

A01 Student Selection and Admissions Policy

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1 Introduction

1.1 Policy Statement

SAE Institute is committed to the implementation of fair, reliable, and appropriate assessment methods in selecting candidates who possess the potential to successfully complete their studies. This policy outlines the criteria against which all applicants are assessed and identifies the principles by which these decisions are guided. This policy, therefore, seeks to provide transparency to all interested parties and stakeholders on matters associated with the selection and admission of students.

1.2 Related Policies and Documents

This policy should be read in conjunction with:

- A02 Public Information Policy
- A14 Complaints Policy
- A16.2 Equality, Inclusion and Diversity Policy.

1.3 Definitions

The following terms, used throughout this policy, are defined as:

Programme: A pre-defined study path made up of modules within a given discipline area that leads students to a named award, based on the number of credit points awarded.

Applicant: A person applying to SAE Institute for admission to a validated programme.

Student: A person registered by SAE Institute with the validating partner, studying and/or continuing to study for an accredited programme, which will be assessed and will normally lead to an award.

Domestic Applicant/Student:

- A person whose official citizenship is from within Serbia, or a student who has an indefinite leave to remain status.

International Applicant/Student:

- A person whose official citizenship is from outside Serbia and who does not have an indefinite leave to remain status.

2 Scope

This policy applies to all applicants for any SAE Institute programmes validated by a SAE University partner.

3 General Principles of Admissions

SAE Institute is guided by the general principles of admissions defined by the validating partner(s). As such, it should be noted that SAE regards decisions concerning whether an applicant satisfies the general principles of admission set out in this policy, and the entry requirements for the programme to which admission is being sought, to be matters of academic judgement. In exercising this discretion, SAE will be guided by the following principles.

- There should be a reasonable expectation that anyone admitted to a programme has the potential to fulfil the objectives of the programme and achieve the standard required for an award.
- In considering each individual applicant for admission to a programme, evidence will be sought of the applicant's personal, professional, and educational experiences that provide indications of their ability to meet the demands of, and benefit from, the programme.
- SAE aims to ensure in the admission and treatment of applicants and students that no-one receives less favourable treatment because of family or care responsibilities, social class, trade union activity, being an ex-offender or other unreasonable grounds, including any characteristics protected by local legislation.
- Admission with academic credit and/or on the basis of prior experience will be governed by the same principles as those applying to applicants seeking admission to the beginning of the programme. Further details on this entry route are addressed in Section 6.

In considering each individual applicant for admission to a programme, evidence will be sought of the applicant's identity and nationality. SAE will register the applicant with the validating partner in their full legal name as it appears in their passport or alternative government-approved document.

4 Additional Principles Governing Admissions

In line with SAE's core values, and in adherence to the guiding principles of the validating partner, SAE Institute will be further guided in admissions decisions by the following additional principles.

4.1 Applicants with Disabilities, Additional and/or Diverse Support Needs

SAE is committed to developing educational opportunities that can be accessed by all suitably qualified applicants and welcomes applications from disabled people (see Section 7).

4.2 Applicants Who Will be Under 18 upon Enrolment

Consideration will be given to applicants who will be under 18 years at the time of their admission to SAE. Such applicants will be considered on their individual merits and on their potential to benefit from their chosen programme.

Students younger than 18 at the time of enrolment are required to provide the name and contact details of a parent or guardian, who will serve as an additional point of contact during the application, admissions, and enrolment process. Data sharing with the named parent or guardian will continue throughout the student's studies until the date of their 18th birthday. At this point data sharing will cease, unless the student confirms in writing to SAE their permission to extend the sharing of data with their named parent or guardian.

4.3 International Applicants

As a global education provider, SAE welcomes applications from potential students irrespective of country of residence. Individuals applying to a campus in a territory beyond their residency would be considered International Applicants and therefore may be subject

to additional requirements to satisfy the regulations of the country of study (see Section 5.2).

4.4 Applications from Those at Risk, or Who May Pose a Risk to Others

Where the risk is deemed to be solely to the applicant, to enable the applicant to come to an informed view of their ability to meet the demands of the chosen programme, reasonable efforts should be made to provide them with appropriate advice and assistance either from SAE's own services or from other appropriate external agencies.

Where it is believed that an applicant might constitute a risk to SAE, the matter must be referred by the Admissions team to the Campus Manager (or equivalent) who will, where necessary, follow a defined procedure for referring individual cases to local and/or regional management for risk assessment and decision.

Whilst SAE would not seek further to penalise an ex-offender or any other applicant who might be a risk, nevertheless, there will be occasions when it will be appropriate for an academically suitable applicant to be refused entry to SAE other than on academic grounds, for example, where the applicant might constitute a risk to other people.

4.5 Applicants Who are Debtors

SAE reserves the right, at its absolute discretion, to refuse admission to individuals who are debtors of the Institute. SAE may consider/re-consider an application when the debt has been paid in full but is not bound to do so.

4.6 Applicants with Criminal Offences or Convictions

Once an offer has been made applicants may be expected to declare any criminal convictions. During the period between an applicant's acceptance of an offer from SAE and their registration as a student of SAE, they are required to advise the Recruitment Manager immediately if they have been charged with or convicted of a criminal offence.

5 Entry Requirements and Entry Routes

The entry requirements for each undergraduate and postgraduate programme, as approved by the validating University partner for that programme, can be found on the SAE website for the country to which the application pertains, where additional information about the programme of study can also be found.

5.1 Direct Entry (Domestic Applicant)

Domestic applicants may apply directly to SAE, with details on process publicly available on the website (belgrade.sae.edu).

Domestic applicants who meet the published entry requirements for the programme of study at SAE Belgrade campus will have a place reserved and will be provided with an offer of admission.

5.2 Direct Entry (International Applicant)

International applicants may be subject to additional requirements in accordance with the local laws and regulations relating to visa requirements. International students who meet the criteria and who have met any additional requirements as noted above, will have a place reserved, and will be provided with an offer of admission.

Information relating to the additional requirements of International applicants are publicly available on the website (belgrade.sae.edu).

5.3 Non-Standard Entry

SAE Institute recognises that preparation for study is not restricted to formal educational alignment, and that:

- Creative potential is not always recognised through formal schooling systems.
- Valuable intellectual and skills development can be gained through wide ranging experiences.

SAE will accept non-standard entry applications, which are those who do not meet the published entry requirements for their programme or campus of choice. These applications will be assessed by a member of the Academic Leadership team to determine a candidate's

suitability for the programme in question. Further details can be found on the SAE website, or through discussion with Campus Academic Coordinator.

Non-standard entry is not restricted to domestic applicants, although international applicants are subject to the additional requirements as noted in section 5.2.

6 Accreditation of Prior Certificated and Experiential Learning

SAE Institute welcomes applications from students who may have already completed certificated learning with another academic institution), or who may have developed experiential knowledge and skills through industry experience. In these circumstances, where an applicant feels that their prior learning could exempt them from part of their chosen programme, they are invited to explain this on their application.

- SAE follows the APCL and APEL processes as outlined in the University partner regulations at all times. The University will have oversight of all applications for APCL and APEL, ensuring fair and consistent decision-making in determining applications.
- Applicants should provide supporting evidence to enable a fair and accurate assessment of their application to determine where in the programme they can be placed.
- In accordance with the University partner regulation, an upper limit is placed on the percentage of credits for the target award that an applicant can be granted.
- APCL/APEL can be applied to a whole module only and will not be used to exempt students from individual assessment tasks or specific classes. As such, any APCL or APEL application must evidence that the applicant has met all of the learning outcomes for a given module in order to be successful.
- APCL will normally only be granted to certificated learning that is less than five years old. Any certificated learning beyond five years is held as out of date and would not normally be considered, unless the applicant can demonstrate that they have actively engaged with and developed their knowledge and skills through related practice.
- The applicant will not incur any charge for the application of APCL, irrespective of whether the application is successful or not.
- Applications for APEL will usually incur a fee, which will be dictated by the number of credits being applied for, but will not exceed 50% of the standard module fee for that academic year. Applicants will be given full details of any associated costs before their application is formally made.

7 Equal Opportunities

SAE Institute is committed to developing educational opportunities which can be accessed by all suitably qualified applicants and welcomes applications from disabled people.

- SAE's admissions process is accessible to disabled applicants. The procedures provide opportunities for the discussion of any reasonable adjustments which may be necessary (see Appendix A).
- SAE will only reject a suitably qualified applicant for a reason related to disability where:
 - The reason is fully justified by SAE on the basis of its general principles of admissions (see section 3).
 - The necessary adjustments would not be reasonable.
- SAE recommends that disabled applicants disclose their disabilities as early in the application process as possible to ensure that any necessary support arrangements can be assessed and put in place before applicants commence their studies.
- In admitting any applicant to SAE, it is implicit that the Institute will endeavour to make reasonable adjustments to support students who become disabled whilst they are registered at SAE, in accordance with the principles set out in this section.

8 Recruitment Targets

SAE Institute offers up to three enrolment periods per year. Each enrolment period is subject to maximum and minimum numbers of students to be enrolled, as determined by campus management after consideration of the human and physical resources and facilities available to the programme.

- Applicants must be advised that SAE cannot guarantee to run all programmes at any one enrolment period at any given campus.
- Where the offer of a programme at the campus is not possible due to insufficient student numbers, all applicants who have received an offer to study on that programme will be informed at the earliest possible opportunity.
- Under these circumstances, the applicant will be provided with alternative options including, but not limited to:
 - the transfer of studies to another SAE campus
 - deferral of enrolment to the next available commencement date
 - the withdrawal of acceptance to study.
- Where a suitable candidate cannot be guaranteed a place on their chosen programme at their selected campus due to maximum recruitment numbers having

been met, the applicant will be provided with the following information within their offer letter:

- o At the applicant's request, they can be placed on a reserve list whereby their place will be confirmed if a place should become available at their chosen campus.
- o The applicant will be informed of other campuses where their chosen programme will be delivered and offered the option to changelocation.
- o The applicant will be informed of the next enrolment date for their chosen programme at their preferred campus should they wish to defer their application.

9 Rights to Appeal and Complain

SAE Institute is committed to providing a fair and efficient admissions process that does not disadvantage any applicants. Complaints relating to the admissions process can be made by an applicant but would not normally be considered when submitted on behalf of an applicant by a third party unless the applicant is a minor (under the age of 18), in which case the applicant may nominate a parent or guardian to act on their behalf. SAE will not respond to any correspondence lodged by legal representatives.

In addition to the right to lodge a complaint relating to the admissions process, applicants also have the right to appeal the outcome of their application.

9.1 Request for the Review of an Admissions Decision

- SAE regards decisions concerning whether an applicant satisfies the general principles of admission, set out in section 3, and the entry requirements for the programme to which admission is being sought, to be matters of academic judgment.
- Regardless of whether an applicant has been rejected with or without an interview, the applicant may request a further review of the decision.
- The Recruitment Manager, in consultation with a panel of appropriate senior managers (usually including the Campus Manager of the campus to which the applicant has applied), will review the request and notify the applicant, in writing, of the outcome of the review and their right to appeal should they remain dissatisfied with this or future outcomes.
- Where it is judged appropriate, the applicant will be offered a first or further interview by an experienced member of the academic team who has not previously been

involved in the earlier decision to reject (usually an Academic Coordinator or Programme Coordinator).

- The outcome of any additional admissions interview will be communicated to the applicant in writing.
- An applicant who remains dissatisfied with the outcome of this review is entitled to appeal. In this instance, applicants are asked to follow SAE's A14 Complaints policy.

9.2 Lodging a Complaint about the Admissions Process

Applicants who wish to lodge a complaint relating to the admissions process should consider both this policy and SAE's A14 Complaints policy, a copy of which can be obtained from SAE's website or upon request from the admissions department.

- Complaints would generally be related to the processes followed in reaching a decision on the suitability of the applicant, rather than on the outcome of said process. Further information relating to the admissions process can be found in Appendix F.
- Applicants may lodge a complaint on the following grounds:
 - o The timeliness of decision making. (Where an applicant feels a disproportionate amount of time has elapsed between submitting their application and receiving a decision).
 - o A procedural irregularity has occurred. (Where an applicant believes there has been an oversight and/or inconsistency in the decision-making process).
- Where a complaint is lodged by an applicant, SAE's complaints policy will come into effect.

10 Responsibilities and Key Contacts

The Recruitment Officer, the local Campus Manager and Academic Coordinator are responsible for the application of SAE's admissions policy.

Applicants can normally expect to communicate with Recruitment Officers, and other administrative staff involved in Sales, Recruitment and Admissions functions.

Names and contact details of relevant staff can be found on SAE's website for the region of application.

11 Policy History

Policy Created:	July 2022
Date of Last Revision:	December 2022
Approved by:	CM, December 2022

Appendix A: Assessment of Need for Additional Support and Provision for Reasonable Adjustments

SAE Institute will not disadvantage any individual who declares a disability at any stage of the application process, or at any stage of their studies.

SAE advises applicants to declare any disability early in the process to ensure they can receive any guidance and support that will assist them during the application process and through any subsequent studies with SAE. The rights of the applicant will not be affected by this declaration, and their application will be processed in accordance with this policy.

Irrespective of any declared disability, where an applicant has demonstrated that they have met the entry requirements for their chosen programme of study, a place will be offered to them.

Where an applicant has not met the entry requirements for their chosen programme of study, they will be informed accordingly.

In addition to an offer for study, the applicant will be invited to a Needs Assessment meeting to discuss their disability with the Academic Coordinator and/or another relevant student support officer at their chosen campus.

Applicants will never be offered a place for study with conditions relating to completing a needs assessment, and the needs assessment process exists outside the application process.

A.1 Needs Assessment

This informal meeting can take place in person at the campus or can be facilitated via telephone or video call applications such as Zoom.

Any applicant can choose to be accompanied by a friend or family member to the needs assessment.

Where the applicant is a minor, they should be accompanied to this meeting by a parent or guardian.

During this conversation, the applicant will be asked to provide further details on their disability, and any information that may assist SAE in identifying suitable support provisions that will benefit the student in their studies.

Where appropriate, the applicant may be asked to provide documentary evidence of their disability to assist with the support plan.

The applicant is invited to ask questions relating to their programme of study and/or the support that SAE can provide.

The Academic Coordinator and/or student support officer will provide details of any external support or services that may be of interest to the applicant if available.

Details relating to the meeting will be formalised into a student support plan, which will be sent to the applicant, usually within one week of the completion of the meeting.

The student support plan will:

- Outline the reasonable adjustments the campus can make in supporting the student.
- Identify any support needs that cannot be supported by the campus, and direct the applicant to any external services that may support them.
- Identify expectations the student can have of the campus.
- Identify expectations the campus can have of the student.

A.2 Reasonable Adjustments

During the needs assessment, and within the student support plan, the Academic Coordinator and/or Student Experience Officer will seek to identify what reasonable adjustments can be taken to support the student.

Reasonable adjustments are those adjustments that can reasonably be made to the provisions of the campus and/or learning, teaching and assessment strategy that would further support the student by providing a fair and equal opportunity for success. These should not have an adverse effect on other students, and should protect all individuals from harm or humiliation.

Reasonable adjustments are typically specific to the individual's support needs but may include:

- additional time for assessments
- alternative accommodation for assessments e.g., examinations and presentations
- use of learning aids e.g., Dictaphones, screen readers, voice to text software
- support meetings e.g., to assist with time management
- early access to learning materials e.g., lecture slides prior to class
- increased accessibility of computer screens including through the use of colour tints and enlarged text
- physical adjustments to facilities that can increase access where the cost is reasonable and subsequent issues would not impact the health and safety of other users of the facilities.

Once the applicant has received this support plan, they will be contacted by the recruitment team. The applicant will be able to accept their offer of study with the proposed support plan or will be given the opportunity to withdraw their application.

When an applicant accepts their offer of study, the support plan will be made available to the relevant staff required to ensure the provisions of the plan can be executed accordingly.