

# Admissions Policy

---

## 1. Purpose

This document sets out the principles and policy which govern the admission of students to all programs and includes all categories of students, including domestic and international students.

## 2. Application

This policy applies to all applications for admission to SIBT.

### 2.1 Domestic applicants

All Australian citizens, permanent residents and holders of permanent humanitarian visas are required to apply for admission through the University Admissions Centre (UAC) for Session 1. For Session 2 and 3, they can apply directly to SIBT.

### 2.2 International applicants

An international applicant is one who does not hold citizenship of Australia or New Zealand, Australian or New Zealand permanent resident status or a permanent visa.

The language of instruction at SIBT is English. International students must demonstrate a suitable level of English proficiency before being admitted to a program.

### 2.3 Aboriginal and Torres Strait Islander applicants

SIBT provides opportunities to specific equity groups who may have experienced disadvantage in education and employment in the past, including Aboriginal and Torres Strait Islander people.

Applicants from these equity groups can apply for entry through the Special Needs / Educational Disadvantaged process outlined in section 4.2.8 of this policy.

## 3. Principles

SIBT's admission policy and practices are designed to put into effect the following principles:

- admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer and who are likely to benefit from study in a higher education Institution.
- admission offers are made broadly on merit based on demonstrated achievement, especially academic achievement, but may also take account of other factors such as demonstrated commitment and specific achievements related to particular fields of endeavour.

## 4. Policy Statements

### 4.1 Applications

All prospective students can apply directly to SIBT by completing the SIBT Application Form. The application form can be found on the SIBT website <https://www.sibt.nsw.edu.au/application-process> or in the SIBT brochure. The



completed application form needs to be submitted at the SIBT campus or can be emailed to [admissions@sibt.nsw.edu.au](mailto:admissions@sibt.nsw.edu.au). All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results.

International students will be assessed against Genuine Temporary Entrant (GTE) criteria to determine if they are a genuine applicant. The university partner institution will be advised of students assessed as non-GTE.

## **4.2 Admissions Criteria**

Applicants will be assessed against the minimum Academic and English language entry requirements as outlined in the entry requirements guideline. Applications that do not meet standard entry requirements will be assessed on a case by case basis by the Academic Director.

### **4.2.1 Academic**

In order to gain entry into the SIBT Diploma programs, applicants must demonstrate successful completion of Australian Year 12 or its equivalent.

In order to gain entry into the SIBT Foundation Program, applicants must demonstrate successful completion of Australian Year 11 or its equivalent.

For international students, a guide of appropriate country specific equivalence is listed on the SIBT website <https://www.sibt.nsw.edu.au/admissions-requirements> and in the SIBT Brochure.

### **4.2.2 Age**

The approved minimum entry age for students commencing their studies at SIBT is 17 years. Students who are admitted to SIBT programs and will be under the age of 18 at the time of commencement of studies will be required to demonstrate acceptable living and welfare arrangements, as required under the *Education Services for Overseas Students Act 2000* before commencing their program of study.

Under 18 students must demonstrate one of the following living options:

Option 1: Live with a relative or legal custodian over 21 years who will be approved by the Australian Government Department of Home Affairs.

Option 2: Live with a homestay family arranged by SIBT's approved homestay provider. If a student selects this option, SIBT will be responsible for issuing a Confirmation of Appropriate Accommodation and Welfare (CAAW).

Please refer to the care arrangements for Overseas Students Under 18 Policy for further detail.

### **4.2.3 English Language**

International applicants and domestic applicants for whom English is not their first language seeking admission to Foundation and Diploma programs that are taught and assessed in English are required to meet the prescribed minimum proficiency standards in English language to be considered eligible for admission.

English test results must be no more than two years old for entry to the Foundation and Diploma programs.

In some countries, the Australian Department of Home Affairs requires students to provide a minimum IELTS score (or equivalent) as part of the student visa process. These English language requirements may be different to those required by SIBT. Therefore, satisfying the English language requirements for admission to SIBT may not satisfy the requirements for a student visa.

For the purposes of admission, SIBT recognises some English language admission pathways as consistent with the English language entry requirements for SIBT.

#### ***4.2.4 Applications with higher education study***

Applicants with Higher Education study are those whose highest level of study since leaving secondary education is a higher education course, such as a university degree or university-level Diploma. This includes applicants who have completed a higher education course, those who are currently studying a higher education course at another education provider and want to transfer to SIBT, or those who are currently studying a higher education course at SIBT but wish to change course. Completion in part (minimum 4 units) or whole, of a higher education course will satisfy the broad academic requirements for entry into an SIBT Diploma; but separate evidence of English proficiency, and/or evidence of course-specific pre-requisites might also be required. SIBT may recognise partial completion of a qualification under the principles of Recognition of Prior Learning (RPL).

#### ***4.2.5 Applicants with vocational education and training (VET) study***

Applicants must demonstrate successful completion of the VET course with a 50% or better average of all units completed. Applicants who have completed a Diploma or Advanced Diploma from VET study may apply for Recognition of Prior Studies OR

Applicants must demonstrate partial completion of a VET course with a 50% or better average of all units attempted in combination with their completed Australian Year 12 or its international equivalent. Applicants may apply for Recognition of Prior Studies based on units undertaken at the Diploma or Advanced Diploma level.

#### ***4.2.6 Applicants with recent secondary education (within the past 2 years)***

ATARs are not used for admission to SIBT. Applicants must demonstrate successful completion of Australian Year 12 or its international equivalent. Assessment is based on a 60% average over all the units undertaken in Year 12. Students may wish to submit additional information (Statement of Purpose and/or resume with supporting evidence).

#### ***4.2.7 Applicants with work and life experience (includes those who left secondary education more than 2 years ago)***

Applicants who don't meet the academic requirements may be admitted to a Diploma program on the basis of demonstrable expertise and relevant work experience. SIBT provides an opportunity for alternative entry to students over 18 years to participate in higher education. Applicants are required to provide information on work experience, including details of employer, length of employment, position held, and duties undertaken in the role. Work references and/or a statement from the employer substantiating the work claim may also be required. Applicants may also submit any academic studies that have partaken in since leaving school. If domestic students are unable to demonstrate work experience, SIBT will accept the STAT (Special Tertiary Admissions Test) which is administered by UAC.

#### ***4.2.8 Special Needs/Educational Disadvantaged Applicants***

SIBT recognises specific equity groups may have experienced disadvantage in education and employment in the past, including those from an Aboriginal and Torres Strait Islander background, people with a disability and people from culturally and linguistically diverse backgrounds.

Special consideration for admission to these applicants who have suffered educational disadvantage will be extended by SIBT. English Language Proficiency requirements still apply for international students.

#### ***4.2.9 Foundation to Diploma***

Foundation students who successfully complete their Foundation program with a GPA of 5 or above can proceed directly to the Diploma program.

Standard Foundation Program students who gain a GPA of 7.0 or above at the completion of the four core units of the program may progress to the Diploma program for their second session. Extended Foundation Program students, who, at the completion of the Standard Foundation Program's four core units, with a GPA of 7 or above (for those 4 units only) may progress to the Diploma program for their third session.

## **5. Genuine Temporary Entrant and Genuine Student**

SIBT must ensure that every student intending to study at SIBT is a Genuine Student (GS) and a Genuine Temporary Entrant (GTE) as defined by Australian Immigration authorities. The genuine temporary entrant (GTE) requirement is an integrity measure to ensure that the student visa program is used as intended and not as a way for international students to maintain ongoing residency in Australia. The GTE requirement applies to all student visa applicants.

In determining whether the applicant is a genuine student, SIBT will consider a range of circumstances of the applicant, in addition to the academic and English capability. These may include:

- Applicant's circumstances in their home country (including study record details, previous study, gap in previous study – if any, current employment details etc.)
- Applicant's potential circumstances in Australia
- Value of the program to the applicant's future
- Ties to home country or country of residence
- Applicant's immigration history
- Economic situation in home country or country of residence

## **6. Admission Requisites**

Requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular program. Requisites may include Year 12 subjects completed to a specified level of achievement, or other requirements such as particular qualifications, experiences, or performance in specified tests, or fulfilling requirements such as medical certification or criminal history checks.

There are three levels of admission requisites which require completion of Year 12 subjects:

### **6.1 Pre-requisite**

For the applicant to be eligible for an admission offer, they must have completed the specified pre-requisite subject to the specified level of achievement or satisfy the pre-requisite by an alternate means as set out in the relevant admission schedule.

### **6.2 Recommended Study**

Where a Year 12 subject is specified as recommended study, it is strongly recommended that applicants have knowledge of the subject but it is not compulsory. An applicant who has not undertaken the recommended study subject is not prevented from receiving an admission offer.

### **6.3 Assumed Knowledge**

Where a Year 12 subject and level of achievement are specified as assumed knowledge, this level of knowledge is assumed in the first year curriculum and is considered necessary for successful first year study. An applicant lacking the assumed level of knowledge is not prevented from being made an offer, however, the applicant may be disadvantaged unless they undertake recommended bridging, preparatory or introductory units prior to or during their first year of study.



The requisites for admission are specified in the program submission for the introduction of a new program, and approved by the relevant Program Advisory Committee and the Academic Board.

## **7. Application Declaration**

All applicants are required to complete a declaration at the time of submitting their application for admission, which includes a statement that all information provided for the purpose of admission to the SIBT is true and correct. An applicant who provides inaccurate, incomplete, fraudulent or misleading information shall have their offer of admission withdrawn and their enrolment terminated. An applicant who provides inaccurate, incomplete, or misleading information shall not be eligible to apply for admission to SIBT for a period of 2 years. An applicant who provides fraudulent information shall not be eligible to apply for admission to SIBT. Applicants also agree that SIBT can contact the institution who issued qualifications to verify them.

## **8. Provisional Entry**

An IELTS of 6.0 is the requirement for entry into an SIBT Diploma. For students who meet all the other academic entry requirements specific to their program, but have an IELTS of 5.5, SIBT provides an enabling English language support unit, ACES100 Academic Communication for English Success. This is known as Provisional Entry. The additional English language classes enable students to be successful in their chosen Diploma and are taken in their first trimester, alongside one Diploma unit specified by SIBT. The Diploma units are chosen for their practical nature, i.e. the study plan for these students ensures they are not overloaded from a linguistic perspective. The additional English language support does not add any additional time to the overall duration of study – students can still complete their Diplomas in 12 months. Should a student be unsuccessful in ACES100 in their first attempt, they will be allowed to repeat the unit one additional time at the full cost of the unit. If the student is unsuccessful after two attempts, their enrolment may be terminated by SIBT.

A student's ongoing enrolment in the Diploma is dependent upon successful completion of the English language support unit. Through this, SIBT ensures that these students have achieved the required English language proficiency to successfully complete their chosen Diploma.

The final intake for Provisional Entry will be Session 1 (March) 2020, after which point Provisional Entry (and therefore the ACES100 support unit) will no longer be available. SIBT will ensure that students who enter the College in the Session 1 2020 intake will be able to repeat the ACES100 support unit if required, but no further new students will be accepted after the Session 1 intake.

## **9. Assessment of Qualifications**

All applications are required to be accompanied by true and certified copies of documents verifying academic qualifications and results.

All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results. Documents can be certified by Justice of Peace (JP) with a registration number, an authorised SIBT agent or any SIBT staff member. If the documents are in a language other than English, they must be accompanied by an English translation.

All international qualifications are assessed for equivalency to Australian qualifications by the Admissions Team. English language test results (for example IELTS or Pearsons Test of English Academic) are verified by the Admissions Team.



Should the applicant be unable to meet with any of the above requests, SIBT reserves the right to not offer the student a place to study in our programs.

## **10. Recognition of Prior Learning**

Recognition of Prior Learning refers to the granting of credit towards a program of study at SIBT. The SIBT Recognition of Prior Learning policy establishes the grounds on which credit would be considered and the process for doing so. Refer to SIBT Recognition of Prior Learning Policy (RPL).

## **11. Review of Entry Criteria**

An annual review and update of the Admissions Entry Criteria will be undertaken by the SIBT Admissions Team.

## **12. Offers of Admission**

Offers of admission (packaged and non-packaged) are made according to relevant regulations. Offers of admission articulate the program, campus, duration, fees, refund policies and enrolment terms and conditions.

## **13. Withdrawal or Cancellation of Offers**

SIBT reserves the right to withdraw or cancel an offer or enrolment where:

- a) the offer was made on the basis of incomplete/inaccurate/false information supplied by the applicant or a certifying authority, or
- b) where an applicant was excluded from any tertiary institution or tertiary program at any time;
- c) an error was made in assessing or processing the application; or
- d) SIBT may also revise or rescind an offer if admissions entry criteria change for a program.

## **14. Transfer to another SIBT Program before commencing study**

Applicants who have received an admission offer and who have not yet commenced study in the program to which they have been admitted, and who wish to change to another program, may make application to the Admissions Office. If the applicant meets all the requirements for admission to the new program, the request to transfer may be approved.

## **15. Deferment**

If an applicant wishes to defer their offer to a subsequent session they or their agent must advise SIBT in writing, outlining the reasons for their request.

Applicants are only permitted to defer their offer for the following reasons:

- Inability to gain a student visa in time for entry into the session of application;
- Failure to meet entry requirements (either English levels or academic requirements); or
- Compassionate or compelling circumstances

Where an applicant is requesting a deferral on the grounds of the inability to gain a visa, the applicant must supply a letter from the Department of Home Affairs advising that the applicant has not been able to obtain a visa.

Where an applicant is requesting a deferral on the grounds of failing to meet entry requirements, documentary evidence must accompany the request. This may include evidence of failure to meet the required English levels through IELTS (or similar) test results, or high school results (or similar) in cases where the academic requirements have not been met.

Where a Deferral of Offer request is based on compassionate or compelling circumstances, documentary evidence must support the request.

#### **15.1 Outcome of Application for Deferral of Offer**

The Admissions Manager or nominee will consider all applications for deferral of offer, and advise the applicant in writing of the outcome of their request.

Where a deferral of offer is approved, SIBT will hold any fees paid until commencement of the new session of offer and will not levy a cancellation charge for the deferral. SIBT will issue a new Offer Letter and cancel any Confirmation of Enrolment that has been issued to the student and/or agent. A revised Confirmation of Enrolment will be issued upon receipt of signed acceptance documents for the new offer commencing in the subsequent session, or earliest following session in which the program is offered.

If the applicant subsequently rejects their new offer, the fees paid in advance will be refunded or forfeited in line with the notice period described in the Refunds Policy, unless exceptional circumstances are demonstrated by the applicant. Where a Deferral of Offer is not approved, the applicant will be deemed to have requested a withdrawal and cancellation charges will be applied based on the date of the original deferral request. An applicant who has had a Deferral of Offer application refused, but wishes to reapply for admission to SIBT, will need to re-apply as a new applicant. In such instances there will be no refund of any cancellation charges already applied.

#### **15.2 Limitations on Deferral**

SIBT will only allow applicants to defer the commencement of studies twice. If a third request for deferral of offer is made, SIBT may refuse the request, with cancellation charges applied as at the date of the initial deferral unless there are exceptional circumstances demonstrated by the student.

## **16. Admission after Exclusion from another education provider**

Applicants seeking admission to an SIBT program who have been excluded from another education institution for academic or non-academic reasons, must submit an Application Form, available on the SIBT website, together with a letter, directed to the Academic Director, outlining a case for admission. In assessing an application of this nature, the Academic Director may consider the following factors:

- evidence of study completed prior to the program of study which resulted in exclusion;
- evidence of English language competency;
- time elapsed since exclusion;
- changed circumstances since exclusion;
- academic and/ or vocational performance since exclusion;
- maturity; and
- motivation.

If necessary, the Academic Director may require the student to attend a pre-admission interview before making a final decision on the application.



If a student is accepted for admission, satisfactory academic performance will be required in the student's first session of study at SIBT (see [SIBT Program Progress Policy](#)), or they will face exclusion.

Where an application for admission following exclusion from another institution is not approved by the Academic Director, the decision is final.

## **17. Re-admission after Exclusion from SIBT**

Applications for re-admission from students who have been excluded from SIBT are subject to an exclusion period. Applications for re-admission from students who have been excluded from SIBT, and are seeking re-admission, will be considered by the Academic Director. In such cases where a student has been excluded by SIBT, the student may reapply after a period of twelve months provided they submit a letter detailing their reasons for seeking re enrolment along with supporting documents. Applications must be submitted at least four weeks prior to the commencement of session in which re-admission is sought.

Factors taken into consideration will include the period of time which has elapsed since the exclusion, academic and/or vocational performance since the exclusion, maturity and motivation. Under certain circumstances, the Academic Director or delegate may require the student to attend a pre-admission interview before making a final decision on the application.

Students who are re-admitted will be placed on a Conditional Enrolment (CON3) which returns the student to the highest 'at risk' level in the College. Students who do not pass at least 50% of enrolled units and/or have not attended a minimum of 80% of their classes will be deemed to have failed to achieve satisfactory program progress and may be excluded from study at SIBT and will not be eligible to be readmitted.

Previous GPA stands for all students.

## **18. Appeals**

Applicants who have been unsuccessful in seeking admission to SIBT, and who are dissatisfied with the outcome of their admission application, may seek to appeal this decision through the SIBT Student Complaint and Appeal Policy.

## **19. Related Documents**

- Application Form
- Letter of Offer
- Acceptance Form
- Assessment Checklist
- Non-commencement Form
- Program Progress Policy
- RPL/Exemption Form
- Student Complaint and Appeal Policy
- Overseas Students Under 18 Policy
- Recognition of Prior Learning Policy (RPL)

#### Amendment History

<b>Department:</b>	Admissions	
<b>Approval Authority:</b>	SMT	
<b>Initial Approval Date:</b>	24 September 2010	
<b>Date for Next Review:</b>	October 2022	
<b>Revision Date</b>		
<b>Version</b>		
<b>Summary of changes</b>		
24/09/10	1	New policy developed and implemented
29/11/10	2	Email address updated to show correct email address
06/10/11	3	Updated formatting in line with UPD and removed all references to AQTF
18/06/12	4	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
09/11/12	5	Updated reference to Student Non-Academic Grievance Policy and Overseas Students Under 18 Policy
20/11/13	6	Complete review of policy
13/12/13	7	Updated references to SVP and GTE
13/03/15	8	Reviewed complete document. Added info on UAC. Changed title from College Director and Principal to Academic Director. Changed Mature Age to Alternative Entry.
07/10/15	9	Updated for the Foundation Program and English requirements
05/02/16	10	Updated as requested by Interim Academic Board and for 2016
05/02/16	11	Approved by SMT and endorsed by Interim Academic Board (11/3/16)
06/09/16	12	Updated Indian admission requirements as approved by Interim Academic Board
03/05/17	13	Updated to specifically reference Aboriginal and Torres Strait Islander people required under the new TEQSA Threshold standards. Approved by SMT.
06/12/18	14	Updated and reviewed and approved by SMT.
21/03/19	15	Updated to include GTE requirements and simplify some language.
19/7/19	16	Updated to include Under 18 processes and policy and Provisional Entry information
24/10/19	17	Updated the Provisional Entry information