

## **INTERNATIONAL STUDENT RECRUITMENT POLICY**

### **PURPOSE**

The purpose of this policy is for CG Spectrum Institute (CGSI) to ensure that International students are appropriately qualified for the course in which they are enrolling with English language proficiency and educational qualifications suitable for their studies.

The Policy is in accordance with the Higher Education Standards Framework, 2021 (HES) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (National Code).

### **SCOPE**

This policy applies to prospective International students and all CGSI staff particularly those involved in the admission of students.

### **RESPONSIBILITIES**

**Academic Board** is responsible for setting admission standards.

The **Academic Dean** and relevant **Course Coordinator** are responsible for:

- assessing all applications for admission to accredited postgraduate courses;
- assessing all applications for admission to 'accredited undergraduate courses;
- interviewing applicants from non-standard admission pathways.

The **Academic Dean** and relevant **Course Coordinator** have the authority to:

- admit applicants who submit acceptable documentary evidence that they meet CGSI's admission requirements for their chosen course;
- reject those applicants whose previous academic study and/or level of English proficiency clearly does not meet CGSI's admission requirements for their chosen course.

### **POLICY**

CGSI aims to recruit International students through various methods including but not limited to:

1. CGSI's website
2. CGSI's Education Agents
3. Media releases
4. Promotional events

Prior to accepting an International student for enrolment in a course, CGSI must provide transparent information regarding:

1. English language proficiency requirements;
2. Educational qualifications or work experience requirements for eligibility to seek advanced standing or credit;
3. CRICOS course code;
4. Course content;
5. Modes of study for the course including compulsory online and work-based training and assessment methods;
6. Course duration and holiday breaks;
7. The course qualification and award;
8. Campus locations;
9. General description of the facilities, equipment, and learning and library resources available to students;
10. Details of any arrangements with another registered provider, person or business to deliver the course or part of the course;
11. Course-related fees including advice on the potential for fees to change during the student's course and applicable refund policies;
12. Information about the conditions under which the student's enrolment may be deferred, suspended or cancelled;
13. A description of the ESOS framework, including official Australian Government material or links to the material online; and
14. Relevant information on living in Australia, including:
  - Cost of living; and
  - Accommodation options for students.

### **Information prior to enrolment (Written Agreement)**

All students or intending students are to be informed of the details of the written agreement with CGSI that formalises their enrolment.

The written agreement covers:

1. All requirements for acceptance into a course, including qualifications, relevant work experience and the minimum level of English language proficiency;
2. Details of course credit wherever applicable; and
3. All course details, including but not limited to:
  - Course content;
  - Mode of study;
  - Methods of assessment;
  - Details of any work-based training requirements and/or placements;
  - Compulsory online requirements;
  - Duration of the course;
  - Holidays and course break dates;
  - Award, qualification or other outcomes of the course; and
  - Details of refunds including information on who is eligible to receive the refund and under what circumstances; and

- Details of the provider, including but not limited to:
  - Campus location or locations;
  - Facilities, equipment and learning resources available to students; and
  - Details of arrangements with other providers, persons or businesses providing the course or any part of the course.

Prior to accepting an International student for enrolment, CGSI will provide information in relation to all fees, both tuition and non-tuition.

International students will only be offered enrolment in courses for which they have been assessed as having appropriate qualifications, skills, experience and English language proficiency.

### **RELEVANT LEGISLATION**

The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as ‘the National Code 2018’ Standard 2  
 Higher Education Standards Framework (Threshold Standards) 2021  
*Education Services for Overseas Students Act 2000*  
 Education Services for Overseas Students Regulations 2001

### **Version Control**

<b>Document:</b> International Student Recruitment Policy		
<b>Approved by:</b> Academic Board		<b>Date:</b> 30 March 2020
<b>Version:</b> V1.1	<b>Replaces Version:</b> V1.0	<b>Next Review:</b> 2023
V1.0	Minor CRICOS adjustments 24/06/2021	
V0.2	Developed policy and logo added	