

Russo Business School Admissions Policy 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' *Australian Qualifications Framework AQF 2nd 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.

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 AQF 2nd ed, 2013* and which leads to the conferral of an award. For example, a Diploma of Business.

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*' *Australian Qualifications Framework AQF 2nd ed, 2013.*

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 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 of terminology’ *Australian Qualifications Framework AQF 2nd 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 AQF 2nd ed, 2013*. A subject may form part of a course.

AQF – Australian Qualification Framework

ASTAS - Australian Student Tuition Assurance Scheme

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

DHA – Department of Home Affairs

ELP - English Language Proficiency

ESOS - Education Services for Overseas Students

PRISMS – Provider Registration and International Student Management System

TPS – Tuition Protection Service

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 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*.

Annexure 1: Academic Entry Requirements for Russo Business School

Country	Diploma of Business
Australia	Completion of Year 12 with passes in at least 3 academic subjects or ATAR 50
Bangladesh	Higher Secondary Certificate grade average of 3.0 in final year results
Bhutan	Bhutan Higher Secondary Education Certificate with minimum grade average of 50%
Brazil	Certificado de Conclusão de Ensino Médio / Certificado de Ensino Médio with a minimum GPA of 6.5 out of 10 (average of all scores gained during their studies)
Cambridge A Levels	GCE 'A' Levels minimum of 2 points where A=5, B=4, C=3, D=2, E=1 and must include results in not more than three subjects (AS Levels are equivalent to half points, e.g. A=2.5)
China (People's Republic of)	Senior Middle 3: average over 3 years 65% or Hui Kao / Academic Proficiency Test: C (60-69%)
Colombia	Bachiller / Bachillerato (Secondary School Certificate) Grade average of 70 percent or higher in final year / or av 3.5 on 5 point scale
General Education Development (GED)	Also referred to as a General Education Diploma. Successful completion of General Education Development (GED) with a minimum score of 145 in each subject. (US High School equivalency).
Hong Kong	HKALE (Advanced Levels) refers to Cambridge A Levels; or HKDSE (Diploma of Secondary Education) Grade Average of 2.0 or Higher in the best the best 4 cores subjects (Chinese, English, Liberal Studies and Mathematics) and the best 2 other subjects. Where 5**=7, 5*=6, 5=5, 4=4, 3=3, 2=2, 1=1 A*=6, A=5, B=4, C=3, D=2, E=1 Attained with Distinction=3, Attained=1
India	Minimum 55% in any of the following: All India Senior School Certificate awarded by Central Board of Secondary Education; Indian School Certificate awarded by the Council for the Indian School Certificate Examinations; or Senior Secondary Certificate awarded by the National Institute of Open Schooling. Percentage calculated over best 4 academic subjects.
Indonesia	Ijazah - Sekolah Menengah Atas (SMA) (Certificate of Graduation from Academic Secondary School): average 60
International Baccalaureate Diploma Programme	IB Diploma with the final score between 16 and 23
Japan	Upper Secondary School Leaving Certificate (高等学校卒業証書 Kōtō Gakkō Sotsugyō Shōmei Sho) with Grade average of 2.6 in final year results. (grade average changed from 2.8 to 2.6)

Kenya	In Kenya, high school students complete the KCSE (Kenya Certificate of Secondary Education). I have had a look at a few other institutions and these all give direct entry to their university based on the results of the KCSE certificate (ranging from what scores they get in their top 3 – 7 subjects).
Korea (Republic of South Korea)	Immungye Kodung Hakkyo Choeupchang (Upper Secondary Certificate)*; or Korea Senior High School Leaving Certificate/Diploma - a minimum overall grade average of 2.8 based on the final year results as follows: A=4, B=3, C=2 and D-1)
Mexico	Mexican Upper Secondary School Program (Bachillerato or Preparatria program) average grade of 6 for final year results.
Myanmar	Basic Education High School Examination / Matriculation Examination: average 50% over final year's results. (recommended 06.12.18) Year 11 and students to be over 18 at the commencement of their studies
Nepal	Higher Secondary Education Board Examination with a minimum of SECOND Division OR School Leaving Certificate with a minimum Cumulative GPA of 3.4
New Zealand	National Certificate of Education Achievement (NCEA) - Level 3 Achievement
Papua New Guinea	Papua New Guinea Higher School Certificate with an average of 2.6 over best 5 subjects (A=5 B=4 C=3 D=2 E=1)
Philippines	Satisfactory completion of one year of study at a higher education institution or approved Australian Foundation program which is recognized on AEI or UK Naric. No credit to be granted into Diploma degree.
Russia	Case by case assessment - Foundation most likely required
Saudi Arabia	Case by case assessment - Foundation most likely required
South Africa	National Senior Certificate (NSC) with average of 4 over best 6 subjects in final year (excluding Life Orientation) where 7=80-100%; 6=70-79%; 5=60-69%; 4=50-59%; 3=40-49%; 2=30-39%; 1=0-29%.
Thailand	Matayom 6 (Thai Certificate of Secondary Education): Successful completion of Matayom 6 with a passing GPA
Vietnam	Successful completion of Year 12 (Senior Secondary School) with an average of 6.0 over all Year 12 subjects)
Zimbabwe	Advanced Level or Advanced Supplementary Level minimum score of 4 with passes in not more than 3 subjects in the General Certificate of Education.