SAE Institute Academic Policy

A05 Student Selection and Admission Policy

1. Policy Statement

SAE Institute upholds the principle that all applicants seeking to enroll are treated fairly and equitably. The Institute has open, fair and transparent procedures that are based on clearly defined entry criteria for making decisions about the selection of students. Students will be selected on merit based on the published criteria.

2. Purpose

The Institute will adopt a flexible approach to providing entry for students into their courses. Students from disadvantaged backgrounds, those returning to formal study and others who may not have completed formal requirements will be encouraged to apply through Special Admissions.

3. Scope

This policy applies to all students involved in SAE Institutes and its approved offshore delivery sites.

4. Associated Policies and Procedures

This policy should be read in conjunction with the following policies and procedures:

- A06 Academic Credit and Recognition of Prior Policy
- G03 Equal Opportunity, Disability and Inclusion Policy

5. Associated Documents

This policy should be read in conjunction with the following documentation:

- The latest approved entry requirements as verified by the National (Group) Academic Manager and published on the relevant SAE campus website.

6. Policy

Applications for admission will be under the following categories:

6.1. Normal Entry

Direct Entry Domestic Students

Students may apply for entry by direct application or via any appropriate and approved national procedure established for this purpose. The Institute will admit students who have satisfied the published entry requirements for the course. Selection shall be based on merit in relation to the numbers available. Domestic applicants may also enter a degree programme from a diploma or advanced diploma or from another undergraduate degree, which will involve articulation and credit transfer arrangements.

Direct Entry International Students

International students may be admitted in accordance with the relevant Government procedures for approval and the relevant Institute policies and can apply directly to the Institute for

admission.

6.2. Special Admission

The Institute recognises that preparation for study is not restricted to formal educational attainment, that creative potential is not always recognised through formal schooling systems, and that valuable intellectual and skills development can be gained through wide ranging experiences. The Institute will review special admissions applications on a case by case basis from persons who do not have formal qualifications for entry but who seek admission on the basis of their educational and skills development through experience and informal study, and who are judged on the basis of the evidence they present to be able (1) to benefit from the course they have applied for, and (2) to cope successfully with the demands of study in their selected programme. This informal education or experience may only work as a boosting tool for applicants to enter into the campus's programmes, however, they will not be considered solely sufficient for admission without a formally recognised and accredited form of education when it comes to Bachelor Degree and Associate Degree Programmes. They could however be considered as sufficient admission requirements when it comes to programmes such as Training Diplomas, as well as short and extended training courses, all of which do not award accredited academic certificates.

Consequently, applicants may, in special circumstances, be admitted on the basis of having satisfied specific criteria demonstrated through the submission of an RPL (Recognition of Prior Learning) application as specified by the Campus involved, which may include an individual portfolio of creative work, performance at a follow-up interview, and/or specific minimum levels of formal academic achievement.

6.3. Credit for Prior Studies or Prior Knowledge

Students accepted into an education and training programme may be eligible to apply for recognition and acknowledgement of previous study or previous knowledge and/or skills acquired outside of the Institute. These cases will be dealt with in accordance with the Institute's policy on Academic Credit and Recognition of Prior learning.

Courses for which credit is requested will be evaluated by the relevant Course Coordinator and approved by the Campus Academic Manager and the campus's Accreditation Board.

The campus admissions administrators will explain to applicants who have accepted a place, arrangements for the enrolment, registration, induction and orientation of new students. The Campus Academic Managerr will ensure that these arrangements promote efficient and effective integration of entrants fully as student. The Campus Academic Manager must also ensure that effective and efficient arrangements are in place for providing feedback to applicants who have not been offered a place. All applications will be dealt with confidentiality.

7. Selection and Admission Procedure

The relevant Campus Academic Manager will be responsible for implementing the provisions of this policy and ensuring that applications are dealt with fairly and in accordance with the approved admissions criteria.

8. Admissions Complaints Procedure

Introduction

a) The Institute is committed to providing a fair and efficient admissions service, and applicants will not be disadvantaged in any way because they have used this procedure.
b) A complainant may express concern about any aspect of the admissions process.
c) Complaints against a decision may only be submitted on grounds of procedural irregularity, or if there is new information which may have affected the decision (with reasons why it was not made available at the time of application), or if there is evidence of any action or decision which is not consistent with the Institute's Admissions Policy or Equal Opportunities Policy.
d) A complaint must be made on an individual basis by the original applicant. Complaints made by a third party will not normally be considered.
e) This procedure and any decisions made under the procedure do not automatically give legal rights to the complainant, nor place obligations or liabilities on the Institute either in respect of a decision made pursuant to the procedures or for a breach of the procedures.
f) Legal representation on behalf of the complainant is not permitted.

8.1. Procedure: Informal Stage

1. Most complaints can be resolved informally. Applicants should normally raise the matter within 10 working days of the action or by the start date of the programme or course applied for, whichever is sooner.
2. In the first instance, the matter should be raised in writing or by e-mail with the appropriate SAE staff member who communicated with the applicant, and who should respond within 10 working days.

8.2. Procedure: Formal Stage

1) If the complaint is not resolved to the satisfaction of the applicant through this informal means, the complainant should then write formally to the Campus Academic Manager. If the subject of the complaint relates to procedures conducted by the Campus Academic Manager, then the complaint should be referred to the Campus Manager.
2) The letter should enclose copies of all previous correspondence and explain why the applicant remains dissatisfied and what s/he hoped the outcome would be.
3) The Campus Academic Manager or the Campus Manager shall investigate the complaint fully with relevant staff and/or a third party if it is deemed necessary, and reply within 20 working days.
4) The decision of the Campus Academic Manager or the Campus Manager shall be considered final.

9. Policy History

Approved: Managing Director and CEO Original

Date: 1 September 2010

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