

ADMISSION POLICY

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1. Purpose

APIC applies admission criteria, English language proficiency, and professional employment experience requirements (where applicable) similar to those of comparable universities and higher education institutions in accordance with the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act).

This policy describes the minimum standards and necessary criteria by which students will be eligible for admission to undergraduate and postgraduate courses at APIC. The policy is intended to provide relevant information for staff and prospective students on APIC's procedures for admitting students.

2. Scope

This policy applies to all applicants to undergraduate and postgraduate courses at APIC. This document should be read in conjunction with other related policies (see Related Documents).

3. Definitions

Item	Definition
<i>AQF</i>	The Australian Qualifications Framework, which describes the minimum standards and levels of Australian qualifications and award courses.
<i>Conditional offer</i>	An offer of admission made to an applicant who has applied for an award course and who is awaiting confirmation of having met the English requirements upon which the offer of admission is dependent.
<i>General work experience</i>	Any experience gained while working in a specific field, job or occupation.
<i>International applicant</i>	A person applying to study on a student visa, who is not a citizen of Australia or New Zealand, or who is not an Australian permanent resident, or who is a temporary resident of Australia.
<i>Letter of Offer</i>	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.
<i>Managerial work experience</i>	Work experience that includes responsibility for planning and organizing resources (including staff), leading or influencing individuals or groups and controlling processes, and that is characterised by the requirement to make decisions that can have a significant impact on the organisation.
<i>Professional work experience</i>	Work experience that includes some authority for decision-making, individual accountability for results, and that is characterised by specified in-depth work requirements and the ability to use independent judgment and discretion in the performance of duties.
<i>Related field</i>	Belonging to the MANAGERS or PROFESSIONALS major groups as classified by the Australian and New Zealand Standard Classification of Occupations (ANZSCO).

Item	Definition
Uncredentialed learning	Informal learning for which a transcript, certificate or equivalent award has not been issued upon completion.

4. Statutory References

Section 1 of the Standards for Higher Education within the Higher Education Standards Framework 2015 (Threshold Standards) establishes standards for admission policies, and requirements and procedures relating to information provision and access as follows:

1.1 Admission

1. *Admissions policies, requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.*
2. *The admissions process ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:*
 - a. *all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies*
 - b. *policies, arrangements and potential eligibility for credit for prior learning, and*
 - c. *policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.*
3. *Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.*

Standard 2 of the Standards for Registered Providers within the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code) establishes the following requirements of providers as they relate to admission and admission criteria with regard to prospective international students:

- 2.1 *Prior to accepting a student, or an intending student, for enrolment in a course, the registered provider must provide, in print or through referral to an electronic copy, current and accurate information regarding the following:*
 - a. *the requirements for acceptance into a course, including the minimum level of English language proficiency, educational qualifications or work experience required and whether course credit may be applicable.*
- 2.2 *The registered provider must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.*

5. Admission Principles

The following principles and practice form the foundation for this policy.

APIC is committed to recruiting students in an ethical and responsible manner and to that end provides prospective students with current and accurate information in print, or through referral to an electronic copy, regarding the requirements for admission into APIC courses, including the minimum levels of English language proficiency, educational qualifications, work experience (if required), and whether Recognition of Prior Learning may be available. (refer [Credit Arrangements and Recognition of Prior Learning Policy](#))

All applications for admission to an APIC course are evaluated, and qualifications, experience and English language proficiency are validated. Applications are processed in accordance with APIC's established pre-admissions and admissions procedures. (refer 9. Verifying Applicants' Documents and Academic and English Language Credentials)

APIC is committed to ensuring the equitable and open implementation of this policy, including a commitment to incorporating affirmative consideration of educational disadvantage which may have been experienced by applicants who can demonstrate their readiness to undertake higher education study. Notwithstanding these commitments APIC is bound by its obligations to both the Privacy Act 1988 and the Migration Act 1958.

The College ensures that course admission requirements do not present unreasonable barriers to access. College admission and enrolment processes include provision for applications for additional consideration from students who:

- are Aboriginal and Torres Strait Islander people;
- are from culturally and linguistically diverse backgrounds;
- are a mature aged applicant;
- have a disability or long term medical condition;
- have difficult circumstances (family or background); and/or
- have suffered disadvantage in their prior academic performance.

Such requests should be made in writing and submitted with the course on-line application. (refer [Equity and Diversity Policy](#))

Wherein this policy establishes the minimum standards for admission to undergraduate and postgraduate courses at the College, additional specified admission criteria for specific courses may be approved by the Academic Board in special circumstances. Admission requirements for all undergraduate and postgraduate courses will be reviewed and approved annually by Academic Board.

6. Entry Requirements

All applicants for APIC courses must hold the relevant academic or equivalent qualifications that are consistent with the requirements to commence study at the Australian Qualifications Framework (AQF) level for that course. (refer 6.1 Postgraduate entry requirements, and 6.2 Undergraduate entry requirements)

Individual applicants for any award course who do not meet the formal entry requirements may be considered on a case by case basis and approved for admission by the Dean.

Students who have accepted a Letter of Offer and who have not yet enrolled in their course may be approved by the Dean to defer their enrolment for a period of up to 12 months from their course start date.

Where English is not an applicant's first language or where the qualifications are from institutions where the delivery of the program was not in English, applicants are required to demonstrate their proficiency in English by achieving the English entry level in an internationally recognised English Language examination, as

detailed for the relevant programs below. (refer 6.1.3 English language requirements for postgraduate entry, and 6.2.3 English language requirements for postgraduate entry)

Applicants who do not meet APIC's English proficiency requirements can be made a conditional offer, with the requirements to complete an approved intensive English language course and to meet the required standard prior to their commencing their APIC award course study. (refer 7. Conditional Offers on Satisfying English Language Requirements)

Individual applicants for any award course who do not meet the formal English language requirements may be considered on a case by case basis and approved for admission by the Dean.

6.1. Postgraduate entry requirements

6.1.1. Masters Degrees (AQF Level 9)

The following admission criteria apply to all applicants to courses at APIC that lead to the award of an AQF Level 9 qualification. Additional English language requirements for international students are provided at 6.1.3 English language requirements for postgraduate entry.

- Applicants must have successfully completed a Bachelor Degree (AQF 7) or higher awarded by a recognised university or higher education institution, in any discipline.

6.1.2. Graduate Diplomas and Graduate Certificates (AQF Level 8)

The following admission criteria apply to all applicants to courses at APIC that lead to the award of an AQF Level 8 qualification. Additional English language requirements for international students are provided at 6.1.3 English language requirements for postgraduate entry.

- Applicants must have:
 - successfully completed a Bachelor Degree (AQF 7) or higher awarded by a recognised university or higher education institution, in any discipline; *OR*
 - successfully completed an Associate Degree or Advanced Diploma (AQF 6) awarded by a recognised university or higher education institution, in any discipline, AND have at least two-years full-time managerial and/or professional work experience in a related field; *OR*
 - a minimum of three-years full-time managerial and/or professional work experience in a related field; *OR*
 - a minimum of five-years full-time general work experience in a related field.

Applicants who do not meet the entry requirements for the Masters Degrees and who successfully complete a Graduate Diploma will be eligible to progress to a Masters Degree.

6.1.3. English language requirements for postgraduate entry

All applicants from a non-English speaking background applying to any postgraduate course at APIC must satisfy the following additional English language requirements:

- IELTS Academic: overall band score of 6.5 or higher with no band below 6.0; *OR*
- IBT (Internet-based TOEFL): overall score of 90 with a writing section minimum of 21; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Grades A, B, C and C1; *OR*
- Cambridge Certificate of Advanced English (CAE): total score of 58 or over: *OR*
- ELSIS English for Academic Purposes (EAP 2): Grade A; *OR*
- PTE Academic Module with score over 59.

6.2. Undergraduate entry requirements

6.2.1. Bachelor Degrees (AQF Level 7)

The following admission criteria apply to all applicants to courses at APIC that lead to the award of an AQF Level 7 qualification. Additional English language requirements for international students are provided at 6.2.3 English language requirements for undergraduate entry.

- Applicants must have successfully completed:
 - Year 12 in Australia with a minimum ATAR of 65; *OR*
 - the equivalent to an Australian Year 12 at a recognised overseas institution (refer Appendix A) with an equivalent minimum ATAR of 65**; *OR*
 - a Certificate IV (AQF 4) or higher awarded by a recognised higher education/vocational; *OR*
 - a General Certificate of Education Advanced Level (GCE A) with three or more C Grades; *OR*
 - a Global Assessment Certificate with an average Grade of 65% or higher; *OR*
 - an International Baccalaureate.

6.2.2. Diplomas (AQF Level 5)

The following admission criteria apply to all applicants to all courses at APIC that lead to the award of an AQF Level 5 qualification. English language requirements for international students are provided at 6.2.3 English language requirements for undergraduate entry.

- Applicants must have successfully completed:
 - Year 12 in Australia with a minimum ATAR of 55; *OR*
 - the equivalent to an Australian Year 12 at a recognised overseas institution (refer Appendix A) with an equivalent minimum ATAR of 55**; *OR*
 - a Certificate IV (AQF 4) or higher awarded by a recognised higher education/vocational institution; *OR*
 - a General Certificate of Education Advanced Level (GCE A) with three or more D Grades; *OR*
 - a Global Assessment Certificate with an average Grade of 55% or higher; *OR*
 - an International Baccalaureate.

** Specific overseas qualifications are detailed by country in the table in Appendix A. Not all qualifications and countries are listed; students with other credentials are encouraged to apply.

6.2.3. English language requirements for Bachelor entry

All applicants from a non-English speaking background applying to any AQF Level 7 qualification at APIC must satisfy the following additional English language requirements:

- IELTS Academic: overall band score of 6.0 or better with no band below 5.5; *OR*
- IBT (Internet-based TOEFL): overall score of 75 with a writing section minimum of 17; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Grades A, B, C and C1; *OR*
- Cambridge Certificate of Advanced English (CAE): total score of 52 or over; *OR*
- English for Academic Purposes (EAP 2): Grade A or Grade B; *OR*
- PTE Academic Module with score over 51; *OR*
- Certificate IV in ESL.

6.2.4. English language requirements for Diploma entry

All applicants from a non-English speaking background applying to any AQF Level 5 qualification at APIC must satisfy the following additional English language requirements:

- IELTS Academic: overall band score of 5.5 or better with no band below 5.0; *OR*
- IBT (Internet-based TOEFL): overall score of 71 with a writing section minimum of 16; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Grades A, B, C and C1; *OR*
- Cambridge Certificate of Advanced English (CAE): total score of 47 or over; *OR*
- English for Academic Purposes (EAP 2): Grade A or Grade B; *OR*
- PTE Academic Module with score over 46; *OR*
- Certificate IV in ESL.

7. Conditional Offers on Satisfying English Language Requirements

Applicants who do not meet APIC's English proficiency requirements can be made a conditional offer with a requirement to complete an approved intensive English language course and meet the required standard prior to their commencing their APIC award course.

The duration of the English language course varies, typically from 4 to 20 weeks. The required duration of study is dependent on the applicant's prior achieved English language proficiency as identified in their scores in approved English language courses completed within the past 24 months (refer Table 1 below).

Table 1. ELSIS English for Academic Purposes Course Duration

Course Level	IELTS Overall	IELTS Bands - S, L, R, W	EAP 1 (weeks)	EAP 2 (weeks)
AQF 9 Masters	6.5	none less than 6		
		less than 6		12
	6	none less than 6		12
		less than 6	6	12
	5.5	none less than 5.5	6	12
		less than 5.5	12	12
	5	none less than 5	12	12
		less than 5	12	12
4.5	none less than 4.5	12	12	
	less than 4.5	12	12	
AQF 8 Grad Dip. Grad Cert.	6.5	none less than 6		
		less than 6		12
	6	none less than 6		12
		less than 6	6	12
	5.5	none less than 5.5	6	12
		less than 5.5	12	12
	5	none less than 5	12	12
		less than 5	12	12
4.5	none less than 4.5	12	12	
	less than 4.5	12	12	
AQF 7 Bachelor	6	none less than 5.5		
		less than 5.5		6
	5.5	none less than 5.5		12
		less than 5.5	6	12
	5	none less than 5	6	12
		less than 5	12	12
	4.5	none less than 4.5	12	12
		less than 4.5	12	12
4	none less than 4	12	12	
	less than 4	12	12	
AQF 5 Diploma	5.5	none less than 5		
		less than 5	6	
	5	none less than 5	6	
		less than 5	12	
	4.5	none less than 4.5	12	
		less than 4.5	12	
4	none less than 4	12		
	less than 4	12		

8. Assessment of Work Experience and Uncredentialed Learning

Applicants seeking admission to an award course on the basis of relevant work experience or uncredentialed learning must demonstrate their readiness and suitability to commence the course. Specifically, applicants will be required to supply certified copies of statements from employers, present a portfolio, or demonstrate their competence through an appropriate form of assessment. It is the applicant's responsibility to provide all certified documentation for assessment at the time of application. (refer [Guidelines for Recognising Uncredentialed Learning](#))

9. Verifying Applicants' Documents and Academic and English Language Credentials

APIC verifies each applicant's academic and English language credentials and the status of the awarding institution prior to the issuing of a Letter of Offer.

9.1. Certified documentation

Applicants must submit original or officially certified copies of their academic transcripts and English language course certificates (as appropriate). To be considered officially certified copies, documents must be certified by a Justice of Peace or by an authorised agent.

These forms include:

- academic transcripts and completion letters;
- passport;
- English language proficiency certification;
- background checklist; and
- gap explanation (work experience).

9.2. Non-English language documentation

Applicants holding an overseas qualification(s) which is not in English must provide the original transcripts and testamur(s) and submit approved translations of those documents. APIC will only accept translations by NAATI translators.

9.3. Document requirements for assessment and approval

Table 2 below provides details of the specific requirements relating to submission of original, translated and certified documents.

Table 2. Applicant's Document Requirements and Assessment Criteria

Documents	Requirements and Comments
Academic Documents	<p>The following certified Academic documents are required:</p> <ul style="list-style-type: none"> • Official academic transcripts and graduation certificates from their senior secondary studies and any subsequent studies, including any incomplete qualification. Key to results is required. • Academic transcripts must clearly state duration of course, as consolidated transcripts do not show fails. If consolidated transcripts are provided, you must request and receive detailed mark sheets. Detailed mark sheets are required to calculate the credits the student has studied to determine the course duration. • Passport: A copy of the student passport photo page & visa (if applicable). <p>Documents that are not in English</p> <ul style="list-style-type: none"> • If the qualification is not in English we require an Official English language translated document. We need both the original language academic transcripts and graduation certificate and translated version of the document.
Translated Documents	<p>The translated document must be prepared by a recognised official translation service (in Australia they can find an official translator on the NAATI website: http://www.naati.com.au/home_page.html)</p> <ul style="list-style-type: none"> • The translation must be on official letterhead and bear the stamp or signature of the translator or translation service. • The translator must certify that the translation is a correct translation. • The translation must not be prepared by the student, or a person interested in the outcome of the student's application.
Certified Copies	<ul style="list-style-type: none"> • Official certified copies of documents are preferred as original documents will not be returned. Downloaded transcripts from the internet are not accepted (unless the period between the completion of the previous course and the commencement of the new course will not allow time for an Official copy to be provided; in these instances an internet copy will be accepted if each page of the transcript is signed and dated & stamped by the University as being true and correct. • To have a document certified, the student should take the original and a copy to an authorised person. The person must then write on every page of the copy document, "I have sighted the original and certify this to be a true copy of the original. Initial and date" (sample statement). APIC will not accept a scanned document as a certified document unless a scanned document has been sent to APIC by an APIC agent. APIC will not accept electronic stamps from agents, except from ECA. • A list of authorised person who can certify documents can be found at: http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx. • Outside of Australia - Any person or agency recognised by the law of the country in which the student resides can certify documents.
Evidence of Completion	<ul style="list-style-type: none"> • Certified copy of graduation certificate.
Work Experience	<ul style="list-style-type: none"> • Copy of CV/resume needs to include dates of employment, name of company, title held, duties and responsibilities. <p>Supporting evidence of employment to include:</p> <ul style="list-style-type: none"> • Reference letter from employer/s • Copy of signed contract from past employment • Copy of pay slips/tax invoices
Evidence of English Language Proficiency	<p>APIC accepts a variety of English language tests to measure a student's English language proficiency. The qualification must be less than 2 years old.</p>

10. Letters of Offer, Acceptance and Issue of CoEs

Once an applicant's documentation has been checked and validated, an APIC Letter of Offer will be prepared and sent to the applicant. The APIC Letter of Offer is the only approved offer and acceptance agreement.

The Letter of Offer will include course, course start and end date, campus location, up-front and total tuition fees and non-tuition fees, any conditions of enrolment, health cover provision and information on APIC's International Student Fee Refund policy and procedures.

If the applicant wishes to proceed they must sign, date and submit the Letter of Offer before or at the time of payment of fees.

The Applicant is also required to pay the first semester's tuition fee and OSHC (full visa length) before an electronic Confirmation of Enrolment (eCoE) is issued.

10.1. Deferred enrolment

After submitting their signed Letter of Offer, and before the payment of fees, a student may apply to the Registrar to defer their enrolment for a maximum of one year from their original commencement date as specified in the Letter of Offer.

Approval to defer will be subject to there being available capacity on the campus at which the student will be enrolled at the time of commencement of studies.

The Registrar and Dean may both approve applications to defer enrolment.

11. Policy Suspensions

This policy supersedes the following:

Document ID	Approval Date
Asia Pacific International College General Regulations Section 2. Admissions, clauses: 2.1. Admission Rules 2.2. General Criteria for Admission 2.3. Specific Criteria for Admission 2.5. Admission of International Students Section 3. Studying at APIC 3.3. Deferment	27 April 2016
Asia Pacific International College Quality Management System Sections: 'Admission Procedure – Domestic/International Students', pp. 64-65; 'Admission Requirements', pp. 65-66; '1. Admission to Master Degree Candidature', p. 66; '2. Admission to Graduate Certificate and Graduate Diploma', pp. 66-67; '3. English Proficiency Requirement', pp.67-68; 'Admission Requirements Bachelor and Diploma Courses', pp. 68-70; 'Procedures for Verifying Academic Credentials of Applicants', pp.70-71; 'Certified Documents', p. 71; 'Overseas Qualifications not in English', p. 71; 'Letters of Offer', p. 71.	27 April, 2016

12. Document Change Control

Version	Change Description	Date	Author
1.7	Section 9.2, remove wording "...and by the APIC authorised agent network".	11 April, 2017	Craig Ellis
1.8	Section 5, added paragraph on 'unreasonable barriers to access'. Added 'Section 10.1 Deferred enrolment'.	27 July, 2017	Corinne Green Craig Ellis
1.9	Section 6.2, update undergraduate admission criteria to include "minimum ATAR".	31 August, 2017	Craig Ellis

Appendix A – English Language Requirements

A1. Tertiary Study in English Language Medium Requirements

Applicants may be deemed to have met the APIC English language requirements for admittance if the applicants have successfully completed a recognised undergraduate or postgraduate degree level course in Australia or in a tertiary education institution in one of the countries listed in Table A1 below, and in which English has been the sole medium of instruction and examination.

If immediately prior to applying for admission to APIC an applicant was enrolled and was studying a course offered by an Australian university or higher education institution comparable in level to the APIC course, that applicant may be deemed to have met the APIC English language requirements for admittance.

Table A1. Countries with Approved English Language Medium Tertiary Education Institutions

American Samoa	Nigeria
Botswana	Papua New Guinea
Canada	Singapore
Fiji	Solomon Islands
Ghana	South Africa
Guyana	Tonga
Ireland	Trinidad and Tobago
Jamaica	United Kingdom
Kenya	United States of America
Lesotho	Zambia
Liberia	Zimbabwe
New Zealand	

A2. Other Study in English Language Medium Requirements

Applicants may be deemed to have met the APIC English language requirements for admittance if within the last 24 months they have successfully completed:

- at least one year of a vocational qualification at a Diploma or Advanced Diploma level in an Australian Registered Training Organisation; or
- they have resided and worked professionally in Australia or another English-speaking country since graduation (Applicants will need to provide proof of residency and employment with their application for admission).

Applicants who have studied English prior to their application or those with prior living experience in an English speaking country do not automatically meet APIC's English Language proficiency requirements, and are considered on a case by case basis. In all such cases the College may still require applicants to pass the English for Academic Purposes (EAP) test (minimum score 50) or equivalent tests prior to their commencement of studies at APIC.