

Admissions Policy

Version number	9
Approved by	Corporate Governance Board
Date of approval	28/08/23

Scope

This policy applies to prospective students, including those seeking readmission, and current student who are seeking to enrol in a SIHE program.

Contracted student agents need to be aware of the principles outlined in this policy.

Purpose

Sydney Institute of Higher Education (SIHE) is committed to establishing consistent and fair admissions procedures while ensuring that admitted students have the academic preparation and proficiency in English needed to participate and succeed in their intended program at SIHE and are fully informed about their options with regard to SIHE programs and student obligations.

The 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.

Principles

The admissions principles in this policy demonstrate SIHE's commitment to:

- establishing clear entry requirements for all programs based on what knowledge and skills students will need to have the capacity to successfully complete the specific program of study.
- benchmarking entry requirements against those of comparable programs to ensure SIHE is of an appropriate industry standard.
- applying consistent, fair, and transparent admission procedures.
- only admitting students to a program of study who demonstrate through their required admissions evidence the most likely and reasonable change of successfully completing the program they intend to study.
- ensuring that students are fully informed of their rights and obligations throughout the admission process.

- objectively evaluate enrolment applications in accordance with the *Conflict of Interest Policy*.
- verifying submitted application materials including but not limited; visa status (VEVO), academic qualification equivalency (NOOSR), English language test results IELTS and PTE verification and GTE requirements.
- ensuring that applicants from underrepresented and/or disadvantaged background can participate fully in education and have a clear understanding, equal access and are supported through 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
 - English as a second language students
 - Indigenous students
 - Lower socio-economic students
- ensuring that applicants from underrepresented and/or disadvantaged backgrounds have the opportunity to apply for a scholarship.
- ensuring 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.
- determining the infrastructure and resources, including human resources, that will be available and admit students accordingly.
- utilise the demographic information collected during the admissions process to tailor support strategies and infrastructure and resources to the specific cohort of students, whilst ensuring that all students have the opportunity to participate, progress, and complete the program.
- ensuring that all personal information collected during the admissions process will be confidential in accordance with the *Privacy Policy* and *Data and Research Integrity Policy*.
- report collected data and proposed amendments to the admission requirements to the *Academic Board* who will advise the *Corporate Governance Board* on admissions policies and processes.
- not issue offers of enrolment to a program that has been discontinued, in accordance with the *Program Discontinuation Policy*.

Guiding Procedures

Program entry requirements

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

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

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

Program entry requirements may differ for domestic and international students.

Changes to the program entry requirements must be approved by the *Academic Board*.

Program entry requirements - undergraduate study

Undergraduate Program Entry Requirements	Domestic Students	International Students
Undergraduate Study Prior Education Requirements	Secondary Education Entry Successful completion of Year 12 with an ATAR of 60	Secondary Education Entry Successful completion of the final year of secondary education (equivalent to a score of 60 in Australian ATAR) and achieving minimum grade as specified in the <i>Country-Specific Academic Entry Requirements Guide</i> .
	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 Profiles , or	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 Profiles , 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 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-	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	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>
Genuine Temporary Entrant (GTE) assessment	None	Applicants must demonstrate they are a Genuine Temporary Entrant (GTE) and must provide a personal statement addressing the GTE requirements

Program entry requirements - Graduate Certificate only

Graduate Certificate Program Entry Requirements	Domestic Students	International Students

<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</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</p>	<p>Successful completion of a mathematics unit from a secondary education provider with a minimum grade of 65 (or equivalent) or successful completion</p>

Technology only)	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%	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%
English Language Proficiency	None	Applicants must meet the requirements specified in the <i>English Language Entry Requirements Policy</i>
Genuine Temporary Entrant (GTE) assessment	None	Applicants must demonstrate they are a Genuine Temporary Entrant (GTE) and must provide a personal statement addressing the GTE requirements

Program entry requirements - Graduate Diploma only

Graduate Diploma Program Entry Requirements	Domestic Students	International Students
Graduate Diploma Study Prior Education Requirements	Post-secondary Entry Successful completion of a Bachelor degree or higher in any discipline from an	Post-secondary Entry Successful completion of a Bachelor degree or higher in any discipline from an

	<p>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 intended program of study must be shown</p>	<p>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 intended program of study must be shown</p>
<p>Graduate Diploma Study Additional requirements (Graduate Diploma Information Technology only)</p>	<p>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</p>	<p>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</p>
	<p>Completion of the Sydney Institute Mathematics Proficiency Assessment with a minimum score of 65%</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>
<p>Genuine Temporary Entrant (GTE) assessment</p>	<p>None</p>	<p>Applicants must demonstrate they are a Genuine Temporary Entrant (GTE) and must provide a personal statement addressing the GTE requirements</p>

Program entry requirements - Masters degree only

Masters Program Entry Requirements	Domestic Students	International Students
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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 English Language Entry Requirements Policy
Genuine Temporary Entrant (GTE) assessment	None	Applicants must demonstrate they are a Genuine Temporary Entrant (GTE) and must provide a personal statement addressing the GTE requirements

Applications

Applications must be submitted by the deadline specified for the desired program and must include a completed Application Form, any supporting documents, and GTE Form. Late applications will not be considered.

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

program.

Applicants who do not satisfy all the program entry requirements at the time of their application may be eligible for a conditional offer. The offer will become unconditional 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 a specified time period.

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

Admissions process

All applications must be submitted through the SIHE application portal.

The Student Services and Admissions Officer will consider the following regarding each application:

- whether the applicant meets the program entry requirements.
- whether the applicant meets the English language proficiency requirements.
- whether the applicant meets the mathematics proficiency requirements.
- whether the applicant meets the GTE requirements comprising financial assessment, standard of purpose, financial sponsor assessment and declaration, family relationship, length of study gap, secondary high school academic progressions.
- whether the student is 18 years of age or over at the time of the commencement of the program.

The *Student Services and Admissions Officer* is delegated to issue a letter of offer, a conditional letter of offer or reject any application.

Certified Documents

To be considered, applications must be complete with the required supporting documentation. Supporting documents must be provided as either original document (i.e., original transcripts) or certified copies.

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

Supporting documentation that is not written in English must be translated by a certified translator.

Under the supervision of the General Manager, Customer Experience, the Administration Team will:

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

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 a Letter of Offer 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.

Offer of enrolment

Applicants who are selected by the Student Services and Admissions Officer who pass verification and compliance checks will receive a Letter of Offer via email. All Letter of Offers and Terms and Conditions must be signed and returned within 30 days of the offer date.

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)
- Genuine Temporary Entrant (GTE) Assessment Form to complete and Statement of Purpose guideline for assistance in completion of GTE Form
- conditions to fulfil (if applicable).

The offer will expire if it not signed and returned within 30 days. SIHE is not required to provide reminders of offer expiry date. Offers that are not accepted within 30 days will require an offer renewal.

Confirmation of Enrolments will not be issued until the signed agreement and initial payment have been received.

The Student Services and Admissions Officer may withdrawal an offer of enrolment in the event the offer of enrolment is based on an incomplete, inaccurate, or fraudulent application.

All withdrawals of an offer will be communicated in writing.

Withdrawal of an offer

The Student Services and Admissions Manager may withdraw an offer of enrolment in the event that the offer of enrolment is based on an incomplete, inaccurate or fraudulent application.

Any withdrawal of an offer must be communicated to the applicant in writing.

Applicant appeals

All applicants have the right to appeal a decision made by the Student Services and Admissions Officer.

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.

All appeals will be referred to the *Student Academic Support Committee*. The appeal procedure outlined in the *Student Complaints and Appeals Policy* will be used to assess the appeal.

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 has an established specific point of contact for Aboriginal and Torres Strait Islander applicants to utilise at any point during the application process. Application should be submitted directly to the Student Services and Admission Officer via email at enrol@sydneyinstitute.edu.au.

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.

Specific consideration will be given to applicants from underrepresented and/or disadvantaged backgrounds. SIHE provides extra support to this cohort of applicants to ensure they have full access to the admissions process and have the opportunity for scholarship.

SIHE Academic Management Committees

The *Student Academic Support Committee* is a permanent committee of SIHE that is responsible for reviewing cases where applicants do not meet the direct entry requirements and determining whether an offer of enrolment will be issued to the applicant.

The *Student Academic Support Committee* will review and document all student complaints, concerns raised by staff members and incidents of student or staff misconduct as it pertains to this policy.

The *Student Academic Support Committee* reports to the *Academic Board* and is comprised of the Dean, Program Director/s, professional staff, and teaching staff.

The *Academic Quality Committee* must consider the capacity of SIHE to deliver the program to ensure that it selects an appropriate number of students and advised the *Academic Board* accordingly.

The *Academic Quality Committee* reports to the *Academic Board* and is comprised of the Chair, the

Dean, Program Director/s, the General Manager, Governance and Projects, the General Manager, Customer Experience, an External Academic expert, and an industry representative.

Additional Relevant Information

As an Australian higher education provider, SIHE upholds the laws and regulations of Australia. Policies and procedures are in place to ensure compliance with such laws.

Please find below the most relevant legislation which apply to the SIHE Diversity, Equity, and Inclusion Policy:

- Age Discrimination Act 2004 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005
- Education Services for Overseas Students Act 2000 (ESOS Act 2000)
- Education Services for Overseas Students Regulations 2001
- Higher Education Standards Framework (Threshold Standards) 2021
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Privacy Act 1988 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)

Other relevant information to be used together with the SIHE Diversity, Equity, and Inclusion Policy:

- Certification Guidelines
- Conflict of Interest Policy
- Data and Records Integrity Policy
- Diversity, Equity, and Inclusion Policy
- English Language Entry Requirements Policy
- Enrolment Policy
- Information for Students Policy
- International Student Services Policy
- Misconduct Policy
- Privacy Policy
- Program Development and Approval Policy
- Program Discontinuation Policy
- Program Review and Continual Improvement Policy
- Public Information Policy
- Recognition of Prior Learning Policy
- Student Code of Practice
- Scholarships, Subsidies, Awards and Prizes Policy
- Special Considerations Guidelines
- Student Complaints and Appeals Policy

SIHE Australia reserves the right to amend this policy at its discretion. All policies and amendments to policies are approved by the SIHE Corporate Governance Board and are published on SIHE Australia

website.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the *Student Services and Admissions Manager*.

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 to leave lower risk requirements only.	30 September 2025

8	Academic Board	9/11/2022	<p>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.</p> <p>Introduction of <i>Country-Specific Academic Entry Requirements Guide and Genuine Temporary Entrant (GTE) Assessment</i>. Change in delegation of <i>Admissions Committee</i>. <i>Successful completion of Year 12 with an ATAR of 60 for domestic students</i>.</p> <p>.</p>	9/11/2025
9	Corporate Governance Board	28/08/23	Updated to reflect current processes, policies and governance structure. Updated entry requirements.	28/08/26

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