

Admissions and Enrolment Policy and Procedures

Purpose

The purpose of this Policy is to ensure that students are admitted to the Sydney International School of Technology and Commerce (SISTC) on the basis of fair, transparent and consistent principles and processes. This Policy is underpinned by the principles and requirements of the *Higher Education Standards Framework (Threshold Standards) 2021*, the *Australian Qualifications Framework* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards* (“the National Code 2018”).

Definitions

Educational pathway: A defined pathway that enables a student to progress from a completed course of study to another course of study with admission and/or credit (based on TEQSA definition).

Advanced Standing: A process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual’s application for credit (based on TEQSA definition).

Policy Statement

Students will be admitted to SISTC on the basis of fair and equitable procedures.

SISTC admission procedures will meet all relevant legislative and regulatory requirements.

SISTC admission procedures will maximise the possibility of student progress through educational pathways.

Course entry requirements will set for individual courses, but will be based on all or some of the following criteria:

- academic achievement as demonstrated by formal qualifications;
- English language proficiency as demonstrated by formal qualifications or language test results;
- selection procedures administered by SISTC such as tests, interviews, and auditions;
- application of the *SISTC Credit Transfer and Advanced Standing Policy*;
- other procedures as approved by the Academic Board.

The following outcomes of selection processes will apply:

- unconditional offer;
- conditional offer;
- packaged offer;

- offer into an alternative course;
- no offer.

Procedures for Application and Admission

1. APPLICATION

Applications are to be made in accordance with Admissions Guidelines for SISTC's courses provided at Appendix A. While students may apply for admission before they turn 18 years of age, admission will only be granted if the student will be at least 18 years of age on commencement of their studies.

2. OFFERS

Offers must be accepted by the prospective student by the due date of acceptance on the Letter of Offer. An offer will lapse if not accepted by the due date.

SISTC reserves the right to cancel or withdraw an offer.

SISTC will consider requests for a deferred offer. Such requests must be made before the due date of acceptance.

3. ENGLISH LANGUAGE REQUIREMENTS

Applicants whose first language is not English or who have completed their secondary education in a language other than English will be required to demonstrate their English proficiency by way of an examination.

Examinations approved by SISTC are: International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL), and the Pearson test for English (PTE).

Levels of achievement required for each course will be posted on the 'Admissions' page of the SISTC website.

4. READMISSION

Where a former student of SISTC wishes to resume an uncompleted course, they will be readmitted at the discretion of the Academic Registrar. Such readmission is required to comply with relevant legislation in the case of international students.

5. RIGHT OF APPEAL

An applicant who has not been offered a place may appeal to SISTC if they believe that this Policy has been incorrectly applied. The applicant must follow the procedures in the *SISTC Student Complaints, Appeals and Grievances Policy* which can be found on the SISTC website.

Procedures for Enrolment and Change of Enrolment

1. ENROLMENT

SISTC will provide all information necessary for applicants to be admitted to the School and complete their enrolment. When making decisions on applications to vary study load, factors the School will consider include:

- maximum duration requirements;
- course specific requirements;
- financial scholarship requirements;
- financial difficulties associated with loss of income due to the COVID-19 Pandemic (or similar);
- regulatory requirements.

2. ENROLMENT CHANGES WITHIN SISTC

When making decisions on applications to transfer between SISTC Courses, factors that the School will consider include:

- availability of places;
- prerequisites and other admission requirements for the unit;
- any regulatory requirements.

3. RE-ENROLMENT AND AMENDMENTS

The School will provide all relevant information necessary for students to maintain their enrolment. Enrolments in units are subject to any published prerequisites. Students may request a waiver of a published prerequisite. When making a decision on applications to waive a published prerequisite the School will consider whether:

- a student has completed an equivalent unit from another institution;
- a student is able to demonstrate achievement of the relevant learning outcomes of the prerequisite unit from prior relevant work experience.

Students may request an amendment to their enrolment. When making decisions on applications to amend enrolments, factors that the School will consider include:

- any prerequisites for units of study;
- availability of places in units of study;
- financial Scholarship requirements;
- regulatory requirements;
- financial difficulties associated with loss of income due to the COVID-19 Pandemic (or similar);
- academic progress requirements.

Students may request to vary their study load. When making decisions on applications to vary study load, factors that the School will consider include:

- maximum duration requirements;
- financial scholarship requirements;

- course specific requirements;
- regulatory requirements;
- financial difficulties associated with loss of income due to the COVID-19 Pandemic (or similar);
- academic progress requirements.

International students holding student visas are required to complete their course within the original expected duration, except in limited circumstances. Onshore international students holding student visas can only take less than a standard full-time load if they have approval from the School and one or more of the following apply:

- they have received credit in accordance with the *SISTC Credit Transfer and Advanced Standing Policy* such that they will not have to extend their course;
- they have compassionate or compelling circumstances;
- proven financial difficulties associated with loss of income due to the COVID-19 Pandemic (or similar); or
- an early intervention strategy has been activated under the *SISTC Course Rules, Progression and Completion Policy*.

Students may request to take leave of absence. When making decisions on applications to take leave of absence, factors that the School will consider include:

- maximum duration requirements;
- whether the student has outstanding fees;
- financial scholarship requirements; or
- regulatory requirements.

4. STUDENT TRANSFER FROM SISTC TO ANOTHER REGISTERED PROVIDER.

This procedure is for students and staff in relation to Applications for Transfer Between Registered Providers. It ensures SISTC's compliance with Standard 7 of the *National Code 2018*. Guidelines for such applications can be found at Appendix B.

Students are required to provide documentation to support their application to transfer to another registered provider. Where a student requests a transfer prior to completing six months of their principal program SISTC will assess the request for transfer against this procedure.

Students must co-operate with SISTC staff and attend any interviews or other appointments scheduled for them including in respect of support services provided by SISTC.

Applying to transfer does not preclude students from the requirement to enrol on time. Non-enrolment will not automatically result in a transfer between registered providers. However it will result in the student being reported to Immigration/Home Affairs via the Provider Registration and International Student Management System (PRISMS) for failing to enrol.

Circumstances in which SISTC will grant the transfer request because the transfer is in the international student's best interests, include, but are not limited to, where the SISTC has assessed that:

- the international student will be reported because they are unable to achieve satisfactory course progress at the level they are studying, even after engaging with SISTC's intervention strategy to assist the overseas student in accordance with *National Code 2018* Standard 8 (Overseas student visa requirements);
- SISTC fails to deliver the course as outlined in the written agreement;
- there is evidence that the international student's reasonable expectations about their current course are not being met;
- there is evidence that the international student was misled by SISTC or an education or migration agent regarding SISTC or its course and the course is therefore unsuitable to their needs and/or study objective;
- an appeal (internal or external) on another matter results in a decision or recommendation to release the international student;
- there is evidence of compassionate or compelling circumstances, which include:
 - medical grounds, such as serious illness or injury;
 - death of a student's immediate family member (a death certificate is required);
 - other compassionate circumstances where adequate evidence can be provided to show reason for release.

SISTC may refuse an application for transfer in the following circumstances:

- the student has not completed the first four weeks of the principal program in which he or she is enrolled and has not accessed the full range of support services available at SISTC;
- the student is transferring to a similar program with another provider and has not provided documentation that supports their transfer request;
- the student is applying to transfer to a program with a lower qualification without consultation with the Associate Dean, Academic Programs;
- if the transfer may jeopardise the student's progression through a package of programs;
- the transfer to the new program may be detrimental to the student's wellbeing and/or career objectives as stated in the student's original admissions application;
- the student's personal statement is inconsistent with other information provided to SISTC;
- the student has outstanding debts.

4. 1 Provisions for considering request for transfer to alternative provider

The following overarching provisions apply for students seeking transfer to an alternative provider:

- the request must be in writing, clearly stating the reasons for the request, including any change in the student's circumstances;
- the request must be accompanied by a valid written offer of enrolment from the alternative provider;
- the application is to be assessed and determined within 5 working days of student providing all of the required documentation/information, or sooner if this is necessary for the student to receive a determination in time to commence their studies with the alternative provider;

- assessment and determination of the application by SISTC is to be at no cost to the student;
- student must receive a Determination Notice which sets out the decision along with the student's rights of review/appeal/grievance if the transfer is refused;
- final Outcome Notice must not be issued to the student until student has exhausted all avenues of review/appeal/grievance;
- PRISM details are not to be updated until all avenues of review/appeal/grievance are exhausted by the student or within 20 working days of Notice of Determination being issued if there is no request/action by the student for review/appeal/grievance;
- where approval is given to transfer, the Outcome Notice must include that student is required to contact Immigration for visa advice;

copy of request for transfer, supporting documentation and relevant assessment and determination documentation to be maintained for 2 years as part of SISTC's records management system.

(refer also to detailed procedures at Appendix B: Guidelines for Applying for Transfer from SISTC to another Registered Provider)

5. PROSPECTIVE STUDENTS TRANSFERRING TO SISTC FROM ANOTHER REGISTERED PROVIDER

Students transferring from another Provider to SISTC who have not completed six months of study at their current Provider will not be eligible for admission until an appropriate release letter is provided. No transfer approval is required where evidence is provided that:

- the student has completed at least six months study in his or her principal program: or
- the student is government sponsored and the government sponsor provides written support for the change as it considers the change to be in the student's best interests; or
- the releasing Registered Provider has ceased to be registered or the program in which the student is enrolled ceased to be registered (evidence to be provided); or
- the releasing Registered Provider has a sanction imposed on it that prevents the student from continuing his or her principal program (evidence to be provided); or
- the releasing Registered Provider has agreed to the student's release and recorded the date of effect and reason for release in PRISMS.

Roles and Responsibilities

The Academic Board approves minimum entry standards that apply to all SISTC courses and approves entry standards for specific courses (see Appendix A).

The Academic Dean advises the Academic Registrar on quotas and ranking in each student intake. The Academic Dean may also make an offer to a student in exceptional cases where the student does not meet the normal entry requirements, on the advice of the Academic Registrar and the Associate Dean, Academic Programs. The Academic Registrar makes offers to student and processes their applications, including applications for change/transfer of enrolment. The Academic Registrar also manages any student appeals arising from these processes.

Monitoring and Review

The *SISTC Compliance, Quality Assurance and Review Strategy and Plan* shows how SISTC continuously monitors admission and enrolment processes to achieve ongoing regulatory compliance and process improvement.

Relevant Legislation and Standards

Australian Qualifications Framework (AQF)

Education Services for Overseas Students Act 2000 (Cth)

National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standards: Part D: 1-11.

Higher Education Standards Framework (Threshold Standards) 2021 Domains 1,2 and 3

Key Related Documents

SISTC Compliance, Quality Assurance and Review Strategy and Plan

SISTC Course Rules, Progression and Completion Policy

SISTC Credit Transfer and Advanced Standing Policy

SISTC Equity and Diversity Policy

SISTC Fees, Charges and Refund Policy

SISTC Letter of Offer

SISTC Student Complaints, Appeals and Grievances Policy

SISTC Student Rights and Obligations Policy

SISTC Tuition Protection, Teach Out and Transition Policy

Notes

Responsible Officer	Academic Registrar
Approval Authority /Authorities	Academic Board
Date Approved	6 March 2019
Date of Commencement	
Date for Review	2023
Documents Superseded by this Policy	None
Amendment History	<p>V1.0 updated on 31 January 2019; 6 March 2019 (Board of Directors Endorsement) and 25 February 2020;</p> <p>V1.1 updated to consider financial difficulties associated with the COVID-19 Pandemic (or similar) 5 February 2021</p> <p>V1.2 updated with the approved changes to the senior management structure 28 April 2021 and alignment with the previously approved definitions in the <i>SISTC Credit Transfer and Advanced Standing Policy V1.0</i>.</p> <p>V1.3 updated with the changes to the HESF 21 1 July 2021.</p> <p>V2.0 approved by the Academic Board 15 November 2021 and released to the website after receiving accreditation of the MIT 5 April 2022 and provision of CRICOS Course Codes 28 April 2022</p>

Appendix A: Guidelines for Admission to SISTC Courses

1. MASTER'S DEGREE COURSES

1.1 General admission

- have attained 18 years of age on commencement of studies
- Australian Bachelor's degree qualifications in a cognate discipline **or**;
- International Bachelor qualifications or equivalent in a Cognate discipline listed at <https://www.uac.edu.au/future-applicants/postgraduate-applicants>; **or**
- Relevant Work Experience in a relevant cognate field for a minimum of two years and completed within the last 3 years. Applicants will have to demonstrate work experience is relevant to the course, current, and equivalent to the learning outcomes achieved in a Bachelor degree in the same discipline as the proposed Post Graduate Program. Students will provide this evidence in the form of a written reference from their current workplace outlining their current duties and how they are relevant to the Masters program.
- Applicants applying with bachelor's degrees, or work experience in a non-cognate field will need to provide an additional personal written statement outlining how their formal studies and work experience having provided them with sufficient learning as to be able to reach the entry standards. Such students may be subject to a written examination or interview with the Academic Dean. Students may need to complete appropriate introductory units as determined by the Academic Dean.
- Any credit will be granted under the *SISTC Credit Transfer and Advanced Standing Policy*.

1.2 International Students

Applicants require an IELTS Test Score result of minimum 6.5, with no band lower than 6.0 (or equivalent TOEFL or Pearson Test for English) or completed 12 months of study in Australia.

2. GRADUATE DIPLOMA COURSES

2.1 General admission

- have attained 18 years of age on commencement of studies
- Australian Bachelor's degree qualifications in a Cognate Discipline **or**;
- International Bachelor qualifications or equivalent in a cognate discipline listed at <https://www.uac.edu.au/future-applicants/postgraduate-applicants>; **or**
- Relevant Work Experience in a relevant cognate field for a minimum of two years and completed within the last 3 years. Applicants will have to demonstrate work experience is relevant to the course, current, and equivalent to the learning outcomes achieved in a bachelor's degree in the same discipline as the proposed Post Graduate Program. Students will provide this evidence in the form of a written reference from their current workplace outlining their current duties and how they are relevant to the master's program.
- Applicants applying with bachelor's degrees, or work experience in a non-cognate field will need to provide an additional personal written statement outlining how their formal studies and work experience having provided them with sufficient learning as to be able to reach the entry standards. Such students may be subject to a written examination or interview

with the Academic Dean. Students may need to complete appropriate introductory units as determined by the Academic Dean.

- Any credit will be granted under the *SISTC Credit Transfer and Advanced Standing Policy*.

2.2 International Students

Applicants require an IELTS Test Score result of minimum 6.5, with no band lower than 6.0 (or equivalent TOEFL or Pearson Test for English) or completed 12 months of study in Australia.

3. GRADUATE CERTIFICATE COURSES

3.1 General admission

- have attained 18 years of age on commencement of studies
- Australian Bachelor's degree qualifications in a Cognate Discipline **or**;
- International Bachelor qualifications or equivalent in a relevant field listed at <https://www.uac.edu.au/future-applicants/postgraduate-applicants>; **or**
- Relevant Work Experience in a relevant cognate field for a minimum of one year and completed within the last 3 years. Applicants will have to demonstrate work experience is relevant to the course, current, and equivalent to the learning outcomes achieved in a bachelor's degree in the same discipline as the proposed Post Graduate Program. Students will provide this evidence in the form of a written reference from their current workplace outlining their current duties and how they are relevant to the master's program.
- Applicants applying with Bachelor's degrees, or work experience in a non-cognate field will need to provide an additional personal written statement outlining how their formal studies and work experience having provided them with sufficient learning as to be able to reach the entry standards. Such students may be subject to a written examination or interview with the Academic Dean. Students may need to complete appropriate introductory units as determined by the Academic Dean.
- Any credit will be granted under the *SISTC Credit Transfer and Advanced Standing Policy*.

3.2 International Students

Applicants require an IELTS Test Score result of minimum 6.5 with no band lower than 6.0 (or equivalent TOEFL or Pearson Test for English) or completed 12 months of study in Australia.

4. BACHELOR'S DEGREE COURSES

4.1 General admission

- have attained 18 years of age on commencement of studies
- Australian Senior secondary qualifications (New South Wales Higher School Certificate, ACT Year 12 Certificate, Queensland Senior Examination, South Australian Certificate of Education, Tasmanian Certificate of Education, Victorian Certificate of Education, Western Australian Year 12) with a minimum ATAR of 60; or
- overseas secondary qualifications listed at <https://www.uac.edu.au/future-applicants/admission-criteria/overseas-qualifications> with attainment of the ATAR equivalent of 60; or
- VET Certificate III or above in a relevant discipline; or.
- satisfactory completion of at least one year of accredited full-time study at a registered institute of higher education at AQF level 4 or above in Australia; or
- completion of an Australian University Enabling Program, or
- credit granted under the *SISTC Credit Transfer and Advanced Standing Policy*.

4.2 School leavers

Australian Senior secondary qualifications as listed above with a minimum ATAR of 60.

4.3 International students

Applicants require an IELTS Test Score result of minimum 6.0, with no band lower than 5.5 (or equivalent TOEFL or Pearson Test for English).

4.4 Special and/or alternative entry

This includes mature age applicants and/or those who do not hold their HSC or equivalent. In the event that individuals without HSC or equivalent apply for admission, they will be considered on the basis of credit granted under the *SISTC Credit Transfer and Advanced Standing Policy*. The School may also administer such procedures as tests, interviews, and auditions.

In the future, the School will also negotiate articulation agreements with;

- ELICOS providers, allowing the possibility of entry into the first year of the degree;
- VET providers, allowing the possibility of entry with credit transfer; and;
- Higher Education Diploma providers, allowing the possibility of entry with credit transfer.

Applicants for the Bachelor of Information Technology are assumed to have a knowledge of Mathematics at least at the standard of Australian Year 11 attainment.

5. DIPLOMA COURSES

5.1 General admission

- have attained 18 years of age on commencement of studies
- Australian Senior secondary qualifications (New South Wales Higher School Certificate, ACT Year 12 Certificate, Queensland Senior Examination, South Australian Certificate of Education, Tasmanian Certificate of Education, Victorian Certificate of Education, Western Australian Year 12) with a minimum ATAR of 55; or

- overseas secondary qualifications listed at <https://www.uac.edu.au/future-applicants/admission-criteria/overseas-qualifications> with attainment of the ATAR equivalent of 55; or
- VET Certificate III or above in a relevant discipline; or.
- satisfactory completion of at least one year of accredited full-time study at a registered institute of higher education at AQF level 4 or above in Australia; or
- completion of an Australian University Enabling Program.
- credit granted under the *SISTC Credit Transfer and Advanced Standing Policy*.

5.2 School leavers

Australian Senior secondary qualifications as listed above with a minimum ATAR of 55.

5.3 International students

Applicants require an IELTS Test Score result of minimum 5.5, with no band lower than 5.0 (or equivalent TOEFL or Pearson Test for English).

5.4 Special or alternative entry

This includes mature age applicants and/or those who do not hold their HSC or equivalent. In the event that individuals without HSC or equivalent apply for admission, they will be considered on the basis of credit granted under the *SISTC Credit Transfer and Advanced Standing Policy*. The School may also administer such procedures as tests, interviews, and auditions.

In the future, the School will also negotiate articulation agreements with;

- ELICOS providers, allowing the possibility of entry into the first year of the degree;
- VET providers, allowing the possibility of entry with credit transfer; and;
- Higher Education Diploma providers, allowing the possibility of entry with credit transfer.

Applicants for the Diploma of Information Technology and Diploma of Business Information Systems are assumed to have a knowledge of mathematics at least at the standard of Australian Year 11 attainment.

Appendix B: Guidelines for Applying for Transfer from SISTC to another Registered Provider

Students wishing to obtain a transfer from SISTC to another registered provider must complete, sign, date and lodge the ***Application for Transfer to Other Registered Provider Form*** at the office of the Academic Registrar.

The following documents (where applicable) must be attached to the Application for Transfer to Other Registered Provider Form as part of the application:

- a letter detailing the reasons for the request to transfer to another Provider and how the student will benefit from the transfer;
- a copy of the offer letter from the other Provider confirming that a valid enrolment offer has been made unconditionally at that Provider;
- a copy of the documentary evidence referred to in the letter of application. Where a student's request is based on medical grounds documentary evidence from an appropriately qualified medical practitioner, psychologist or counsellor must be provided. (Failure to present evidence may adversely affect the outcome of the Transfer to Other Registered Provider Application);
- written approval for the change from the scholarship body if a sponsor is paying the tuition fees.

Upon receipt of the Application for Transfer to Other Registered Provider form, the Academic Registrar must consider the application and documentation attached and if appropriate, will also arrange for the engagement a student counsellor (or equivalent) to assess the application and, if deemed appropriate, the student counsellor (or equivalent) will:

- interview the student to determine:
- the circumstances surrounding the release;
- how the student may benefit from a transfer to another Provider;
- whether the transfer would be detrimental to the student or his or her future studies, wellbeing and/or career objectives.
- consider the options available to the student to achieve his or her learning goals, including any support services offered by SISTC to assist the student to adjust to study and life in Australia;
- consider any supporting documentation provided by the student.
- make a decision as to whether a transfer would be detrimental to the student or his or her future studies, wellbeing and/or career objectives and formally notify the Academic Registrar for responding to the request.

Within 5 working days of receipt of the application the Academic Registrar must then make the final assessment based on the Transfer to Other Registered Provider Application and supporting documents in light of:

- the student's educational goals and individual circumstances; and
- the recommendation made by the student counsellor;

- whether the transfer would be detrimental to the student or his or her future studies, wellbeing and/or career objectives.

The Academic Registrar will make and record a decision as to whether to grant a transfer to another between registered Provider and, if granted, issue a release letter within five working days of the official receipt of the application.

If SISTC decides to approve a Transfer to Other Registered Provider application, the letter sent to the student is to be issued at no cost to the student and is to include:

- a withdrawal form;
- advice that the student's Confirmation of Enrolment (CoE) will be cancelled and he or she must contact Immigration/Home Affairs to seek advice on whether a new student visa is required;
- advice that the transfer approval will be recorded in PRISMS;
- advice that if applicable the student may apply for a refund in accordance with the *SISTC Fees, Charges and Refund Policy*.

If SISTC decides not to grant a Transfer to Other Registered Providers, the letter sent to the student will include:

- the reasons for the decision not to grant a transfer to another registered provider
- if the reason is because the documents provided by the student do not, in the view of the Academic Registrar, provide adequate grounds to justify the transfer, the student must be advised what additional documentation should have been lodged with his/her application
- advice that he or she may freely transfer after completion of 6 calendar months of his/her Principal Program;
- information on the student's right to appeal the decision in accordance with *SISTC Student Complaints, Appeals and Grievances Policy*.

A student may appeal a release decision to the Registrar within 20 working days of that decision. In this event SISTC will maintain the student's enrolment in the program in which he or she is enrolled to study until the appeals process is completed.