with a pass mark of a mathematics unit (or equivalent) from either a secondary or post-secondary education provider, and where the post-secondary education provider is listed in the Australian Government Country Education Profiles , or	Mathematics Requirements (Bachelor of Information Technology only) Successful completion with a pass mark of a mathematics unit (or equivalent) from either a secondary or post-secondary education provider, and where the post-secondary education provider is listed in the Australian Government Country Education Profiles , or
	Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 50%	Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 50%
English Language Proficiency	None	Applicants must meet the requirements specified in the <i>English Language Entry Requirements Policy</i>

Program entry requirements - Graduate Certificate only

Graduate Certificate Program Entry Requirements	Domestic Students	International Students
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<p>Graduate Certificate Study Prior Education Requirements</p>	<p>Post-secondary Entry</p> <ul style="list-style-type: none"> • Successful completion of a three (3) year Diploma (AQF level 5) degree or higher in any discipline from an institution listed in the <u>Australian Government Country Education Profiles</u>, AND, • A <i>Statement of Purpose</i> outlining interest in, motivation for and preparation towards the intended program of study applied for, OR, • Successful completion of a two (2) year Diploma (AQF level 5) degree or higher in any discipline from an institution listed in the <u>Australian Government Country Education Profiles</u>, AND, • Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of one (1) year work experience in an area relevant to the intended program of study must be shown, AND, • A <i>Statement of Purpose</i> outlining interest in, motivation for and preparation towards the intended program of study applied for, or 	<p>Post-secondary Entry</p> <ul style="list-style-type: none"> • Successful completion of a three (3) year Diploma (AQF level 5) degree or higher in any discipline from an institution listed in the <u>Australian Government Country Education Profiles</u>, AND, • A <i>Statement of Purpose</i> outlining interest in, motivation for and preparation towards the intended program of study applied for, OR, • Successful completion of a two (2) year Diploma (AQF level 5) degree or higher in any discipline from an institution listed in the <u>Australian Government Country Education Profiles</u>, AND, • Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of one (1) year work experience in an area relevant to the intended program of study must be shown, AND, • A <i>Statement of Purpose</i> outlining interest in, motivation for and preparation towards the intended program of study applied for, or
	<p>Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of three (3) years work experience in an area relevant to the intended program of study must be shown</p>	<p>Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of three (3) years work experience in an area relevant to the intended program of study must be shown</p>

<p>Graduate Certificate Study Additional requirements Mathematics Requirements (Graduate Certificate of Information Technology only)</p>	<p>Successful completion of a mathematics unit from a secondary education provider with a minimum grade of 65 (or equivalent) or successful completion with a pass mark of a mathematics unit from a post-secondary education provider listed in the Australian Government Country Education Profiles, or</p> <p>Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 65%</p>	<p>Successful completion of a mathematics unit from a secondary education provider with a minimum grade of 65 (or equivalent) or successful completion with a pass mark of a mathematics unit from a post-secondary education provider listed in the Australian Government Country Education Profiles, or</p> <p>Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 65%</p>
<p>English Language Proficiency</p>	<p>None</p>	<p>Applicants must meet the requirements specified in the <i>English Language Entry Requirements Policy</i></p>

Program entry requirements - Graduate Diploma only

<p>Graduate Diploma Program Entry Requirements</p>	<p>Domestic Students</p>	<p>International Students</p>
<p>Graduate Diploma Study Prior Education Requirements</p>	<p>Post-secondary Entry Successful completion of a Bachelor degree or higher in any discipline from an institution listed in the Australian Government Country Education Profiles, or</p> <p>Relevant Graduate Certificate Entry Successful completion of a Graduate Certificate (AQF Level 8 or equivalent) in a subject area relevant to the intended program of study applied for from an institution listed in the Australian Government Country Education, or</p> <p>Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of three (3) years work experience in an area relevant to the</p>	<p>Post-secondary Entry Successful completion of a Bachelor degree or higher in any discipline from an institution listed in the Australian Government Country Education Profiles, or</p> <p>Relevant Graduate Certificate Entry Successful completion of a Graduate Certificate (AQF Level 8 or equivalent) in a subject area relevant to the intended program of study applied for from an institution listed in the Australian Government Country Education, or</p> <p>Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of three (3) years work experience in an area relevant to the</p>

	intended program of study must be shown	intended program of study must be shown
Graduate Diploma Study Additional requirements (Graduate Diploma Information Technology only)	Mathematics Requirements (Graduate Diploma of Information Technology only) Successful completion of a mathematics unit from a secondary education provider with a minimum grade of 65 (or equivalent) or successful completion with a pass mark of a mathematics unit from a post-secondary education provider listed in the Australian Government Country Education Profiles , or	Mathematics Requirements (Graduate Diploma of Information Technology only) Successful completion of a mathematics unit from a secondary education provider with a minimum grade of 65 (or equivalent) or successful completion with a pass mark of a mathematics unit from a post-secondary education provider listed in the Australian Government Country Education Profiles , or
	Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 65%	Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 65%
English Language Proficiency	None	Applicants must meet the requirements specified in the <i>English Language Entry Requirements Policy</i>

Program entry requirements - Masters degree only

Masters Program Entry Requirements	Domestic Students	International Students
Masters Degree Study Prior Education Requirements	Post-secondary Entry Successful completion of a Bachelor degree or higher in any discipline from an institution listed in the Australian Government Country Education Profiles , or	Post-secondary Entry Successful completion of a Bachelor degree or higher in any discipline from an institution listed in the Australian Government Country Education Profiles , or
	Relevant Graduate Diploma Successful completion of a Graduate Diploma (AQF Level 8 or equivalent) in a subject area relevant to the intended program of study applied for from an institution listed in the Australian Government Country Education , or	Relevant Graduate Diploma Successful completion of a Graduate Diploma (AQF Level 8 or equivalent) in a subject area relevant to the intended program of study applied for from an institution listed in the Australian Government Country Education , or
	Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of five (5) years work experience in an area relevant to the intended program of study must be shown	Work and Life Experience Entry Demonstrated skills and knowledge gained through paid or unpaid employment, formal learning and/or non-formal learning and evidenced by a current resume and employer references. A minimum of five (5) years work experience in an area relevant to the intended program of study must be shown

Masters Degree Study Additional requirements (Master of Information Technology only)	Mathematics Requirements (Master of Information Technology only) Successful completion of a mathematics unit from a secondary education provider with a minimum grade of 65 (or equivalent) or successful completion with a pass mark of a mathematics unit from a post-secondary education provider listed in the Australian Government Country Education Profiles , or	Mathematics Requirements (Master of Information Technology only) Successful completion of a mathematics unit from a secondary education provider with a minimum grade of 65 (or equivalent) or successful completion with a pass mark of a mathematics unit from a post-secondary education provider listed in the Australian Government Country Education Profiles , or
	Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 65%	Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 65%
English Language Proficiency	None	Applicants must meet the requirements specified in the <i>English Language Entry Requirements Policy</i>

Equity measures

Specific consideration will be given to applicants who identify as Aboriginal or Torres Strait Islander. SIHE provides extra support to Aboriginal and Torres Strait Islander applicants to ensure they have full access to the admissions process.

SIHE will establish a specific point of contact for Aboriginal and Torres Strait Islander applicants to utilise at any point during the application process.

Aboriginal and Torres Strait Islander applicants will be invited to attend an informal interview in which to discuss the individual circumstances that may support their application and ask any questions they may have about the admissions process.

As with all applicants, SIHE will assure itself that Aboriginal and Torres Strait Islander applicants have the capacity to complete the program with appropriate support provided by SIHE.

Applicants who identify as Aboriginal and Torres Strait Islander will be guaranteed a place in an SIHE program if they meet the entry criteria.

Admissions process

All applications must be submitted to the SIHE application portal.

Verification

Applications must be complete with all supporting documentation provided. Supporting documents must be provided as either original documents (ie original transcripts) or certified copies.

All documents should be certified in accordance with the *Certification Guidelines*.

Where supporting documentation is not in English, the documents must be translated by an certified translator.

Under the supervision of the Provost, the student administration staff will:

- Verify the evidence and identification documents provided by the applicant
- Ask applicants for further clarification or information if necessary.

Applications will be forwarded to the *Admissions Committee* for a decision as to whether the applicant should be made an unconditional offer of enrolment for a place to study at SIHE.

The *Admissions Committee* may assess an incomplete application and make a decision as to whether the applicant should be made a conditional offer of enrolment for a place to study at SIHE. Whereby an unconditional offer will be granted only when the outstanding requirements are satisfied.

Admissions Committee

The *Admissions Committee* is a permanent committee of SIHE that will review eligible applications and determine whether an offer of enrolment shall be made to an applicant.

The *Admissions Committee* will include the Dean, Program Directors, and one other professional staff or teaching staff where appropriate.

The *Admissions Committee* will consider the following:

- Whether the applicant meets program educational entry requirements.
- Whether the applicant meets the English language proficiency requirements
- Whether the applicant meets any Mathematics proficiency requirements
- The age of the applicant. All students must be 18 years of age or over at the time of confirmation of their enrolment;
- If applicable, any Recognition of Prior Learning (**RPL**) application by the applicant.

Additionally, the *Admissions Committee* must consider the capacity of SIHE to deliver the program and ensure that it selects an appropriate number of students and advise the academic management committees accordingly.

Notification of outcome

All applicants (or the applicant's agent where the applicant has requested the agent be notified) will be notified in writing of the outcome of their application, whether successful or not.

Successful applicants will receive an offer of enrolment as outlined below.

Unsuccessful applicants will receive a notification thanking them for the time taken to apply, and where appropriate, providing reasons for the rejection of their application. The notification will include an explanation of the appeals process should they wish to dispute the decision.

Offer of enrolment

Applicants selected by the *Admissions Committee* who clear verification and compliance checks will receive a Letter of Offer that clearly states the date by which the offer must be accepted.

Additionally, the Letter of Offer will be accompanied by information regarding:

- Terms and Conditions of enrolment at SIHE
- Fees and charges
- Program withdrawal options including fee refunds and tuition assurance
- Information about Work Integrated Learning and internship arrangements if applicable.

Applicants who wish to accept the offer to enrol in an SIHE program must sign the Terms and Conditions and return it to SIHE by the specified date.

If the applicant fails to accept the offer by the specified date, the offer will expire.

Withdrawal of an offer

The *Admissions Committee* may withdraw an offer of enrolment in the event that the offer of enrolment is based on an incomplete, inaccurate or fraudulent application.

An offer withdrawal must be communicated to the applicant in writing.

Applicant appeals

All applicants have the right to appeal a decision made by the *Admissions Committee*.

Appeals will be considered based on the following grounds:

- The applicant satisfies the program entry requirements
- The application was submitted correctly
- The admissions process was not implemented in accordance with SIHE policies and expectations for staff conduct.

Procedure to be followed in appeals is outlined in the *Student Complaints and Appeals Policy*.

Review and improvement

The *Academic Board*, taking advice from academic management committees and senior academic staff, will continually review policies, in accordance with the *Compliance Calendar*, to ensure the best outcomes for students. The *Academic Board* will provide advice to the *Corporate Governance Board*, in accordance with the *Compliance Calendar*, about the continual tailoring of admissions policies and processes to the needs of SIHE students in annual reports.

Advice about improvements of admissions policies will be made based on analysis of reports regarding:

- Enrolment, retention, and completion rates
- Rate of students identified as at risk
- Rate of unsatisfactory progress cases
- Student use of support services
- Student academic performances
- Student complaints and appeals.

Recurring issues that appear in these reports may be related to admissions processes and the *Academic Board* may recommend changes accordingly.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Student Administration Coordinator and *Admissions Committee*.

The *Academic Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, the *Academic Board* will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct on an ongoing basis.

Based on these monitoring activities, The *Academic Board*, in accordance with the *Compliance Calendar*, must provide a report to the *Corporate Governance Board* and ensure that findings are taken into account in planning, quality assurance and improvement processes.

Review schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	05/02/2018	Adopted	05/2/2021
2	Academic Board	16/09/2019	Included ATAR and other pathways for domestic students	16/09/2022
3	Academic Board	06/02/2020	Incorporate change in relation to students under the age of 18	06/02/2021
4	Academic Board	17/09/2020	Revised to remove AQF Level 4 vocational qualification entry requirements as per CRICOS concern	17/09/2023
5	Academic Board	26/03/2021	Included postgraduate entry requirements	26/03/2024
6	Academic Board	7/12/2021	Revise maths requirements for international students	28/11/2024
7	Corporate Governance Board	30 September 2022	Clarify processes so that efficient to operate with the commencement of operations. Correct typos with equivalency of English language proficiency levels. Bring forward verification and checking processes. Remove higher risk entry requirements	30 September 2025

			to leave lower risk requirements only.	
8	Academic Board	TBA	Correction of gap in entry requirements for the Graduate Certificate and Graduate Diploma (AQF level 8 degrees). Prior, only the Masters (AQF level 9 degree) had entry requirements leaving a gap in what were the admission requirements for the lower level postgraduate degrees. Three year prior study or experience requirement maintained for all postgraduate degrees but appropriate entry requirements now in place for the AQF level 8 degrees. Admission requirements for Masters were not altered.	TBA

End of document: "Admissions Policy"

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Related Documents

		Anti-Discrimination Policy
		Conflict of Interest Policy
		Data and Records Integrity Policy
		English Language Entry Requirements Policy
		Information For Students Policy
		Program Development and Approval Policy
		Program Discontinuation Policy
		Program Review and Continual Improvement Policy
		Public Information Policy
		Recognition of Prior Learning Policy
		Certification Guidelines
		Admissions Committee - Terms of Reference