UNSW Global

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UNSW Transition Program Online Admissions Verification Policy

1. Purpose

OpenLearning is committed to delivering a high standard of education and training to all UNSW Transition Program Online students.

The purpose of this policy is to ensure that the UNSW Transition Program Online team have appropriate processes in place to determine whether or not a Prospective Student meets the requirements for entry into the UNSW Transition Program Online. This includes ensuring the authenticity of academic transcripts, certificates of attainment, and any other documents submitted as part of the admissions process.

Please note that this Policy has been prepared and will be maintained by OpenLearning as the deliverer of the UNSW Transition Program Online. This is not a UNSW Global or UNSW policy.

2. Scope

This policy applies to:

(a) All prospective students seeking to enrol in the UNSW Transition Program Online; and,

(b) OpenLearning staff involved in the promotion, recruitment, admission, delivery, management or administration of students.

3. Definitions

Back-to-source verification means verifying the authenticity of documents by obtaining confirmation from the issuing authority (this could be a school, university, private education provider and/or an institution such as a bank) that the document is genuine and that the details contained in the document are correct.

Enrolled means a status where a student has already accepted OpenLearning's conditions of enrolment and paid the required amount to secure their place in the UNSW Transition Program Online.

Prospective Student means a person (whether within or outside Australia) who intends to become or has taken any steps towards enrolling in the UNSW Transition Program Online.

UNSW Transition Program Online means the program delivered by Open Learning Global Pty Ltd (trading as OpenLearning) proudly delivered under licence from UNSW and UNSW Global Pty Limited.

4. Policy Statement

OpenLearning is committed to ensuring the integrity of its admissions processes and, to do so, OpenLearning carries out the checks set out in this section 4 in relation to the application process.

4.1. Back-to-source verification of Applications

Student Admissions and Support Advocates will randomly select a minimum of five (5) "Enrolled" applications each Intake for back-to-source verification. The aim is to select applications submitted from a variety of countries and education agents.

To start the academic verification process, a UNSW Transition Program Online Request for Academic Transcript Verification Letter will be sent from a Student Admissions and Support Advocate to the issuing institution, to verify the details of the academic transcript. Any response on the verification will be recorded on the student file.

4.2. Suspicious or questionable applications

In addition to the back-to-source verification checks outline in 4.1. above, where an application appears suspicious or does not appear to be genuine, this will be reported to the Head of Customer Success, who will determine what additional checks will be carried out.

4.3. Appeal of a decision

Where an application is rejected based on an allegation that the Prospective Student has provided fraudulent documents as part of their application process, the Prospective Student may apply for a review of the decision within 10 business days of the decision.

A review of the decision will be undertaken by the Managing Director, Australia. The Prospective Student will be notified in writing of the outcome of the review within 10 business days of lodgement of the appeal.

5. Legal and Policy Framework

This Policy operates within the context of, and subject to, Australian State and Commonwealth legislation.

5.1. Responsibilities

5.1.1. Approver
The Managing Director, Australia is responsible for the approval of this policy.

5.1.2. Responsible officer
The Managing Director, Australia is responsible for the implementation, dissemination and review of this policy.

5.1.3. Contact officer
The Program Manager is responsible for the day-to-day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.

5.1.4. Staff
OpenLearning staff are responsible for assisting in the implementation of and adherence to this policy.

5.2. Review
This policy is due for review five years from its date of implementation.

Version	1.1
Approved by	Cherie Diaz Managing Director, Australia
Approval date	18th January 2021
Effective date	18th January 2021
Next review	18th January 2026
Accountable role	Managing Director, Australia
Related documents	UNSW Transition Program Online Request for Academic Transcript Verification Letter

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