



STUDENT SELECTION AND ADMISSIONS POLICY AND PROCEDURE-INTERNATIONAL APPLICANTS

Student Selection

Study Group Australia Pty Ltd (“the Institution”) upholds the principle that all applicants seeking to enrol are treated fairly and equitably. Study Group Australia Pty Ltd has open, fair, clear 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. Study Group Australia Pty Ltd will ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously. Entry criteria and application procedures are published in the Institution’s Prospectus and on the Institution’s website for the information of students and those seeking to enrol with the Institution.

General Admission Requirements

Persons seeking to enrol in a higher education course with Study Group Australia Pty Ltd are required to submit acceptable evidence that they meet the published entry criteria for their chosen course.

Flinders International Study Centre Courses

To satisfy the general entrance requirements for admission to a Flinders International Study Centre course, students must meet at least one of the following entry requirements:

- Completion of an Australian Senior Secondary Certificate of Education, or its equivalent, at an appropriate level.

For example:

- In Australia, senior secondary certificate of education with an ATAR of at least 40, and passes in relevant academic subjects including English
- China - Senior Middle 3 with passes in relevant academic subjects – an English course being compulsory.
- India - All India Senior School Certificate: 50% or equivalent.
- Russia – General Education Certificate average grade 3.5
- Saudi Arabia – General Secondary Education Certificate: 60% or equivalent
- Vietnam – Completion of Year 12 with an average grade of 6.5
- Satisfactory completion of an approved Tertiary Preparation Program or a Foundation Year Program offered by an accredited institution of higher education that is recognised as equivalent to Senior Secondary Certificate of Education;
- Satisfactory completion of an accredited course at an institute of tertiary education at Certificate IV level or above;
- A person returning to study – who demonstrates a suitable educational background, relevant work experience and maturity to successfully undertake the program as determined by the Academic Director

Undergraduate degree courses

To satisfy the general entrance requirements for admission to an undergraduate degree course, students must be over 18 and must meet at least one of the following entry requirements:

- Completion of an Australian Senior Secondary Certificate of Education, or its equivalent, at an appropriate level.

For example:

- In Australia, senior secondary certificate of education with an ATAR of at least 63.4,/ UAI 60.0 and passes in relevant academic subjects including English
 - China - Senior Middle 3 with passes in relevant academic subjects – an English course being compulsory.
 - India - All India Senior School Certificate: 50% or equivalent.
 - Russia – General Education Certificate average grade 3.5
 - Saudi Arabia – General Secondary Education Certificate: 60% or equivalent
 - Vietnam – Completion of Year 12 with an average grade of 6.5
- Satisfactory completion of an approved Tertiary Preparation Program or a Foundation Year Program offered by an accredited institution of higher education that is recognised as equivalent to Senior Secondary Certificate of Education;
 - Satisfactory completion of an accredited course at an institute of tertiary education at Certificate IV level or above;
 - A person returning to study – who demonstrates a suitable educational background, relevant work experience and maturity to successfully undertake the program as determined by the Academic Director

Additional Requirements

In addition to the general admission requirements stipulated above, certain courses may specify additional requirements which applicants are required to meet in order to demonstrate their capacity for success in the course. These may include, but are not limited to:

- Specific studies (prerequisites); and/or
- Attendance at interviews; and/or
- Presentation of portfolios; and/or
- Aptitude test; and/or
- Submission of supplementary information forms.

Additional requirements shall be published in the Institution’s Prospectus and on the Institution’s website for the information of students and those seeking to enrol with Study Group Australia Pty Ltd.

Applications for admission to a course shall be made on the prescribed form and lodged in the manner prescribed on the form.

Based on the information provided and subject to the application meeting the published entrance requirements a written offer of a place in the course will be made to the applicant.

Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published regulations of the Institution.

International Students

International students whose first language is not English, and whose secondary education was not undertaken in English must demonstrate competency in the English language. Proficiency can be demonstrated by providing results of: an International English Language Testing System (IELTS) overall test result of at least 6.0 (Academic) with no band lower than 5.5; or certified equivalent alternative demonstrated proficiency obtained within the past two years.

International students who do not meet the English requirements can undertake an ELICOS (English Language Intensive Courses for Overseas Students) program prior to admission into a Study Group Australia Pty Ltd course. Students must obtain the required proficiency standard prior to admission being granted.

Applicant Credential Validation Procedure

Certified* copies, together with English translations (where appropriate), of:

- higher secondary school results;
- certificates of completion for all tertiary study and/or academic transcripts for each year of tertiary study;
- any other official certificates, such as short courses and diplomas;
- English language proficiency results (where appropriate), for example IELTS, EmbassyCES EAP or equivalent;

must be supplied on application.

*Persons eligible to certify documents are: authorised officer from the institution that originally issued the document, an Australian Overseas Diplomatic Mission or Australian Education Office, authorised representative of Study Group, Public Notary or Justice of the Peace. The authorised officer must sign and print their name clearly, include the date and an official stamp of seal of the authorised officer's organisation.

Where there are doubts about a student's claimed academic credential, Study Group Australia Pty Ltd will contact the issuing institution for verification.

All IELTS results are verified using the IELTS verification website.

Cancellation of enrolment

A student's enrolment may be cancelled if statements made or documents provided by the student in their admission application are shown to be false.

Appeals

An applicant may appeal against a decision made under this policy. Appeals must be made, in writing, to the International Admission Centre Director. The appeal decision will be based on the written material provided.

To appeal a selection decision, an applicant will be required to provide evidence of the following:

- Lodgement of an application for admission on time, in the correct manner, accompanied by all relevant documents; and
- satisfaction at the time of the application of all of the published entrance requirements to the program

The circumstances under which an appeal may be considered are

Applicants who wish to appeal a decision made under this policy must do so within ten working days of receiving notification of the admission decision.

If you want to make an external complaint or appeal a decision made under this policy, you can contact the Overseas Students Ombudsman. The Overseas Students Ombudsman is free and independent. Find out more at www.oso.gov.au or phone 1300 362 072.

Version Control

Document: Student Selection and Admissions Policy and Procedure		
Approved by: Approved by Academic Board		Date: 24 Aug 2012
Version 9 draft:	Replaces version dated: 27 April 2012	Next review date: Jul 2013