Policy Number:
Policy Title: **ADMISSION AND ENROLMENT POLICY**
Policy Owner: **University Registrar**
Policy Contact Officer: **Coordinator Admission and Enrolment Officer**

Key words: **Admissions, Entry Requirements, Offer, enrolment, deferral,**

1. **PURPOSE**
    This Policy describes the requirements and principles governing the admission and enrolment of students into SINU Programmes.

2. **SCOPE**
    This Policy applies to all SINU course-work programmes including all Higher Education (HE) programmes and all TVET programmes. The Policy also applies to all pathway or preparatory programmes.   It does not apply to doctoral programmes (level 10 SIQF), short courses, microcredentials, or micro-qualifications.

3. **POLICY STATEMENT**
    This Policy provides the framework that ensure the integrity of admission decision and sets clear responsibilities and accountabilities for admission decisions to ensure processes are transparent and decisions are consistent and fair. The Policy also describes the process for enrolment to promote efficiency and consistency and enshrines a process for the orderly development of an Academic Calendar.

4. **DEFINITIONS**
    For this policy the following definitions are relevant:

Term	Definition
Academic calendar	A schedule outlining key dates and events for an academic year
Applicant	An individual who applies for admission into SINU programme.
Applicant type	There are four types of applicants or prospective students. 1. **School Leavers.** Those who have completed Form 6 or 7 within the last 5 years. 2. **Pathway applicants:** Those who have completed a university preparation programme, or undertaken TVET, or higher education studies at a recognized institution. 3. **Mature aged applicant**. Those without any formal study in the last 5 years. 4. **International applicants**. Those who do not hold Solomon Island citizenship.

Admission	Is a process through which an applicant is formally accepted into a programme and enrol in at least one unit.
English Language Proficiency	The ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their programme of study.
Entry Requirement	Is a specific qualification, experience or criteria that an applicant must meet to be considered for admission into a programme.
Exclusion	Exclusion from enrolment at the University for a prescribed period.
Mature Age Applicant	An applicant who is over the age of 23 years, and for the basis of admission, work experience and recognition of prior learning may be considered.
Offer	A formal notification issued by SINU to an applicant indicating acceptance to a programme.
Quota	The number of places available in a programme for students to commence study in a particular teaching period.
Student	An individual who has accepted their offer and is admitted for enrolment in a programme in at least one unit.
Study period	The designated period in which a unit is offered, including but not limited to semester, trimester blocks.
TVET	Technical and Vocational Education Training

5. **POLICY PRINCIPLES**

5.1 The University is committed in providing equal access to educational opportunities for people from diverse backgrounds and experiences.

5.2 The University will communicate clearly the admission criteria, processes and timelines to all applicants to ensure transparency and consistency.

5.3 All applicants are assessed based on merit to ensure fairness, with advertised provisions to support equity initiatives of the University.

5.4 The University will work with remote communities to enhance participation and applications from these areas.

5.5 The University ensures that admission standards align with international and national benchmarks for all programmes, including TVET and Industry qualifications.

5.6 The University recognises that enrolment is a crucial aspect of the relationship with its students, and ensures transparent, timely information on programmes, units, enrolment so that students can apply and make changes to their enrolment with due consideration to the Programme requirements and any penalties that apply, as advertised in the Academic Calendar.

5.7 Students have a responsibility to inform themselves about study obligations and Programme requirements and pay all fees and charges arising from their enrolment within the required time frame.

5.8 Students have a responsibility to seek support and advice regarding their study programme and maintain up-to-date contact details with the University and provide accurate personal information.

6. **POLICY INFORMATION**
   Student Admissions Requirements

6.1 The University recognizes that prospective students have a variety of backgrounds, namely, those who have completed secondary schooling, prior university study or are mature aged with work experience.

6.2 The general admission requirement for programmes of study shall be that the applicant for a particular programme should show the ability to achieve the standards required for the respective award. This includes the academic foundations, including English Language Proficiency needed to achieve in their chosen programme as approved by Senate.

6.3 Minimum academic entry and programme specific entry criteria can include relevant competencies, educational achievement and/or work and life experience required for entry but must as a minimum meet the specified requirements of Table 1 – Minimum Entry Standards.

6.4 Applicants may be required to undertake additional selection tasks (such as an interview, audition) or tests as approved by Senate.

6.5 TVET and industry programme's entry standards must meet the requirements as determined by the Industry Skills Council or relevant Industry body.

6.6 TVET and Industry aligned programme's entry standards must consider literacy and numeracy skills and physical skills required to successfully undertake study.

6.7 International students must meet the equivalent minimum entry requirements for both educational background and English Language Proficiency as outlined in Table 1.

6.8 The minimum entry standards for admission to University programmes are summarized below in Table 1:

Table 1: Minimum Entry Standards for SINU Qualifications

SIQF level	Qualification type	Applicant type	Education or background	English Language Proficiency
2	Certificate II	All applicants	Sufficient level of proficiency in literacy, including digital literacy, and numeracy.	Literacy and Numeracy assessment

SIQF level	Qualification type	Applicant type	Education or background	English Language Proficiency
3	Certificate III	All applicants	Sufficient level of proficiency in literacy, including digital literacy, and numeracy.	Literacy and Numeracy Assessment
4	Certificate IV	School Leaver	Sufficient level of proficiency in literacy, including digital literacy, and numeracy.	Literacy and Numeracy Assessment
5	Diploma	School leaver within last 5 years.	Completed Form 6 in specified stream with aggregate of 16 or better.	Completed English Form 6 score of 4 or better.
		Pathway applicant.	Completed UPC 3 or equivalent Success in TVET studies	Previous study where English is language of instruction and assessment
		Mature aged applicant	Must have current relevant employment and work experience of minimum 3 years. Recognition of Prior learning through: Letter from employer including statement of service Curriculum Vitae	Pass Standardised Entry Exam
7	Bachelor	School leaver within last 5 years	Completed Form 7 in specified stream with GPA of minimum 2.5	Completed Form 7 Foundation English B with a score of C or better.
		Pathway applicant	UPC 4 of equivalent Completed Diploma in cognate/similar discipline	UPC 4 of equivalent Previous study where English is language of instruction and assessment
		Mature aged applicant	Must have current relevant employment and work experience of minimum 5 years. Recognition of Prior learning through. Letter from employer Curriculum Vitae	Pass Standardised Entry Exam

SIQF level	Qualification type	Applicant type	Education or background	English Language Proficiency
	Graduate Certificate Graduate Diploma	All applicants	Completed a Bachelor degree programme	Previous study where English is language of instruction and assessment
8	Bachelor Honours	All applicants	Completed a Bachelor degree programme with minimum GPA 3.5	Previous study where English is language of instruction and assessment
	Post Graduate Certificate		Completed a Bachelor Degree in similar discipline	Previous study where English is language of instruction and assessment
	Post Graduate Diploma		Completed a Bachelor Degree in similar discipline	Previous study where English is language of instruction and assessment
9	Master (course work)	All applicants	Completed a Bachelor Degree in similar discipline with minimum GPA of 3	Previous study where English is language of instruction and assessment
	Master (research)		Completed a Bachelor Degree in similar discipline with minimum GPA of 3.5	Previous study where English is language of instruction and assessment

6.9 Students may only be admitted to a single programme in a single study period.

6.10 The University will determine the equivalency of any formal qualifications that an applicant has achieved as per the *Academic Credit and Recognition of Prior Learning Policy*.

6.11 So that applicants can apply and succeed in their education, the University will promote access to alternative entry pathways and reasonable adjustments so that a diverse range of applicants can participate in University study, including advice on other suitable programmes and support services for students.

6.12 Applicants for higher education programmes must be at least 18 years of age at the time of programme commencement, unless permission is granted by the PVC Academic.

6.13 Applicants for TVET or industry programmes who are under 18 years of age must be approved by the Director of SINU TAFE or Director of SIMC.

7. Admission process

7.1 Entry requirements are published annually on the SINU website as approved by Senate.

7.2 To gain admission, students must apply to the University through the prescribed forms and the prescribed processes.

7.3 Satisfying the admission criteria enables an applicant to be considered for admission but does not guarantee an offer of admission to the programme.

7.4 Students who do not meet entry requirements may be eligible to the University Preparatory Certificates, studies which prepare students for post- secondary education and training.

7.5 Entry to University Preparatory Certificates will be determined by successful completion of SINU's Basic Numeracy and Literacy assessment or courses in addition to work and education experiences.

8. **Responding to an offer.**

8.1 Admission to a programme will be finalized when an applicant accepts their offer to the programme.

8.2 Offers will lapse if not accepted within one calendar year from the date noted on the letter of offer.

8.3 An applicant who does not satisfy the conditions of an offer within the specified time may have their offer withdrawn.

8.4 **Deferral of admission**

8.4.1 Applicants may apply to defer their admission to a programme/ for up to one (1) year from when the commencement date on the letter of offer

8.4.2 Not all programmes are available for deferral, as advised on the University wesite.

8.5 **Withdrawal or Cancellation of an Offer.**
The University may withdraw or cancel an offer of admission where:
8.5.1 The offer was made based on incomplete or inaccurate information the applicant or certifying authority supplied.
8.5.2 There are insufficient enrolments to make the programme viable.
8.5.3 An error has been made in the assessing and processing of the application.

8.6 Refusal of Admission.
The University may refuse admission to any applicant to any programme at its discretion, including (but not limited to) where an applicant:
8.6.1 Has previously been excluded from the University due to academic or disciplinary reasons.
8.6.2 Owes money to the University.
8.6.3 Has been excluded or had their enrolment cancelled at any other tertiary educational institution.
8.6.4 Is deemed to pose risk to the students and/or staff of the University or the wider University community.
8.6.5 May prejudice the reputation, management, good governance or discipline of the University.
8.6.6 Had engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other tertiary educational institution.
8.6.7 Would not be able to lawfully enter University premises for all or part of the duration of a programme by reason of a court order; or

8.6.8 Would be unable to meet the requirements of a programme, including but not limited to attendance or participation requirements.

9. **Review of Admission Decision**

   9.1 An applicant may request a review against a determination made under this policy within ten (10) working days of issue of the formal outcome using the prescribed process.

   9.2 The outcome of such a review will be final.

10. **Enrolment requirements**

    10.1 Enrolment allows a student to participate in learning activities of the University to receive recognition and a grade for work completed, as well as access to support activities.

    10.2 Enrolment ensures that on completion of the requirements of a programme, to be eligible to receive an award from the University.

    10.3 A student's enrolment ceases once a student has qualified for the award and completed all requirements of the units.

    10.4 Students must provide all information necessary for enrolment, including the Student Identification Number which will be used by the University to collect and record information.

11. **Enrolment eligibility and process**

    11.1 The University will provide all information necessary for students to maintain their enrolment.

    11.2 Students must have been offered and accepted the offer of admission, complete the enrolment process including obtaining any relevant advice from Academic Counsellors and pay required fees within advertised time limits.

    11.3 Students cannot enrol if they owe a debt to the University.

    11.4 The University will advertise a final date for enrolment in each study period with the Academic Calendar. To ensure success in the relevant study, no further enrolment will be available beyond this advertised time for any student.

    11.5 The advertised date for changes enrolment shall include transfers to other Programmes. All transfers to other programmes should follow appropriate Academic counselling.

    11.6 Enrolments in units are subject to published pre- requisites.

    11.7 On confirmation of a completed enrolment process students will be eligible for an identification card and access to student systems including the Learning Management System, student email and WIFI access.

    11.8 A student who wishes to re-enrol in a previously completed unit, may do so with the approval of the Programme Coordinator on a full fee-paying basis. Each subsequent

attempt will be recorded on the transcript but will not contribute to the calculation of the GPA.

12. Withdrawal from enrolment

12.1   A student may withdraw from a unit by submitting an application form to the relevant office.

12.2   A student may withdraw from a programme by submitting an application form to the relevant office.

12.3   A student may withdraw from one or more units with no financial penalty prior to the advertised census date of the relevant study period.

12.4   Any refunds of fees after the advertised census date will be processed as per the Fees Policy and in accordance with the Academic Calendar Guidelines.

12.5   A student may have a late withdrawal from enrolment without Academic Penalty in exceptional circumstances.

12.6   Students who fail to attend classes and complete assessment tasks but fail to withdraw from their unit remain liable for financial and academic penalties.

13. Admission and Enrolment Reporting

13.1 The University will aggregate data to monitor, review and report on student success in relation to admission standards, including the allocation of credit, English Language and the basis of admission.

13.2 The University will present reports in relation to enrolment and withdrawal trends each semester to relevant committees.

13.3 Relevant committees will identify common themes and trends in admission and enrolment and plan improvement actions.

14. MONITORING AND REVIEW

14.1   Compliance with this Policy will be reviewed every 3 years.

14.2   The University Registrar will provide reports each semester in relation to applications, admissions and enrolment as per the Policy.

15. ACCOUNTABILITIES – ROLES AND RESPONSIBILITIES

The following roles and responsibilities are core to ensuring compliance with this Policy.

15.1   Pro Vice Chancellor (Academic)

15.1.1   Ensure admission criteria is appropriate to ensure they align with the University's academic standards and strategic goals.

15.1.2   Ensure advertised admission standards and enrolment cut off dates are those approved by Senate.

15.1.3   Approve re-admission after exclusion, following advice from the Registrar and relevant Dean/Director.

15.2   University Registrar

15.2.1   Monitor the admission process to ensure it follows University policies and that only those eligible for admission are approved.

15.2.2   Oversee the creation, maintenance and security of all student admission records, ensuring they are up to date, accurate and properly stored.

15.2.3   Conducts regular audits of admission records to ensure compliance and provides periodic reports on admissions to relevant academic and administration bodies.

15.2.4   Receive and act on appeals to Student Administration Services.

15.2.5   Present admission and enrolment report to Senate as per Policy requirements.

15.2.6   Oversee the process for transfer of programme enrolment or non-standard enrolment.

15.2.7   Oversee the process for withdrawal of offer and deferral including through the publication of relevant dates.

15.3   Coordinator Admission & Enrolment Officer

15.3.1   Coordinate the processing of all student applications to ensure that they are reviewed in a timely manner and in accordance with the admission requirements.

15.3.2   Oversee the enrolment process, including communicating with students, confirming their admission status and assisting with any issues related to admission.

15.3.3   Direct communication with students including providing information about the admission and enrolment process, deadlines and required documentation.

15.3.4   Ensure any transfer of programme enrolment complies with all policies including admission and credit transfer.

15.3.5   Ensure all enrolment processes, including withdrawal and deferral comply with policy requirements and advertised dates.

15.3.6   Provide regular reports on admission numbers, application trends and enrolment forecasts.

15.4   Deans/Heads of Schools/Heads of Departments

15.4.1   Collaborate with academic departments to confirm the structure and content of programmes being offered for admission to ensure they are up to date.

15.4.2   Verify which programme will be offered in the academic year.

15.4.3   Provide projections on the expected number of students for each programme.

15.4.4   Works closely with the University Registrar and Admissions and Enrolment team to determine the intake targets for various programmes and correct programme enrolment.

15.4.5   Approve the waiver of any pre-requisites.

15.5   Manager Standards and Quality Office (SQO)

15.5.1   Review and verify any changes to the admission processes, including updates to requirements, application procedures, deadlines to ensure they are aligned with quality assurance standards.

15.5.2   Ensure that any updates or revisions to processes or procedures meet the University required standards.

15.6   Public Relation Officer

15.6.1   Publish admission related information through media platforms for public awareness.

15.6.2 Coordinate with local and national media outlets to prepare press releases and news articles regarding key dates, admission requirements and other relevant news for applicants.

15.6.3 Develop and manage social media campaigns to promote admissions related matters.

15.6.4 Organize and manage events to inform the public and prospective students about admission processes and opportunities at SINU.

15.7 SMS Team (Student Management System)

15.7.1 Ensure the student management system is regularly updated to reflect new admissions, withdrawals, refusal, deferral or any other student's status changes.

15.7.2 Responsible for the accurate entry of student admission data into the system including personal details, academic qualifications, programme choices and enrolment status.

15.7.3 Work with the IT department to resolve any issues with the SMS that may affect the admission or enrolment process.

16. RELATED DOCUMENTS

Solomon Islands National University Act 2012 and amendment 2014

Solomon Islands National University Statutes 2013

Solomon Islands Qualifications Framework (SIQF)

Programme Development and Review Policy

Credit Transfer and Recognition of Prior Learning Policy

Academic Calendar Guidelines

Teaching and Learning Leadership Roles Policy

Student Conduct Policy & Guidelines

Fee Policy

Short Course, Microcredential and Micro-qualification Policy

17. APPROVAL AND AMENDED HISTORY

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