

Academic Policy	
Student Selection, Admission and Entry Criteria	
1_A_POL_StudentAdmission_190301	
1. Policy Statement	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE), upholds the principle that all applicants seeking to enrol are treated fairly and equitably. SAE has open, fair and transparent procedures that are based on clearly defined criteria for making decisions about the selection of students and provisions for transfer. Students will be selected on merit based on the published criteria.
2. Purpose	The purpose of this policy is to define the principles and conditions informing the admission criteria under which applicants can be admitted to and enrolled in programmes with reasonable prospects of success in their studies. This policy covers admission and enrolment of admitted applicants and applies to admissions, re-admissions and transfers for all the SAE programmes.
3. Scope	This policy applies in the context of operations in New Zealand and is applicable to students enrolled with, or intending to enrol with SAE Institute. Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Auckland who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.
4. Associated Policies and Procedures	This policy should be read in conjunction with the following policies and procedures: • International student policy • Recognition of Prior Learning (RPL) and Credit Transfer Policy
5. Associated Documents	• SAE Auckland Student Handbook • Education Act, 2020 (and subsequent amendments)
6. Policy	6.1 Entry Requirements for Domestic Students <u>Level 5 Diploma Entry Criteria</u> A person is eligible to apply for entry if they: • are a minimum of 17 years at the start date of the programme, Note, applicants aged less than 18 years old must apply with parental/guardian consent.

	• have attained NCEA Level 2 (or equivalent) with related subjects OR • Can satisfactorily prove that they have the potential to succeed on the programme and is over the age of 20 by the official start date of their programme of study. <i>English as an Additional Language Applicant requirement</i> • English as an Additional Language (EAL) applicants, including NZ Residents must meet standard NZQA minimum English Proficiency Outcomes for a diploma programme, e.g. for the academic version of IELTS they will require a score of 6 with no band score lower than 5.5, or acceptable equivalent as set out in section 22.2 to 22.4 of the rules. Scores must come from a single test taken no more than two years before the proposed date of enrolment. Results will be verified with the test provider. • English as an Additional Language (EAL) applicants are those for whom English is not their first language. This can include NZ residents. • Countries considered to be English-speaking are determined by NZQA as set out in (section 22.5) of the Programme Approval and Accreditation Rules. <u>Level 7 Bachelor Degree Entry Criteria</u> A person is eligible to apply for entry who: • is a minimum of 17 years at the start date of the programme. Note, applicants aged less than 18 years old must apply with parental/guardian consent. • Has attained University Entrance (UE) or NCEA Level 3 (or equivalent) with related subjects OR • Can satisfactorily prove that they have the potential to succeed in the programme and is over the age of 20 by the official start date of their programme of study <i>English as an Additional Language Applicant requirement</i> • English as an Additional Language (EAL) applicants, including NZ Residents must meet standard NZQA minimum English Proficiency Outcomes for a degree programme, e.g. for the academic version of IELTS they will require a score of 6 with no band score lower than 5.5, or acceptable equivalent, as set out in section 22.2 to 22.4 of the rules. • Scores must come from a single test taken no more than two years before the proposed date of enrolment. Results will be verified with the test provider.
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- English as an Additional Language (EAL) applicants are those for whom English is not their first language. This can include NZ residents.
- Countries considered to be English-speaking are determined by NZQA as set out in ([section 22.5](#)) of the Programme Approval and Accreditation Rules.

All entry is at the discretion of the Academic Dean; however discretionary entry does not apply to those under 17 at the start of the programme.

6.2 Conditional Offers

Letters of Offer may contain conditions applicants have to meet (e.g., NCEA 2). However, conditional offers do not guarantee a place on the programme until the conditions are met.

6.3 Entry Criteria for International Students

Details regarding the entry criteria can be found in the International Student Policy.

6.4 Selection Criteria

Where there are more applicants than the number of places available, a selection process may be applied. An offer of place in a diploma or degree programme will be extended to applicants who meet the entry criteria and demonstrate the potential to successfully complete the programme on the basis of *any* of the following:

- Material provided with the application form
- A portfolio of work that represents the applicant's level of achievement
- Entrance interviews/auditions/attendance at an information session
- Evidence of ability to cope with the academic demands of the programme (for those without University Entrance)
- Curriculum vitae (optional)

Applicants who submit a formal application to enrol in the programme, and who meet the entry criteria may be invited to submit a portfolio of work and/or participate in an interview. The purpose of the interview is to assess the applicants' suitability for the programme. It will determine whether an applicant is offered a place in the programme, and if so, at what level of the programme the applicant will be offered a place. Applicants are welcome to enlist whānau support.

6.5 Interview/audition/info sessions

All applicants, domestic and international, will be required to attend one or more of an interview, audition, or information session as part of the application process. These will be conducted by a member of the student experience team and the relevant Head of Discipline (or delegated staff member). The applicant will be given an opportunity to ask questions, and topics such as the following, will be discussed:

- academic preparedness

	• creative work, past projects and creative influences • experience working in groups/ collaborating • short term aspirations and long term goals • personal challenges • financial awareness /plans • disability and support needs • and current living situation If an applicant declares the need for disability support at or prior to the entrance interview, the student support team is notified and an individual study plan can be developed as required. Any concerns or issues raised during the entrance interview/audition/info session will be escalated to the Academic Dean who ultimately has the discretion regarding the acceptance of an applicant. 6.6 Special Admission Domestic applicants aged 20 years or above who have not met the General Admission or entry requirements for a programme but whose skills, education or work experience indicate that they have a reasonable chance of success¹ may be eligible for Special Admission. Special admission will be granted at the discretion of the Academic Dean or designated nominee. Such applicants may be required to successfully complete a foundation, bridging or tertiary introduction programme as a condition of entry into higher level programmes. 6.7 Provisional Admission Domestic applicants aged under 20 years who have not met the general academic admission and entry criteria for a programme but who can demonstrate a reasonable chance of success through other educational attainment and/or work or life experience may be eligible for provisional entry at the discretion of the Academic Dean. Provisional entry places restrictions on re-enrolment to be lifted if the applicant's performance is deemed satisfactory by the Academic Manager. 6.8 Specific Study Situations <i>a. Part-time Study</i> Courses can be taken independently, but full-time study is recommended because of the collaborative nature of the degree. Applications for enrolment in part-time study will be negotiated with the Head of Discipline so that a coherent programme of study can be designed. The selection of courses available to part-time students is dependent upon prerequisites. <i>b. Re-enrolment after a five year absence</i>
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¹Education Act 1989 Section 224 (3)

	The re-enrolment into the degree after an absence from the programme of <u>five years or more</u> is at the discretion of the Academic Dean, who will consider grades previously achieved, similarity of structure and content and a students' suitability for continued study as well as the time lapse since the last enrolment. The decision to allow re-enrolment may be dependent upon the student's completion of a bridging course or courses. A recommendation will then be made to the Academic Dean, who has the final decision to accept or decline the enrolment. c. Entry into Level 7 after five or more years of study Any student who applies to enter Level 7 <u>five years or more</u> after first entering the programme, even if there has been a continuous enrolment, will first gain approval from the Academic Dean,, who has the final decision to accept or decline the enrolment. d. Total completion time It is expected that all students will complete a Bachelor degree within five years from first enrolment. Any student who applies to re-enrol in the programme five years or more after first entering the programme, will first gain approval from the Academic Dean, who has the final decision to accept or decline the enrolment. 6.7 Credit for Prior Studies or Prior Knowledge Students accepted into a programme may be eligible to apply for recognition of previous study or previous knowledge and/or skills acquired outside of SAE. For further information, please refer to the Recognition of Prior Learning (RPL) and Credit Transfer Policy. 6.8 Recognition of Prior Learning or RPL This refers to the formal recognition of an individual's current skills and knowledge irrespective of how, when or where the learning took place. For further information, please refer to the Recognition of Prior Learning (RPL) and Credit Transfer Policy. 6.9 Rejection of Application SAE reserves the right to reject an application where it is submitted late, where insufficient or false information has been provided or when the student has outstanding fees.
7. Records	1_A_POL_StudentAdmission_190301 DRAFT released for consultation 1 May 2019 FINAL approved by Academic Board 17 May 2019 and released

	Reviewed, with minimal updates. Re-released for consultation 22 May, 2023 UPDATED version approved by SAE Auckland Academic Board 2 June 2023 UPDATED with new job titles/governance structure 20 May 2024. Staff notified of updates, 4 July 2024. UPDATED with additional clarity about EAL students and links to NZQA approved english language testing; Conditional Offer section added; information session option added to application process. Draft released for consultation 11 June 2025. Approved by the Academic Board 6 Aug 2025.
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