



Student Entry Requirements and Selection Policy

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Responsible Officer	General Manager, Services
Contact Officer	General Manager, Services
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Policy Approval

Approver	Responsible Officer	Policy Officer
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Date:9/11/2020	Date:6/11/2020	Date:6/11/2020

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UNSW Global Pty Limited ABN 62 086 418 582 trading as UNSW College™ delivers Diploma and Foundation Studies on behalf of UNSW Sydney (CRICOS Code 00098G). UNSW College™ delivers ELICOS programs under CRICOS code 01020K. See unswcollege.unsw.edu.au/esos for more information. © 2023 UNSW Global Pty Limited

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 students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought. It is required that all students, including intending students, are given current and accurate information about the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable.

2 Purpose

This Policy is to:

- (a) provide transparent and consistent assessment on all applications for admission received by UNSW College; and
- (b) ensure that student selection is carried out in a professional and responsible manner, while upholding the equal opportunity principle.

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 Part time English, Modern Languages, and TESOL programs. In relation to Diploma programs, this document operates as a local document pursuant to UNSW Sydney's Admissions Policy, Admission to Coursework Procedure and associated documentation. To the extent of any inconsistencies, UNSW Sydney's policy framework applies.

4 Definitions

Applicant means an individual who applies to study with UNSW College.

CAE means Cambridge Advanced English.

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.

DHA means the Department of Home Affairs.

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

ESOS Regulations means the *Education Services for Overseas Students Regulations 2001 (Cth)*.

FEEC means the Foundation English Entry Course at the UNSW Institute of Languages.

IELTS means the International English Language Testing System.

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018.

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.

PTE means Pearson Test of English (Academic).

TOEFL means Test of English as a Foreign Language.

5 Policy Statement

UNSW College is committed to the transparent, consistent and effective **assessment of students who wish to enrol in UNSW College.**

5.1 UNSW College's obligations and rights under this policy

- (a) When receiving an Under 18 student, UNSW College Admissions and Enrolment staff will ensure additional requirements as set out in paragraphs 5.2 (b) and (d) are met;
- (b) UNSW College Admissions and Enrolment staff will inform the applicant or their agent in writing within 48 hours of the result of the application, upon receiving completed documentation;
- (c) If an application for admission is refused by UNSW College, the student will be advised in writing of the reasons for the refusal;
- (d) The assessment of the application and the decision will be maintained on file; and
- (e) UNSW College Admissions and Enrolment staff will notify DHA via the Provider Registration and International Student Management System (PRISMS) of the enrolment.

5.2 Students' obligations and rights under this policy

- (a) All applicants must meet all entry requirements for the course/program to which they have applied;
- (b) Overseas students who are under the age of 18 and wish to enrol in UNSW College, must reside with a parent or DHA approved guardian or have appropriate accommodation and welfare arrangements approved by their education provider. Information on visa requirements for Overseas Students who are under 18 years of age can be found on DHA website <https://www.border.gov.au/Trav/Stud/More/welfare-arrangements-under18>;
- (c) Overseas Students who have questions regarding their eligibility to enrol in UNSW Sydney, please refer to <http://www.international.unsw.edu.au/enquire>;
- (d) If the applicant is under 18 years of age, the application for admission must be accompanied with parent/legal guardian's signature, as specified in the Under 18 Student Policy;
- (e) Providing sufficient and genuine information to allow for proper assessment for admission; and
- (f) Overseas Students must contact DHA to seek advice on visa related issues.

6 Selection Process

UNSW College will consider the following factors when assessing applications for admission:

6.1 English Language Proficiency

UNSW College will accept the following tests to prove the applicant's English Language proficiency:

- (a) IELTS (Academic Module);
- (b) TOEFL (computer-based) or iBT (internet-based);
- (c) PTE;
- (d) CAE;
- (e) Other equivalent assessments that are recognised by UNSW College.

All accepted English tests must have been taken within 12 months of the course commencement date for entry into a Foundation Studies program and within 24 months for entry into a Diploma program. Required scores for entry in a course are available from UNSWIL website: www.unswcollege.edu.au/study (please refer to the relevant course(s) under 'Courses' for full details of entry requirements).

6.2 Academic Requirements

6.2.1 UNSW Institute of Languages

There are no academic requirements for UNSW Institute Languages courses.

6.2.2 UNSW Foundation Studies

There are different academic requirements for various foundation programs and they are specified and published on the Foundation Studies website:

www.unswcollege.edu.au/study/foundation-studies-overview

6.2.3 UNSW Diploma

Academic requirements for Diploma in Science and Diploma in Engineering can be found on the Diploma website: www.unswcollege.edu.au/study/diplomas-overview

6.3 Minimum Age Requirements

6.3.1 UNSW Institute of Languages

To enrol in a UNSW Institute of Languages Course, students must be 17 years of age at commencement, except for those students preparing to enrol in the UNSW Foundation Studies Program or a Diploma Program. Such students will be accepted into the Essential English and/or FEEC Course(s) or University English Entry Course (UEEC), respectively, at the UNSW Institute of Languages at UNSW College, if they are 16 years old at the course commencement date.

6.3.2 UNSW Foundation Studies

To enrol in a UNSW Foundation Studies Program, students must be 16 years of age at the program commencement.

6.3.3 UNSW Diploma

To enrol in a UNSW Diploma Program, students must be 16 years of age at the program commencement.

6.4 Additional Requirements

Overseas students seeking to enrol with UNSW College must meet, and continue to, meet all the conditions of their student visa and the requirements of the ESOS Act and the National Code.

6.5 Admission Outcome

6.5.1 Notification of admission outcome

All applications for admission will be assessed against one or more of the above requirements, as set out under paragraphs 6.1 to 6.4. All applicants will receive a formal notification of their admission outcome, which can be:

- (a) A full offer; or
- (b) A conditional offer; or
- (c) An unsuccessful admission letter.

6.5.2 Grounds for refusal of admission

UNSW Global Pty Limited may refuse to admit a student under, but not limited to the following circumstances:

- (d) the student has provided false information or fraudulent documentation to gain admission; or
- (e) the student is at risk of breaching a condition of their student visa; or
- (f) the student was deemed a non-genuine temporary entrant; or
- (g) where the admission is considered to be a breach of Australian Law.

7 Appeal of a decision

Where an application for admission is rejected, the student may apply for a review of the decision within 10 working days of decision. A review of the decision will be undertaken by the Manager, Admissions and Enrolment. The Student will be notified in writing of the outcome of the review within 10 working days of lodgement of the appeal.

Further appeals can be made to an external body as set out below:

7.1 UNSW Foundation Studies and Diploma Programs

All UNSW Foundation Studies and Diploma Programs students or applicants should appeal to the [NSW Ombudsman](#).

7.2 UNSW Institute of Languages

- (a) Domestic Students - the [Tertiary Education Quality Standards Agency \(TEQSA\)](#).
- (c) Overseas Students - the [Overseas Student Ombudsman \(OSO\)](#).

8 Legal and Policy Framework

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

8.1 Responsibilities

(a) *Approver*

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

(b) *Responsible Officer*

The Education Group Executive is responsible for the implementation, dissemination and review of this policy.

(c) *Contact Officer*

The Manager, Admissions and Enrolment 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) *Administration and publication*

The Legal and Compliance team 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.

8.2 Review

This policy is due for review three years from its date of implementation or in case of legislative changes governing the delivery of education services to Overseas Students on a student visa.

9 Related Documentation

- (a) UNSWIL Student Handbook
- (b) UNSW Foundation Studies Handbook
- (c) UNSW College Diplomas Handbook

10 Related Policies and Procedures

- (a) Entry Requirements and Student Selection Procedure
- (b) Under 18 Student Policy
- (c) Under 18 Student Procedure
- (d) Complaints and Appeals Policy
- (e) Complaints and Appeals Procedure
- (f) UNSW Sydney Admissions Policy
- (g) UNSW Sydney Admission to Coursework Procedure

11 Version History

Version	Date Effective	Approved By	Amendment Notes
1	1 January 2018	R. Forage	N/A
2	See pg 1	L. Pearcey	Updated to link Diploma program entry requirements to UNSW Sydney's policy framework