

# Russo Business School Admissions Policy and Procedures and Annexure

## Scope and Purpose

This policy and procedure applies to all staff and students of Russo Business School Pty Ltd ABN 34 601 105 319 trading as Russo Business School (RBS) (CRICOS Provider Code – 03441F).

It sets out the policy and procedures relating to the admission of all students into Russo Business School programs.

## Definitions

**Australian Applicant** is an Australian citizen, a permanent resident or the holder of a permanent humanitarian visa.

**Articulation Arrangements (or Agreements)** 'enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway' ([AQF 2<sup>nd</sup> ed, 2013](#)).

**Appeal** is in response to a decision made on a particular matter. A **complainant** is a person lodging a complaint.

**Appellant** is a person lodging an appeal.

**Credit** 'is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing' ([AQF 2<sup>nd</sup> ed, 2013](#)).

**Commencing Student** - for the purpose of this policy, a Commencing Student shall be a student admitted for the first time in a particular course and who was not enrolled in another course at Russo Business School in the previous study period

**Complaint** is a consequence of dissatisfaction with an aspect of a student's studies, student life, the institution or the institution's environment.

**Course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2<sup>nd</sup> ed, 2013\)](#) and which leads to the conferral of an award. For example, a Diploma of Business.

**English Language Proficiency (ELP)** 'refers to language proficiency (the ability to communicate in the English language) and academic language proficiency (the ability to:

- participate effectively in a course of study delivered in English and to achieve expected learning outcomes without requiring significant English language support; and
- to gain entry to the labour market or a further course of study.)' (*TEQSA Quality Assessment: ELP of Reference April 2013*)

**International Applicant** is an applicant who does not hold citizenship of Australia or New Zealand, Australian permanent residence status or a permanent visa. The language of instruction at Russo Business School is English. International students must demonstrate a suitable level of English language proficiency before being admitted to a Russo Business School course.

**National Code** – National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

**Package of Courses** – A Package of Courses is offered to a student for the purpose of arranging one student visa for the full expected duration of their studies, for example where one course is a prerequisite to another of the courses

**Recognition of Prior Learning** 'is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit (National Quality Council Training Packages glossary)' ([AQF 2<sup>nd</sup> ed, 2013](#)).

**Registered Provider** - an institution that is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) as an approved provider of courses for the state.

**Respondent** is a person responding to a complaint or appeal.

**Subject** is a unit of study that focuses on the development of knowledge, skills and the application of knowledge and skills in a given content area in accordance with the requirements and specifications of the *Australian Qualifications Framework* (2<sup>nd</sup> ed, 2013). A subject may form part of a course.

**CRICOS** – Commonwealth Register of Institutions and Courses for Overseas Students

**ELP** - English Language Proficiency

**ESOS** - Education Services for Overseas Students

**DHA** – Department of Home Affairs

## Policy

Pursuant to the Russo Business School Planned Delegations Schedule, the Chief Executive Officer of Russo Business School delegates authority for processes related to admission of students to the Senior Manager, Operations and to the Executive Dean.

Applicants seeking admission to a Russo Business School course must submit an Application Form and supporting documentation evidencing the admission criteria.

Russo Business School may approve special admission schemes and support affirmative action to address groups of students underrepresented in higher education, provide access to persons who have experienced educational or social disadvantage. Special consideration given due to disability, illness or family disruption.

Russo Business School may support affirmative action in the selection of applicants from rural and remote backgrounds, in accordance with the advice of the Board of Directors.

The Admission Policy will be applied fairly and consistently and ensure that admitted students have the academic preparation and skills needed to participate in their intended study and achieve the expected learning outcomes.

### **Admission Criteria**

Admission takes effect when the applicant accepts all of the Terms of Agreement and any relevant conditions attached to the Letter of Offer and satisfies the admission criteria for their course.

The admission criteria that is set for courses must be appropriate for the course and the learning outcomes required by the course. I.e ATAR/OP/GPA/English Language Proficiency as applicable. The criteria is to be benchmarked externally and must be designed to ensure students have appropriate prior knowledge and skills to successfully undertake the course that they are seeking admission.

Determinations in relation to the granting of credit and recognition of prior learning are made in accordance with the provisions of the Russo Business School *Recognition of Prior Learning and Articulation Policy and Procedures*.

### ***Withdrawal of a Letter of Offer***

Russo Business School reserves the right to withdraw an offer, where an offer of place was incorrectly made to an applicant.

Russo Business School reserves the right to withdraw an offer and cancel the enrolment where an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority, or where an applicant is excluded from any tertiary institution or tertiary course at anytime.

Russo Business School may also revise or rescind an offer if admissions entry criteria change for entry to a course prior to the applicant accepting the offer.

### ***Transfer to another course before commencing study***

Applicants who have received a Letter of Offer and who have not yet commenced study in the course to which they have been admitted may make an application to change to another course offered by Russo Business School.

### ***Deferment of commencement of Studies***

An applicant may apply and be approved to defer commencement of studies at Russo Business until a subsequent study period.

### ***Re-admission***

Students who have discontinued their enrolment in a course either, by requesting a withdrawal from studies themselves, or by the actions of Russo Business School, and who wish to be re-admitted to the same course, may submit a new application to be assessed. Depending on the nature of the circumstances probationary academic conditions may be imposed.

### ***Visa Refusals***

An applicant who has previously been refused a student visa MUST disclose this to Russo Business School at the time of application. This disclosure will be taken into consideration during the assessment of application process.

### ***Appeals***

Applicants who have been unsuccessful in seeking admission or re-admission to Russo Business School and who are dissatisfied with the outcome of their admission or re-admission application may seek to appeal the decision through the Russo Business School *Student Complaints and Appeals Policy and Procedures*.