

Admissions Policy



Purpose/objective

This Policy provides the framework for student admission and selection at the Australasian Academy of Higher Education (AAHE). It seeks to ensure that applicants for AAHE courses understand what is required of them and that those who are admitted have the necessary academic background and English language proficiency to succeed.

The Admissions Procedure explains how the Admissions Policy is implemented.

Scope

The Policy and Procedure apply to all applicants for AAHE courses and all staff who are involved in the admission or selection of students.

Definitions

Terms used in this document are defined in the AAHE Glossary.

Policy

1. Principles

- 1.1 Student admission and selection processes at AAHE are fair, consistent and transparent.
- 1.2 Minimum requirements are set for all AAHE courses, along with clearly defined course-specific entry criteria and inherent requirements where applicable. These requirements are approved by the Academic Board and seek to ensure that students have the prior knowledge and the English language skills they will need to undertake an AAHE course successfully.
- 1.3 The requirements are consistent with relevant legislation, the Australian Qualifications Framework level of the course and TEQSA's expectations in relation to [admissions transparency](#), and they are publicly available.
- 1.4 Where appropriate, a student whose prior learning or experience exceeds the requirements for admission to AAHE will be granted credit in accordance with the Credit for Learning Undertaken Elsewhere Policy and Procedure.
- 1.5 All applications are made through the approved process and are assessed against the published requirements and criteria.
- 1.6 Other criteria may be used to facilitate the enrolment of students from under-represented groups, with specific consideration being given to applications from Aboriginal and Torres Strait Islander peoples.
- 1.7 Eligibility for admission does not necessarily mean that an applicant will receive an offer. Where the number of places in a course is limited, applicants who meet the entry requirements will be selected according to merit and their likelihood of study success.
- 1.8 An offer may be withdrawn where a course has insufficient enrolments to make it viable.
- 1.9 An offer may also be withdrawn where an applicant supplies misleading information or their conduct is in some other way inconsistent with the AAHE Student Code of Conduct.

2. Minimum requirements for all degrees

- 2.1 Applicants must be 18 years or older when they apply for an AAHE course and must meet the minimum English language requirements set out below.
- 2.2 Applicants for Bachelor degrees must also meet at least one of the following requirements:
 - successful completion of an Australian senior secondary qualification (or recognised equivalent)
 - successful completion of a qualification at an Australian registered institution of tertiary education, at Australian Qualifications Framework (AQF) level 5 or above
 - satisfactory completion of an accredited Tertiary Preparation Program or Foundation Year Program offered by an Australian higher education provider
 - a completed or partly completed qualification at AQF Level 6 (Associate Degree) or above from an Australian university or registered Australian higher education provider
 - successful completion of a recognised equivalent qualification from another country.
- 2.3 The Dean will maintain and publish a schedule of other countries' qualifications that are accepted as meeting AAHE's minimum admission requirements.
- 2.4 The Dean may permit an applicant who does not meet the minimum requirements to enrol in an AAHE unit or units on a non-award basis. If the student successfully completes the unit, they will be awarded credit for the unit if they are subsequently admitted to an AAHE course of which the unit is a component.
- 2.5 Applicants for the Graduate Certificate or Graduate Diploma must have a completed Bachelor degree or a Graduate Certificate or equivalent or have at least 5 years' relevant professional experience.
- 2.6 Applicants for the Masters must have completed
 - a Bachelor degree or 6 years' relevant work experience for entry to a 2-year full-time course
 - a Bachelor degree plus 2 years of relevant work experience or a Bachelor degree plus a Graduate Certificate or equivalent in any discipline for entry to a 1.5-year full-time course
 - a Bachelor degree plus 4 years of relevant work experience or a 4-year Bachelor honours degree or equivalent or a Bachelor degree plus a Graduate Diploma or equivalent for entry to a 1-year full-time course.

3. Additional requirements

- 3.1 Course-specific entry requirements are approved by the Academic Board under the Course and Unit Development Policy and Procedure.
- 3.4 The Dean may require an applicant who completed their degree more than 8 years ago to submit a supporting statement explaining how they have maintained their skills.
- 3.5 Where there is a quota for a course, additional information approved by the Academic Board and published on the AAHE website may be taken into account in student selection.

4. English proficiency

- 4.1 An applicant must provide evidence that they have met the following minimum English language proficiency requirements:

Test	Minimum score for Bachelor degrees	Minimum score for Graduate Certificate/Diploma or Masters degree
International English Language Testing System (IELTS)	6.0 overall No individual band below 6.0	6.5 overall No individual band below 6.0
TOEFL internet-based test taken on or before 25 July 2023	60 overall Reading no less than 13 Writing no less than 21 Speaking no less than 18 Listening no less than 12	79 overall Reading no less than 19 Writing no less than 24 Speaking no less than 20 Listening no less than 20
C1 Advanced / Cambridge English: Advanced (Certificate in Advanced English)	169 overall No band less than 169	176 overall No band less than 169
Pearson Test of English Academic (PTE Academic)	50 overall No communicative skill less than 50	56 overall No communicative skill less than 50
Kaplan International Tools for English	426 overall	459 overall

- 4.2 Only the most recent score from any language proficiency test will be considered and it must be less than two years old on the date the course commences.
- 4.3 Applicants will also be considered to meet the English language requirements if they have successfully completed at least two (2) years of full-time study in English at AQF Level 5 Diploma or above at an Australian registered vocational or higher education provider.
- 4.4 A provisional offer may be made to applicants who provide a Confirmation of Enrolment (COE) for an ELICOS program in English for Academic Purposes (EAP) for a duration of at least twelve (12) weeks for every 0.5 below 6.0 overall or subsection IELTS or equivalent result. Evidence of successful completion of the ELICOS program must be provided before the applicant will be permitted to enrol at AAHE.
- 4.5 The English language proficiency requirement does not apply to applicants in the categories set out in the [Migration \(English Language Tests and Evidence Exemptions for Subclass 500 \(Student\) Visa\) Instrument \(LIN24/022\) 2024](#).
- 4.6 Students who have completed English for Academic Purposes 2 (EAP2 standard) may also be considered to meet the English language requirements but will be assessed on a case-by-case basis.
- 4.7 Applicants who have completed six years of secondary schooling, or a minimum of three years of tertiary education, in an English medium institution in an English-speaking country may be exempted from the English language requirements in 4.1, unless there is evidence to the contrary.
- 4.8 Applicants from non-English-speaking countries where schooling can be undertaken in English medium institutions can be accepted as having an English-speaking background for the purposes of section 4.1, provided that they are from an English-speaking community in that country, undertook schooling in an English medium institution and were residents in the country.
- 4.9 Certified copies of evidence of studies undertaken with English as the medium of instruction must be provided before the applicant is permitted to enrol at AAHE.
- 4.10 A list of countries where English is an official language and/or secondary schooling/tertiary education is generally undertaken in English, that is accepted at AAHE, is maintained by the Registrar.

Related documents and relevant legislation

Application form

Credit for Learning Undertaken Elsewhere Policy and Procedure

Academic Progress Policy and Procedure

Student Offer and Acceptance Agreement

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

TEQSA [Good Practice Note: Making higher education admissions transparent for prospective students](#), July 2019

TEQSA [Guidance Note: Admissions Coursework](#), May 2022

TEQSA [Compliance Guide: Admissions \(coursework\)](#), 2021

TEQSA [Guidance Note: Monitoring and Analysis of Student Performance](#) Beta version January 2020

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Migration \(English Language Tests and Evidence Exemptions for Subclass 500 \(Student\) Visa\)](#)

[Instrument \(LIN24/022\) 2024](#)

Document information

Document owner: Academic Board

Version	Approved by	Approved on	Implementation date	Changes made
1	Academic Board	25/07/2023	01/10/2023	
2	Academic Board	30/01/2024		Kaplan added to English language table
3	Dean	20/02/2024		Pearson result dropped from 58 to 56
4	Academic Board	05/03/2024		Removal of 'in a related discipline' clause from Bachelor entry requirements for Masters degree; EAP2 added as satisfying English requirement
5	Academic Board	30/04/2024		Addition of clauses allowing exemptions for applicants who have attended English medium institutions; responsibility for maintenance of list of official English-speaking countries changed from Admissions team to Registrar

Admissions Procedure

1. Mature age applicants

- 1.1 Applicants who are 21 years of age or older and have not completed Year 12 or equivalent will be considered for entry to the Bachelor degree on a case-by-case basis and must either successfully complete a Special Tertiary Admissions Test administered by a tertiary admissions centre or submit a portfolio of their previous work.
- 1.2 Mature age applicants may also be invited to attend an interview with the Dean.

2. Aboriginal and Torres Strait Islander applicants

- 2.1 Applications from Aboriginal and Torres Strait Islanders who do not meet the entry requirements will be considered for entry to the Bachelor degree on the basis of a personal statement regarding their education and experience and their results in an aptitude test and an interview.
- 2.2 The Dean will determine whether to admit the applicant.

3. Applications

- 3.1 Applications should be made on the prescribed form and submitted to AAHE along with certified copies of supporting documentation, as instructed on the form. Any documents in a language other than English must be accompanied by a certified translation.
- 3.2 The Admissions Officer will review each application to check that the applicant meets the published minimum requirements and course-specific entry criteria and that appropriate supporting documentation has been supplied.
- 3.3 Where there is any doubt about the authenticity of the supporting documentation, the Admissions Officer may contact the issuing institution.
- 3.4 When the applications are complete, the Admissions Officer may undertake a preliminary ranking before forwarding the applications and a list of students to be interviewed to the Dean or nominee. Where required, the Admissions Officer will arrange the interviews.
- 3.5 Following the selection process, the Admissions Officer will advise all applicants of the outcome.

4. Offers

- 4.1 Offers will be made to successful applicants on a Student Offer and Acceptance Agreement, which will include:
 - any conditions of offer
 - students' rights and obligations
 - information about the fees and charges that students will incur, including potential increases, and about tuition protection and refunds
 - policies and processes in relation to credit transfer and recognition of prior learning, enrolment and course discontinuation
 - for international students, the additional information set out in the National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 3.
- 4.2 An applicant who accepts an offer is then enrolled in the course and sent a Confirmation of Enrolment (COE) letter with more information about the course and AAHE's orientation process.
- 4.3 An unsuccessful applicant will be advised of the process under which they may make a complaint against the decision.

Document information

Document owner: Dean

Version	Approved by	Approved on	Implementation date	Changes made
1	Academic Board	25/7/23	1/10/23	