



**Admissions Verification Policy**

<b>Category/Business Group</b>	Education Group
<b>Published Externally (Yes/No)</b>	Yes
<b>Approver</b>	Chief Executive Officer
<b>Responsible Officer</b>	General Manager, Services
<b>Contact Officer</b>	General Manager, Services
<b>Effective Date</b>	2/10/2020
<b>Next Review Date</b>	2/10/2023
<b>Version</b>	2

**Policy Approval**

<b>Approver (CEO)</b>	<b>Responsible Officer</b>	<b>Policy Officer</b>
Laurie Pearcey	Vicki Drewe	Hayley Alderton
Date: 9/11/2020	Date: 2/10/2020	Date: 2/10/2020

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## 1. Background

UNSW College is committed to delivering a high standard of education and training services to all of its students.

Under Standard 2 of the National Code registered providers must ensure Overseas Students' educational qualifications, work experience and English language proficiency are sufficient to enable them to enrol in a course. In addition, a condition of the student visa program, which is administered by the Department of Home Affairs (**DHA**), requires that all student visa holders are genuine temporary entrants who are entering Australia for the purpose of study on a temporary basis.

## 2. Purpose

The purpose of this policy is to ensure that the UNSW College Admissions team have appropriate processes in place to determine:

- (a) whether or not a Prospective Student meet the requirements for entry into a UNSW College course; and
- (b) whether a Prospective Overseas Student is a genuine temporary entrant, this includes, ensuring the authenticity of academic transcripts, certificates of attainment and any other documents submitted as part of the admissions process.

## 3. Scope

This policy applies to:

- (a) Overseas students seeking to enrol in UNSW College;
- (b) Domestic students seeking to enrol in UNSW College;
- (c) UNSW College staff involved in the promotion, recruitment, admission, delivery, management or administration of students.

This policy does not apply to Diploma, Part-time English, Modern Languages or TESOL programs. For Diploma programs, refer to UNSW's policy framework.

## 4. Definitions

**Domestic Students** means a UNSW College Student who is an Australian citizen, a New Zealand citizen, an Australian permanent resident, or a person who is entitled to stay in Australia, or to enter and stay in Australia, without any limitation as to time.

**Back-to-source verification** means verifying the authenticity of documents by obtaining confirmation from the issuing authority (this could be a school, university, private education provider and/or an institution such as a bank) that the document is genuine and that the details contained in the document are correct.

**Enrolled** means a status where a student has already accepted UNSW College's conditions of enrolment and paid the required deposit to secure their place in a course or program offered by UNSW College.

**ESOS Act** means the *Education Services for Overseas Students Act 2000 (Cth)*.

**GTE or Genuine Temporary Entrant** means, in relation to a Prospective Overseas Student, that he or she:

- (a) has a genuine intention to successfully complete a Program, and does not intend to seek permanent residency, or another visa, following arrival in Australia;
- (b) has the requisite English language proficiency skills to undertake the Program;
- (c) satisfies all other UNSW College or UNSW Sydney criteria relating to qualifications and experience for entry into the Program; and
- (d) has the requisite resources to study and live in Australia for the duration of the Program;

**GTE Check** means review of and authentication of information and documents submitted by a Prospective Overseas Student to ensure that they are a Genuine Temporary Entrant.

**National Code** means the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* made under section 33 of ESOS.

**Overseas Students** means Overseas students (within or outside Australia) who hold a student visa but *does not* include students of a kind prescribed in the ESOS Regulations.

**Prospective Student** means a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming an Overseas Student or a Domestic Student.

**Prospective Overseas Student** means a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming an Overseas Student.

**SAM** means the Student and Agent Management System.

## 5. Policy Statement

UNSW College is committed to ensuring the integrity of its admissions processes and, to do so, UNSW College carries out the checks set out in this section 5 in relation to the application process.

### 5.1. Back-to-source verification of Applications

Admissions Officers will randomly select a minimum of five (5) 'Enrolled' applications each month for back-to-source verification. The aim is to select applications submitted from a variety of countries and education agents. UNSW College will focus on applications that are deemed to be high risk (utilising UNSW College's relevant risk rating methodologies for country and agent risk).

To start the academic verification process, a Request for Academic Transcript Verification letter will be sent from an Admissions Officer to the issuing institution, to verify the details of the academic transcript. Any response on the verification will be recorded in SAM.

### 5.2. GTE Checks

UNSW College will require a GTE Check from Prospective Overseas Students who hold a passport from a country that is considered high risk (utilising UNSW College's risk rating methodology for country GTE risk). Any Prospective Overseas Student that is issued an offer

conditional on a GTE Check will not be issued a confirmation of enrolment until the GTE Check is received by UNSW College Admissions. GTE checks can be conducted by a UNSW College registered education agent.

### **5.3. Suspicious or questionable applications**

In addition to the GTE Check and back-to-source verification checks outlined in parts 5.1 and 5.2 above, where an application appears suspicious or does not appear to be genuine, this will be reported to the Admissions Team Leader, who will liaise with the Admissions Manager to determine what additional checks will be carried out, this may include a back-to-source verification or a GTE Check.

### **5.4. Appeal of a decision**

Where an application is rejected based on an allegation that the Prospective Student has provided fraudulent documents as part of their application process, the Prospective Student may apply for a review of the decision within 10 working days of the decision.

A review of the decision will be undertaken by the Manager, Admissions and Enrolment. The Prospective Student will be notified in writing of the outcome of the review within 10 working days of lodgement of the appeal.

## **6. Legal and Policy Framework**

This policy complies with the ESOS Act 2000 and Standard 2 of the National Code.

### **6.1. Responsibilities**

(a) *Approver*

The Chief Executive Officer is responsible for the approval of this policy.

(b) *Responsible Officer*

The General Manager, Services is responsible for the implementation, dissemination and review of this policy.

(c) *Contact Officer*

The General Manager, Services is responsible for the day to day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.

(d) *Policy and Compliance Officer*

ESOS Compliance Officer is responsible for the administration and publishing of this policy.

(e) *Staff, Supervisors and Executives*

UNSW College staff, supervisors and executives are responsible for assisting in the implementation of and adherence to this policy.

### **6.2. Review**

This policy is due for review three (3) years from the date of implementation or upon a change in the legislative requirements that occurs before the review date.

## 7. Related Documentation

- (a) Request for Verification letter
- (b) GTE process and checklist

## 8. Related Policies and Procedures

- (a) Complaints and Appeals Policy
- (b) Student Misconduct Policy

## 9. Version History

Version Control	Date Effective	Approved By	Amendment Notes
2	See page 1	Laurie Pearcey	Removal of Diplomas from scope – UNSW Sydney’s policy applies
1	01/10/2018	Emma Drummond	Initial policy