

Academic Policy	
Student Selection, Admission, Deferral and Transfer	
1. Policy Statement	SAE Institute Pty Ltd trading as SAE Creative Media Institute (SAE) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. SAE has open, fair and transparent procedures that are based on clearly defined criteria for making decisions about the selection of students and provisions for transfer. Students will be selected on merit based on the published criteria.
2. Purpose	The purpose of this policy is to define the principles and conditions informing the admission criteria under which applicants can be admitted to and enrolled in programs with reasonable prospects of success in their studies. This policy covers admission and enrolment of admitted applicants and applies to admissions, readmissions and transfers for all the SAE's higher education and vocational education and training award courses.
3. Scope	<p>This policy applies in the context of SAE's operations in Australia and its approved offshore delivery sites, and is applicable to students enrolled with, or intending to enroll with SAE.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE who transfer their studies to a campus outside Australia, will have their registration with SAE in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Student Selection and Admission Procedure (Domestic Students) ● Student Selection and Admission Procedure (International Students) ● Student Entry Procedures – Vocational Education & Training (VET) Programs ● SAE Tuition Fees and Refund Policy ● International Student Policy ● International Student Under 18 Policy ● Academic Credit and Recognition of Prior Learning (RPL) Policy
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> ● SAE Course Information Guide ● Student Application Form ● SAE Course Brochures ● International Student Guidelines
6. Policy	<p>6.1 Entry Requirements Domestic Students</p> <p>6.1.1 VET Certificate Programs</p> <p>Applicants for VET Certificate programs must satisfy one of the following minimum entry criteria:</p> <ol style="list-style-type: none"> 1. Successful completion of an Australian Year 10 School Certificate or equivalent; OR 2. Successful completion of a Certificate II level qualification issued under the Australian Qualifications Framework (AQF); OR 3. Experience Based Entry may be granted for applicants who do not meet the requirements of options 1 or 2, subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process. Please refer to the section on Experience Based Entry within this policy.

6.1.2 VET Diploma Programs

Applicants for VET Diploma programs must satisfy one of the following requirements;

1. Provide a copy of a Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the student's completion of year 12; OR
2. Provides evidence of successful completion of an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English); OR
3. Achieve an Exit Level 3 or higher in literacy and numeracy in the Australian Core Skills Framework (ACSF) as demonstrated in the Core Skills Profile for Adults (CSPA) as well as an Experience Based Entry meeting with an SAE representative.

6.1.3 Higher Education (HE) Programs

Applicants for Higher Education undergraduate programs must be at least 17 years of age and satisfy one of the following minimum entry criteria:

1. Successful completion of an Australian Senior Secondary Certificate of Education or equivalent; OR
2. Successful completion of a Diploma level qualification issued under the Australian Qualifications Framework (AQF); OR
3. Successful completion of a Certificate IV level qualification issued under the Australian Qualifications Framework (AQF) for Bachelor programs.
4. Successful completion of a Certificate III level qualification issued under the Australian Qualifications Framework (AQF) for Diploma programs.
5. Experience Based Entry may be granted for applicants who do not meet the above requirements, subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process. Please refer to the section on Experience Based Entry within this policy.

6.1.4 Graduate Programs

Applicants for graduate programs must satisfy one of the following minimum entry criteria:

1. Successful completion of a relevant Bachelor Degree issued under the Australian Qualifications Framework (AQF); OR
2. Successful completion of a Bachelor Degree from an unrelated field issued under the Australian Qualifications Framework (AQF), as well as demonstrated skills and expertise relevant to the course discipline; OR
3. Experience Based Entry for applicants who do not meet the requirements of options 1 or 2, may be granted subject to a satisfactory skills and aptitude assessment normally undertaken through an interview process, as well as the provision of substantive evidence demonstrating capability to meet formal requirements for postgraduate study (contact the campus for further provisions for entry through the Experience Based Entry process).

6.1.5 Entry Requirements - International Students (VET & HE)

International students will need to provide certified/attested copies of their academic records and any official examination certificates as well as evidence of their English Language Proficiency which can be demonstrated by:

The English requirements for entry into SAE programs are available in a separate document. The entry requirements in this document are indicated in the following bands:

- Band A: All Diploma level programs
- Band B: All Associate degree and Bachelor level programs
- Band C: All Post Graduate Programs

- An equivalent level from other approved secondary schooling English studies or secure English language test may be accepted (contact International Admissions for additional accepted language proficiencies)
- Other evidence of English competency may be considered for review and will be accepted at the discretion of SAE Creative Media Institute.

6.2 Categories for Entry (Domestic Students)

Applications for admission to study with SAE will be under the following categories:

- Direct Entry
- Entry via Admissions Centers

6.2.1 Entry Via Admission Centres

Entry into a HE or VET course offered at SAE Melbourne Campus, should be made through the Victorian Tertiary Admissions Centre (VTAC), in accordance with their policies and procedures. Following confirmation of an offer for a place from VTAC, applicants can proceed to enrolment.

Entry into a HE or VET course offered at SAE Brisbane Campus, should be made through the Queensland Tertiary Admissions Centre (QTAC), in accordance with their policies and procedures. Following confirmation of an offer for a place from QTAC, applicants can proceed to enrolment.

Entry into a HE course offered at SAE Sydney or Byron Bay Campus, should be made through the NSW Tertiary Admissions Centre (UAC), in accordance with their policies and procedures. Following confirmation of an offer for a place from UAC, applicants can proceed to enrolment.

6.2.2 Direct Entry

Students may apply for entry into a HE or VET course by direct application at all of the other campuses within Australia or when Admission Centre requirements do not apply.

SAE will admit students who have satisfied the published entry requirements for the course. Selection shall normally be based on merit.

Domestic applicants may also enter a HE program from a diploma or advanced diploma or from another undergraduate degree, which will involve articulation and credit transfer arrangements.

6.3 Categories for Entry (International Students & Education Agents)

SAE will take all reasonable measures to use education agents that have an appropriate knowledge and understanding of the Australian international education industry and will not use agents who we reasonably believe to be dishonest or lack integrity.

SAE will enter into a written agreement with each education agent that it engages to formally represent it. The agreement shall specify:

- The responsibilities of the education agent and the registered provider and the need to comply with the requirements of the Education Services for Overseas Students (ESOS) Act 2000, as set out in the National Code 2018.
- The processes for monitoring the activities of the education agent including where corrective action is required.
- Termination conditions, including providing the termination in the circumstances where SAE has entered into an agreement with an education agent and subsequently become aware of, or reasonably suspect, the engagement by that education agent, or an employee or subcontractor of that agent, of the following misconduct:
 - Engaged in or to have previously been engaged in, dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers;
 - Facilitating the enrolment of a student who the education agent believes will not comply with the conditions of his or her student visa;
 - Using provider registration and International Student Management Systems (PRISMS) to create Confirmations of Enrolment for other than bona fide students;
 - Providing immigration advice where not authorised under the Migration Act 1958 to do so;
 - Where an individual employee or subcontractor of the education agent was responsible for the conduct and the education agent has terminated the relationship with that individual or sub-contractor termination may not apply.

SAE shall take immediate corrective and preventive action when it becomes aware of an education agent being negligent, careless or incompetent or being engaged in false, misleading or unethical advertising and recruitment practices, including practices that could harm the integrity of Australian education and training. SAE will ensure that their education agents have access to up-to-date and accurate marketing information.

6.3.1 Direct Entry (International Students)

International students may be admitted in accordance with Government policy and SAE policies and can apply directly to SAE for admission. International students will be admitted in compliance with the ESOS Act 2000 and the National Code 2018.

International Student applications will be assessed prior to an offer of a place being made, using the following minimum requirements:

- School results (where applicable) and evidence of further study since leaving school;
- Recognition of prior learning, where exemptions requested;
- Evidence of English competency
- Evidence of citizenship and residency status; and
- Evidence to support genuine intention to study in selected course, which may include a CV, portfolio or examples of work and written study plans, and may also include an admission interview

International applicants who have accepted an offer of a place and intend to apply for a Student Visa will be subject to further assessment by SAE International Admissions to determine their suitability for a Student Visa. SAE International Admissions will assess suitability according to the guidelines set out by the Australian Department of Immigration and Border Protection. The requirements for each applicant will vary according to citizenship and other factors, and applicants should ensure they have reviewed the

information available from the Department of Immigration and Border Protection website to determine their eligibility requirements prior to submitting an application to SAE. Applicants may be required to submit additional supporting documentation to SAE in line with these requirements.

International applicants who are under the age of 18 at the time they commence their studies must comply with SAE's International Students - For Students Under 18 Policy. International applicants who are under the age of 17 at the time they commence their studies are not accepted for admission.

SAE will ensure at all times that they comply with the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students which have been developed under the ESOS Act 2000.

6.4 Experience Based Entry

SAE recognises that preparation for study is not restricted to formal educational attainment and that valuable intellectual and skills development can be gained through wide ranging experiences. SAE will review applications on a case by case basis from persons of at least 18 years of age, who do not have formal qualifications for entry but who seek admission to programs on the basis of their educational and skills development through professional, work and/or life experience and/or non-accredited study. International applicants will only be considered for Experience Based Entry if they have the minimum required level of English competency.

To apply via Experience Based Entry, students will need to undertake an interview with an assigned representative of SAE and will be required to provide supporting evidence that may include:

- Records of any formal qualifications attained;
- Evidence of any informal studies undertaken;
- References relating to work history relevant to the chosen field of study (if applicable);
- A resume or Curriculum Vitae; and
- A portfolio of relevant materials that demonstrates creative, technical and intellectual skills and abilities.

In addition, candidates may also be asked to undertake an exam or written assignment to satisfactorily demonstrate capacity to meet the course requirements. For all SAE VET Diploma programs, applications must achieve Exit 3 Level 3 or higher or the Core Skills Profile for Adults (CSPA).

In all cases Experience Based Entry into a HE course, will only be granted to students with at least a Year 10 level of schooling.

All Experience Based Entry applicants wishing to commence a VET Diploma level program must undertake the CSPA and achieve Exit Level 3.

6.5 Aboriginal and Torres Strait Islander Students

All Aboriginal and Torres Strait Islander students who do not meet the Direct Entry requirements for SAE Higher Education Programs are encouraged to discuss their personal circumstances with the SAE admissions team and arrange for an interview.

In addition to the elements of experience based entry outlined in 6.4, SAE acknowledges that a range of evidence including, but not limited to community engagement, prior work history and family commitments can provide evidence as to a student's suitability for entry into SAE Higher Education Programs.

6.6 Credit for Prior Studies or Prior Knowledge

Students accepted into a program may be eligible to apply for recognition of previous study or previous knowledge and/or skills acquired outside of SAE.

For further information, please refer to the Academic Credit and Recognition of Prior Learning (RPL) Policy as found on the SAE website the National Office of Overseas Skills Recognition.

6.7 Credit Transfer and Advanced Standing

This refers to formal study undertaken in recognised higher education institutions in Australia, including universities, colleges, TAFE and other post-secondary education.

For further information, please refer to the Academic Credit and Recognition of Prior Learning (RPL) Policy on the SAE website..

6.8 Recognition of Prior Learning or RPL

This refers to the formal recognition of an individual's current skills and knowledge, irrespective of how, when or where the learning took place.

For further information, please refer to the Academic Credit and Recognition of Prior Learning (RPL) Policy as found on the SAE website.

6.9 Articulation Pathways

SAE has based its articulation policy on the Australian Qualifications Framework (AQF) - Qualifications Pathways Policy. This framework has been used to ensure that pathways into and between qualifications is available to all students in all relevant qualifications. This articulation allows students to progress from a Certificate level course to a Diploma level course and continue into an undergraduate Degree course and then post-graduate course, offered by SAE.

As a Registered Training Organisation, SAE operates within the Principles and Standards of the Standards for Registered Training Organisations (RTOs) 2015. This includes a commitment to recognize the training qualifications issued by other Registered Training Organizations.

6.10 Inter-College Transfers

Subject to appropriate scheduling and availability, students enrolled in SAE programs have the option to transfer between campuses. If a student wishes to transfer to another campus, they must abide by the local rules and regulations and, where the transfer is international to a campus that does not offer Australian awards, the student will have to sign and enter into the Registration Agreement applicable at their destination.

Transfers are usually only possible at certain stages of the course. SAE will assist all students wishing to change campuses. Fees paid in advance will be credited to the

student at the new location but it should be noted that there may be price variations and currency conversion fees and charges between campuses.

International students under 18 year of age who request a campus transfer can only be considered for approval where the Parent or Guardian has requested in writing to SAE, and where SAE is satisfied the students welfare and guardianship arrangements are maintained as per the requirements under the ESOS Act 2000.

In some circumstances students may be bound by provisions under an approved Credit Transfer Agreement (CTA). Students wishing to transfer between campuses should request information about CTAs that may be applicable.

Domestic students wishing to transfer from another provider should contact SAE and schedule a meeting with the Academic Coordinator who can provide course information and ascertain credit transfer options (if applicable) and outline course options.

International students wishing to transfer from or to another provider are to be reviewed for eligibility for transfer by SAE International Admissions, to ensure the student is not in breach of Student Visa obligations, as well as to ensure the obligations of the primary provider are followed under the ESOS Act 2000 and National Code 2018, Part B, Standard 7.

6.11 Change of Program (Domestic and International Student)

Students who have commenced in any SAE program, but have not reached their first census date may change their program enrolment by contacting the SAE Admissions team. If a student meets the entry requirements of the new program, they will be able to commence in their new program prior to the first census date.

Students changing programs after the start of the teaching period may be placed on Academic Probation to ensure they receive the support necessary for success. For more information on academic probation and student support, please refer to the Student Progression, Exclusion and Graduation Policy and Student Support Policy.

6.12 Rejection of Application

SAE reserves the right to reject an application where it is submitted late, where insufficient or false information has been provided or when the student has outstanding fees.

SAE reserves the right to reject an application from an international student where they have not satisfied the requirements for student visa suitability as set out by the DIBP. In this case the applicant will be informed in writing of the reasons for the rejection.

6.13 Deferral & Suspension of Studies

Domestic students may choose to defer a program or suspend their studies for up to 12 months. Students must renew their deferral at the commencement of each study period. A representative of SAE will contact deferred students at the commencement of each study period to renew the deferral of studies.

International students are eligible to suspend their studies on the basis of compelling or compassionate grounds if approved by an authorised officer of SAE for up to 12 months

	<p>and must renew their suspension of studies each study period. A representative of SAE will contact students who have suspended their studies at the commencement of each study period to renew the suspension of studies.</p> <p>Before making a formal application to suspend studies, international students are advised to discuss their circumstances with SAE. An international student returning from a suspension of studies must advise SAE 28 days prior to the commencement of the study period of their intention to return so that SAE may review the terms of their confirmation of enrolment and visa conditions. It is recommended that all international students contact the Department of Home Affairs regarding any changes to their studies in Australia.</p> <p>6.13.1 Return to Study after more than 12 Months</p> <p>Domestic students who have not studied with SAE for a period greater than 12 months must re-apply for admission to their program through SAE Admissions.</p> <p>International students who have a suspension of studies greater than 12 months must re-apply for admission to their program through SAE Admissions.</p>
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Administrative Information and Version Control

Date	Summary of Changes	Approved by
13 July 2007	Policy implemented	Academic Board
15 July 2009	Policy update	Prof Z. Klich, Chair Academic Board)
10 September 2010	Policy update	Academic Board
28 February 2011	Policy update	Prof Z. Klich, CEO & Managing Director
24 February 2012	Policy update	Joseph Anthonyysz, CEO & Managing Director
26 July 2012	Policy update	Prof Z. Klich, Chair, Academic Board
6 December 2012	Policy updated	Prof Z. Klich, Chair, Academic Board
23 rd of February 2016	Policy reviewed and updated	Joseph Anthonyysz, CEO & Managing Director
12 September 2014	Policy updated	Joseph Anthonyysz, CEO & Managing Director
29 February 2016	Policy updated	Lee Aitken, General Manager
6 October 2016	Policy Updated (minor changes)	Sven Bergstrom, Compliance Manager
17 January 2017	Policy Updated (minor changes)	Sven Bergstrom, Compliance Manager
16 October 2017	Policy Updated (minor changes)	Academic Board
5 June 2018	Policy Updated	Academic Board (via flying minutes)
2 October 2018	Policy Updated	Academic Board (via flying minutes)
5 April 2019	Policy updated	Academic Board
16 August 2019	Minor policy updates	Academic Board