

ICMS



ADMISSIONS GUIDEBOOK

Version 41.0

Contents

1	The application process	6
1.1	How to apply	6
1.2	Documents required for an application	6
1.3	Translation of application documents	6
1.4	Certifying documents	7
1.5	Authorised persons for purposes of certification	7
1.6	What is an official transcript	7
1.7	Application deadlines	8
1.8	Letter of Offer	8
1.9	How to accept an offer	8
1.9.1	Accepting an offer – domestic applicants	8
1.9.2	Accepting an offer – international applicants	8
1.10	Deferral	9
2	Important dates	9
3	Tuition fees	9
4	Overseas Student Health Cover (OSHC)	9
4.1	What is OSHC	9
5	Advanced standing	9
5.1	What is advanced standing?	9
6	Academic entry requirements	10
6.1	Table A – Australian foundation program	10
6.1.1	Academic entry requirement by country	10
6.1.2	Academic entry requirement by qualification	10
6.1.3	English language proficiency requirement	11
6.2	Table B – Undergraduate Certificate and Diploma courses (AQF 5)	11
6.2.1	Academic entry requirement – Australian qualifications	11
6.2.2	Equivalent academic entry requirement by country	12
6.2.3	Academic entry requirement by qualification	13
6.2.4	English language proficiency requirement	14
6.3	Table C – Associate degree courses (AQF 6)	14
6.3.1	Academic entry requirement – Australian qualifications	14
6.3.2	Equivalent academic entry requirement by country	15
6.3.3	Academic entry requirement by qualification	17
6.3.4	English language proficiency requirement	17
6.4	Table D – Bachelor degree courses (AQF 7)	18
6.4.1	Academic entry requirement – Australian qualifications	18

6.4.2	Equivalent academic entry requirement by country	19
6.4.3	Academic entry requirement by qualification	21
6.4.4	English language proficiency requirement.....	22
6.5	Table E – Postgraduate Qualifying Program (PQP)	22
6.5.1	Academic entry requirement by country	22
6.5.2	English language proficiency requirement.....	22
6.6	Table F – Graduate Certificate courses (AQF 8) (excluding Graduate Certificate of Business Administration)	22
6.6.1	Academic entry requirement	22
6.6.2	English language proficiency requirement.....	23
6.7	Table G – Graduate Certificate of Business Administration	23
6.7.1	Academic entry requirement	24
6.7.2	English language proficiency requirement.....	25
6.8	Table H – Graduate Diploma of Business Administration	25
6.8.1	Academic entry requirement	25
6.8.2	English language proficiency requirement.....	26
6.9	Table I – Master degree courses (AQF 9) excluding Master of Business Administration degree courses	26
6.9.1	Academic entry requirement	26
6.9.2	English language proficiency requirement.....	27
6.10	Table J – Master of Business Administration degree courses (AQF 9).....	27
6.10.1	Academic entry requirement	28
6.10.2	English language proficiency requirement.....	29
6.11	Table K – Study abroad and exchange programs	29
6.11.1	Academic entry requirement by country	29
6.11.2	English language proficiency requirement.....	30
6.12	Non-award study.....	30
6.13	Cross institutional study	30
6.14	Study tours.....	30
6.15	Overseas qualification equivalency	30
7	Entry Pathways.....	30
7.1	Entry pathways - Work and Life Experience (excluding Master of Business qualifications and their nested courses).....	30
8	Other Admissions Options	31
8.1	Early Entry Scheme	31
8.1.1	Criteria for admission	31
8.2	Schools Recommendation Scheme (SRS).....	31
8.2.1	Criteria for admission	31

8.3	Leadership Entry Program	32
8.3.1	Criteria for admission	32
8.4	Elite Athletes/Performers	32
8.4.1	Criteria for admission	32
8.5	Special Entry Pathway (exceptional circumstances)	32
8.5.1	Criteria for admission	32
8.6	Applicants with Aboriginal or Torres Strait Islander background	33
8.6.1	Criteria for admission	33
8.7	Year 12 students who completed in 2020	33
9	Domestic admissions – Year 12 Australian subjects	34
9.1	Courses and subjects table	34
10	English language proficiency overview	34
10.1	English language proficiency	34
11	Provisional enrolment	34
11.1	Provisional enrolment – diploma courses	34
12	English language proficiency requirements	35
12.1	General English Program (GEP)	35
12.2	Cambridge B2 First	36
12.3	Cambridge C1 Advanced	36
12.4	Academic English Program (AEP)	36
12.5	Australian foundation program	36
12.6	Diploma course	37
12.7	Associate degree course	37
12.8	Bachelor degree course, Study Abroad or Exchange programs	37
12.9	Postgraduate Qualifying Program (PQP)	38
12.10	Graduate Certificate and Graduate Diploma courses	38
12.11	Master degree courses	38
13	Other English proficiency accepted	39
13.1	Qualifications completed in an English medium	39
13.2	Additional English language proficiency	39
13.3	English proficiency qualifications	40
13.3.1	English proficiency requirement by qualification	40
13.3.2	English proficiency requirement by country	40
13.4	Australian English Language Intensive Courses for Overseas Students (ELICOS) provider assessments accepted	41
13.5	Living and working in an English-speaking country	41
14	Admissions Guidebook change log	42

NB. Although designed for external applicants the admission criteria outlined in this document also apply to the Institution's current students wishing to pathway to a higher-level qualification within the Institution.

1 The application process

1.1 How to apply

Applicants must complete an application form, submission of either a digital (website) or hard copy application is acceptable.

Digital applications may be made via the below websites:

- International College of Management, Sydney - www.icms.edu.au
- ASPIRE Institute - www.aspire.edu.au
- International Sports College Australia - www.iscaustralia.edu.au

For more specific information regarding applications please refer to the following:

- [Admissions Policy](#)

1.2 Documents required for an application

Applications must include:

- Completed application form
- Original or certified academic evidence
- Copy of passport or birth certificate
- Original or certified English language proficiency (if applicable)
- Original or certified work experience evidence (if applicable)
- Other documentary evidence as requested

1.3 Translation of application documents

All official document in any language other than English must also be accompanied by an official translation into English bearing the stamp and signature of a certified translator. Translators in Australia must be certified by the National Accreditation Authority for Translators and Interpreters (NAATI).

1.4 Certifying documents

A certified document is a copy of an original document that has been certified as being a true copy of the original by an authorised person.

It is signed and stamped “This is a true copy of the original document sighted by me”

The person certifying the photocopies must sign it and print the following details:

- Name
- Contact number
- Date of verification

And/or

- Official stamp or seal of the verifier

1.5 Authorised persons for purposes of certification

- ICMS representative (in-country representative, area manager, recruitment team member)
- Institution “preferred” agent
- Bank manager
- Justice of the Peace
- Minister of religion
- Accountant
- Principal of a college or school
- Barrister, solicitor or patent attorney
- An authorised translator
- A representative or the Registrar or Academic Affairs Officer or equivalent from the institution that originally issued the document(s). If transcripts or grade records are received directly from the email address of the partner education provider, certification is not required.
- An authorised officer of an Australian overseas diplomatic mission
- Police officer in charge of a police station, or of rank of sergeant and above
- Public Notary Office (Chinese: 公证处 Pinyin:gōng zhèng chù) – a subordinate agency of the Ministry of Justice of the Peoples Republic of China
- Any member of Migration Agents Registration Authority (MARA) that is endorsed by an ICMS country manager

1.6 What is an official transcript

A record of a student’s final academic results which issued by an institution, on official transcript paper, and signed by an authorised officer (and may bear an official stamp).

1.7 Application deadlines

Applicants are encouraged to apply as soon as possible. Applicants will not be allowed to arrive and start their course any later than Wednesday of the second week of class (or Monday of the second week for some courses) as determined by the Registrar.

1.8 Letter of Offer

Applications are dated before being entered into the Institution's student database by the relevant Admissions staff. At this time, a preliminary assessment is made and if further information is required, the respective regional development manager will contact the applicant.

Upon assessment, a Letter of Offer (or Letter of Decline) will be issued as below within two working days or within ten working days for those requiring assessment for advanced standing.

Applicants who are currently enrolled in a qualifying course, such as high school or college studies or an English language program, and whose final results are not available at the time of application, can only be assessed on the available information. In this case, a conditional (provisional) letter of offer may be made. Once an applicant's results are received and the applicant meets the entry requirements, an unconditional offer can be made.

Incomplete applications cannot be processed. Submitting an incomplete application may cause unnecessary delays in processing.

1.9 How to accept an offer

Applicants who wish to accept an offer to a course must do so by the means specified in their Letter of Offer.

1.9.1 Accepting an offer – domestic applicants

Fees payable: Domestic applicants are not required to pay a fee to secure their enrolment at the Institution. All fees are to be paid by the applicants individually during their Orientation Week or as required.

Letter of acceptance: A Letter of Acceptance will be issued upon meeting all conditions stated on the Letter of Offer and receipt of the signed acceptance declaration.

1.9.2 Accepting an offer – international applicants

This Institution participates in the Streamlined Visa Processing (SVP) program established by the Department of Home Affairs (DHA). The Institution must ensure international applicants are Genuine Students (GS)

A Letter of Acceptance and Confirmation of Enrolment (CoE) will only be issued upon meeting the following:

- satisfying conditions of entry;
- signed and dated Acceptance of Offer and Written Agreement

- completion of the required sections in the GS form to satisfy GS requirements;
- Completed CoE Request Form; and
- applicable deposit fees paid.,

1.10 Deferral

All information regarding deferral of commencement for new students can be found in the [Deferral Procedures](#).

2 Important dates

- Important admissions dates for ICMS applicants are provided [here](#).
- Important admissions dates for ASPIRE applicants are provided [here](#).
- Important admissions dates for ISCA applicants are provided [here](#).

3 Tuition fees

- Tuition fees for ICMS applicants are provided [here](#).
- Tuition fees for ASPIRE applicants are provided [here](#).
- Tuition fees for ISCA applicants are provided [here](#).

4 Overseas Student Health Cover (OSHC)

4.1 What is OSHC

Overseas Student Health Cover (OSHC) is insurance to assist international students meet the costs of medical and hospital care that they may need while in Australia. All international students must take out OSHC as a condition of their student visa. For additional information please refer to the [OSHC information](#) in the Student Handbook.

5 Advanced standing

5.1 What is advanced standing?

Advanced standing is a form of credit for any previous learning, which includes credit transfer and recognition of prior learning. For more information please refer to the [Advanced Standing Policy](#).

6 Academic entry requirements

6.1 Table A – Australian foundation program

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.1.1 Academic entry requirement by country

Country	Academic requirement
Australia	Completion of Australian Year 11
China	Gao Er (SM2) with a 60% average
Germany	Intermediate School Leaving Certificate (Yr 11)
Hong Kong	Completion of Form 5 or 6
India	Standard XI or Standard XII or equivalent
Indonesia	SMU 2
Korea	Completion of Year 2 Senior High School with above average grades
Macau	Form 5 or Senior Middle 2
Malaysia	SPM (or forecast), Senior Middle 2 or UEC (or forecast) Malaysia STPM score based on: A1=8;A2=7;B3=6;B5=4;B6=3;C7=2;C8=1
New Zealand	Successful completion of New Zealand Year 12 with less than 50 course credits at Level 2
Philippines	Successful completion of High School Diploma
Russian Federation	Certificate of Secondary Education
Singapore	Successful completion of the Singapore Cambridge GCE O-Level with a minimum pass in four subjects; or minimum pass in 2 or 3 O-level subjects plus 1 A-Level subject with a grade "E" or above
Taiwan	Senior High School Year 2 or 3
Thailand	Matayom 5 or Matayom 6
Vietnam	Year 11 with an average grade of 6

OR

6.1.2 Academic entry requirement by qualification

Qualification	Academic requirement
GCE O Level / IGSCE / GSCE	Successful completion with a minimum pass in four subjects; or minimum pass in 2 or 3 O-level subjects plus 1 A-Level subject with a grade "E" or above
BTEC	Successful completion of BTEC National 3 Extended Certificate or BTEC Firsts Level 2 Diploma in business or related area

Students must be at least 17 years of age at the time of commencement of Foundation studies [as per the Australian National Standards for Foundation Programs]

AND

6.1.3 English language proficiency requirement

To find the applicable English language proficiency requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.2 Table B – Undergraduate Certificate and Diploma courses (AQF 5)

Undergraduate Certificate of Business
 Undergraduate Certificate of Business (Sports Management)
 Undergraduate Certificate of Business (Entrepreneurship)
 Undergraduate Certificate of Business (Fashion & Global Brand Management)
 Undergraduate Certificate of Sports Management (High Performance)
 Diploma of Business
 Diploma of Business (Accounting)
 Diploma of Business (Entrepreneurship)
 Diploma of Business (Fashion and Global Brand Management)
 Diploma of Business (International Tourism)
 Diploma of Business (Marketing)
 Diploma of Business (Sports Management)
 Diploma of Event Management
 Diploma of Hospitality Management
 Diploma of Information Technology
 Diploma of Property
 Diploma of Sports Management (High Performance)

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.2.1 Academic entry requirement – Australian qualifications

**Qualification	Academic requirement
Applicants with recent secondary education	Completed Australian Year 12. ATAR is not a requirement.
Applicants with higher education study (<i>bridging or enabling course</i>)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
Applicants with Vocational Education and Training (VET) study	A completed Certificate IV or above
Applicants with work and life experience	Must demonstrate ability to undertake study at this level: Evidence of two years' full-time work experience such as CV/resume with at least two reference letters AND/ OR Formal, informal or non-formal study, completed or partially completed,

	demonstrating a reasonable prospect of success as outlined in section 7.1.
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OR

6.2.2 Equivalent academic entry requirement by country

Country	Academic requirement
Bangladesh	Higher Secondary Certificate (HSC) with a minimum average of 60 % or GPA 3.5
Cambodia	Completion of diploma of upper secondary Education with a C grade average
China	Successful completion of the General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3)
Egypt	General Secondary Education Certificate/Advanced Technical Diploma with Minimum average of 50%
Germany	Successful completion of the Abitur/Allgemeine Hochschulreife
Hong Kong	Successful completion of the HKDSE
India	Successful completion of All India Senior School Certificate or Indian School Certificate or Senior Secondary Certificate or State Board Examinations
Indonesia	SMU 3 or Secondary School Certificate of Graduation
Jordan	General Secondary Education certificate/Vocational Comprehensive Secondary Certificate with Minimum average of 60% Or Middle eastern Secondary school leaving Certificate (Tawjih) with minimum 70% average
Kenya	Kenya certificate of secondary education (KCSE) with a minimum C- grade average of 7 subjects
Korea	Completion of the General Senior High School Certificate
Laos	Successful completion of Baccalaureate or Vocational School Certificate with an overall grade of 65% or above
Macau	Successful completion of the Form 6
Malaysia	Completion of the STPM or matriculation (Matrikulas)
Malawi	Completed Malawi School Certificate Examination (MSCE) with 6 A level passes
Mauritius	Completion of Higher School certificate / General Certificate of Education Advanced Level (GCE A-level minimum Passes 2 or equivalent
Myanmar	Matriculation / Basic Education High School (BEHS) Examination Certificate with an average of 55%
New Zealand	Successful completion of New Zealand Year 13 with a minimum of 50 course credits at Level 2 or above
Nigeria	Completion of senior secondary school examinations (WAEC or NECO) with 5 Grades at D7 level
Norway	Successful completion of the Vitnemal
Oman	General Education Diploma certificate/ Vocational Efficiency Certificate), with Minimum average of 80 %, or year 12 American program or Completed 1year Certificate (After GED) from a section 1 college of higher education

Philippines	Successful completion of Senior High School (academic track) with an overall grade of 65% or above
Russian Federation	Successful completion of the Attestat o Srednem [polnom] Obshchem Obrazovanii [Certificate of Secondary [Complete] General Education]
Singapore	Successful completion of the Singapore Cambridge GCE A-Level with an aggregate of #3* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
South Africa	Completion of National Senior Certificate Awarded by Umalusi or NQF level 4)
Tanzania	Completion of Advanced certificate of secondary Education with minimum two D's or equivalent
Taiwan	Successful completion of Senior High School Year 3
Thailand	Successful completion of the Certificate of Secondary Education [Matayom 6]
UAE	Completion of technical secondary Diploma OR Tawjhiyya or Thanawiyya AL-A'ama (General Secondary Certificate with a minimum score of 60%. Or completion of Foreign Qualifications (UK, USA, Pakistan, India, Iran and IB)
Vietnam	Successful completion of the Diploma of General Education [Bang Tot Nghiep Pho Thong Trung Hoc] or the Bang Tot Nghiep Hoc Chuyen Nghiep (Secondary Vocational School Certificate)
Zimbabwe	Zimbabwe General Certificate of education at Advanced Level with Minimum of 2 passes at A level grade E or above and Four O-Level subjects passed with Grade of D or Above

OR

6.2.3 Academic entry requirement by qualification

Qualification	Academic requirement
International Baccalaureate	IB Diploma with a score of 22
Cambridge International Examinations or Edexcel GCE	Successful completion of GCE A-Level with an aggregate of #3* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5

BTEC	Successful completion of BTEC National 3 Foundation Diploma or pass grades in 6 units of Diploma or Extended Diploma in business or related area
Certificate IV	Successful completion of a Certificate level IV qualification (under the AQF) or its equivalent
Australian Foundation Program	Successful completion of an Australian Foundation Program

AND

6.2.4 English language proficiency requirement

To find the applicable English language proficiency requirement please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.3 Table C – Associate degree courses (AQF 6)

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.3.1 Academic entry requirement – Australian qualifications

Qualification	Academic requirement
Applicants with recent secondary education	Completed Australian Year 12 with a minimum Band 2 in English and Mathematics (or as equivalent as listed in the Courses & Subjects Table). ATAR is not a requirement.
Applicants with higher education study (<i>bridging or enabling course</i>)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
Applicants with Vocational Education and Training (VET) study	A completed Certificate IV or above
Applicants with work and life experience	Must demonstrate ability to undertake study at this level: Evidence of two years' full-time work experience such as CV/resume with at least two reference letters AND/ OR Formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success as outlined in section 7.1.

OR

6.3.2 Equivalent academic entry requirement by country

Country	Academic requirement
Bangladesh	Higher secondary certificate with a minimum average of 70% / HSC in first division with GPA 4.5
Cambodia	Successful completion of at least one year of study at a recognized tertiary or higher education institution or similar
China	Successful completion of the General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3) with a minimum mark of 70% or completion of the Gao Kao (University Entrance Examination)
Egypt	Completion of a bachelor's degree (4 years duration) Or Licence from a section 3 institution or equivalent
France	Successful completion of either the Baccalauréat Général, the L'Enseignement du Second Degré, or the Diplôme de Bachelier de L'Enseignement du Second Degré with a minimum overall grade of 10
Germany	Successful completion of the Abitur/Allgemeine Hochschulreife with a grade of 4.2 or less
Hong Kong	Completion of the HKDSE with minimum aggregate score of 12 in best five subjects (four core subjects plus one subject from Category A)
India	Successful completion of All India Senior School Certificate or Indian School Certificate with an overall grade point average of at least 60% in best 4 subjects excluding local language; or successful completion of Senior Secondary Certificate(State Boards) with an average score of at least 70% in best 4 subjects excluding local language
Indonesia	SMU 3 or Secondary School Certificate of Graduation with an average of 75%
Italy	Successful completion of the Upper Secondary School Leaving Certificate with an overall average of 60%
Jordan	Completion of Associate Degree, or Diploma, OR Completion of Community College Diploma, OR Completion of Intermediate University Diploma 2 or more years full time
Kenya	Kenya certificate of secondary education (KCSE) with a minimum C+ grade average of 7 subjects
Korea	Successful completion of the General Senior High School Certificate with a C grade average (75%) OR successful completion of the Diploma with an overall GPA of 3 (75%)
Macau	Successful completion of the Form 6 or completion of Gao San (Senior Middle 3) with a 70% average
Malaysia	Completion of the Sijil Tinggi Pelajaran Malaysia (STPM) best three subjects with an aggregate of 4; or Matriculation (Matrikulas) with an overall score 2.0; or the Unified Examination Certificate with an average of 60
Malawi	Completed a 4 year Bachelor degree (Awarded as Pass degree)

Mauritius	Completion of Higher Technician Diploma (AQF Diploma equivalent) or equivalent
Myanmar	Matriculation / Basic Education High School (BEHS) Examination Certificate with an average of 65% or equivalent
New Zealand	Successful completion of New Zealand Year 13 with a minimum of 42 course credits at Level 3 or above
Nigeria	Completion of senior secondary school examinations (WAEC or NECO) with 5 Grades at C6 level
Norway	Successful completion of the Vitnemal with an average of Fair (3)
Oman	Completed Diploma or Associate degree (2 or 3years full time) Completed Advanced Diploma or Higher Diploma (2-3 years full time)
Philippines	Successful completion of Senior High School (academic track) with an overall grade of 75% or above
Russian Federation	Successful completion of Attestat o Srednem (Polnom) Pbschem Pbrzovanii (Certificate of [Complete] Education with a GPA of 4.5
Singapore	Successful completion of the Singapore-Cambridge of GCE A-Level with an aggregate of #6* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
Spain	Successful completion of the Curso de Orientacion Universitaria [Course of University Guidance] with an overall GPA of 4.7
South Africa	Completion of National Senior Certificate /Senior certificate with grade average of min 60% Completion of National Certificate or National Diploma Or Higher Certificate (AQF Diploma Equivalent) or equivalent
Sweden	Successful completion of the Swedish Upper Secondary School Leaving Certificate (1997-2013) with a minimum GPA of 11.8 or Successful completion of the Swedish Upper Secondary School Leaving Certificate (2014 onwards) with a minimum GPA of 10.9
Tanzania	Completion of Higher Diploma or equivalent
Taiwan	Successful completion of the Taiwanese Senior High School Diploma or Senior Vocational School Diploma with an overall grade of 75%
Thailand	Successful completion of the Certificate of Secondary Education (Matayom 6) with GPA of 2.0 or higher
United Kingdom	Successful completion of Edexcel GCE A-Level or Cambridge International A-Level Examinations with an aggregate of #6*

United States of America	Successful completion of the High School Diploma with GPA 2.5
UAE	Completion of technical secondary Diploma OR Tawjihyya or Thanawiyya AL-A'ama (General Secondary Certificate with a minimum score of 75% or equivalent)
Vietnam	Successful completion of the Diploma of General Education (Bang Tot Nghiep Pho Thong Trung Hoc) or Secondary Vocational school Certificate (Bang Tot Nghiep Trung Hoc Chuyen Nghiep) with an average grade of 7.0 or above; or Year 12 GPA of 7.0 of above
Zimbabwe	Zimbabwe GCE A Level with Minimum of 2 passes at A level grade E or above and 5 O-level subjects passes with Grade of D or above or equivalent

OR

6.3.3 Academic entry requirement by qualification

Qualification	Academic requirement
International Baccalaureate	IB Diploma with a score of 22
Cambridge International Examinations or Edexcel GCE	Successful completion of GCE A-Level with an aggregate of #3* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
BTEC	Successful completion of BTEC National 3 Foundation Diploma or pass grades in 6 units of Diploma or Extended Diploma in business or related area
Certificate IV	Successful completion of a Certificate level IV qualification (under the AQF) or its equivalent
Australian Foundation Program	Successful completion of an Australian Foundation Program with a GPA of 3.0 and a pass in all subjects.

AND

6.3.4 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.4 Table D – Bachelor degree courses (AQF 7)

Bachelor of Business
 Bachelor of Business (Accounting)
 Bachelor of Business (Entrepreneurship)
 Bachelor of Business (Fashion and Global Brand Management)
 Bachelor of Business (International Tourism)
 Bachelor of Business (Marketing)
 Bachelor of Business (Sports Management)
 Bachelor of Event Management
 Bachelor of Hospitality Management
 Bachelor of Business Management (Accounting)
 Bachelor of Business Management (Fashion and Global Brand Management)
 Bachelor of Information Technology
 Bachelor of Information Technology (Big Data and Analytics)
 Bachelor of Information Technology (Cyber Security)
 Bachelor of Property (Development, Investment and Valuation)

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.4.1 Academic entry requirement – Australian qualifications

**Qualification	Academic requirement
Applicants with recent secondary education	Completed Australian Year 12 with a minimum Band 2 in English and Mathematics (or as equivalent as listed in the Courses & Subjects Table). ATAR is not a requirement.
Applicants with higher education study (<i>bridging or enabling course</i>)	A completed higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
Applicants with Vocational Education and Training (VET) study	A completed Certificate IV or above
Applicants with work and life experience	Must demonstrate ability to undertake study at this level: Evidence of two years' full-time work experience such as CV/resume with at least two reference letters AND/ OR Formal, informal or non-formal study, completed or partially completed, demonstrating a reasonable prospect of success as outlined in section 7.1.

OR

6.4.2 Equivalent academic entry requirement by country

Country	Academic requirement
Bangladesh	Higher secondary certificate with a minimum average of 70% / HSC in first division with GPA 4.5
Cambodia	Successful completion of at least one year of study at a recognized tertiary or higher education institution or similar
China	Successful completion of the General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3) with a minimum mark of 70% or completion of the Gao Kao (University Entrance Examination)
Egypt	Completion of a bachelor's degree (4 years duration) Or Licence from a section 3 institution or equivalent
France	Successful completion of either the Baccalauréat Général, the L'Enseignement du Second Degré, or the Diplôme de Bachelier de L'Enseignement du Second Degré with a minimum overall grade of 10
Germany	Successful completion of the Abitur/Allgemeine Hochschulreife with a grade of 4.2 or less
Hong Kong	Completion of the HKDSE with minimum aggregate score of 12 in best five subjects (four core subjects plus one subject from Category A)
India	Successful completion of All India Senior School Certificate or Indian School Certificate with an overall grade point average of at least 60% in best 4 subjects excluding local language; or successful completion of Senior Secondary Certificate (State Boards) with an average score of at least 70% in best 4 subjects excluding local language
Indonesia	SMU 3 or Secondary School Certificate of Graduation with an average of 75%
Italy	Successful completion of the Upper Secondary School Leaving Certificate with an overall average of 60%
Jordan	Completion of Associate Degree, or Diploma, OR Completion of Community College Diploma, OR Completion of Intermediate University Diploma 2 or more years full time
Kenya	Kenya certificate of secondary education (KCSE) with a minimum C+ grade average of 7 subjects
Korea	Successful completion of the General Senior High School Certificate with a C grade average (75%) OR successful completion of the Diploma with an overall GPA of 3 (75%)
Laos	Successful completion of Baccalaureate or Vocational School Certificate with an overall grade of 75% or above
Macau	Successful completion of the Form 6 or completion of Gao San (Senior Middle 3) with a 70% average

Malaysia	Completion of the Sijil Tinggi Pelajaran Malaysia (STPM) best three subjects with an aggregate of 4; or Matriculation (Matrikulas) with an overall score 2.0; or the Unified Examination Certificate with an average of 60
Malawi	Completed a 4 year Bachelor degree (Awarded as Pass degree)
Mauritius	Completion of Higher Technician Diploma (AQF Diploma equivalent) or equivalent
Myanmar	Matriculation / Basic Education High School (BEHS) Examination Certificate with an average of 65% or equivalent
New Zealand	Successful completion of New Zealand Year 13 with a minimum of 42 course credits at Level 3 or above
Nigeria	Completion of senior secondary school examinations (WAEC or NECO) with 5 Grades at C6 level
Norway	Successful completion of the Vitnemal with an average of Fair (3)
Oman	Completed Diploma or Associate degree (2 or 3years full time) Completed Advanced Diploma or Higher Diploma (2-3 years full time)
Pakistan	The High School Senior Certificate or Intermediate Examination Certificate with an average of 75%
Philippines	Successful completion of Senior High School (academic track) with an overall grade of 75% or above
Russian Federation	Successful completion of Attestat o Srednem (Polnom) Pbschem Pbrzovanii (Certificate of [Complete] Education with a GPA of 4.5
Singapore	Successful completion of the Singapore-Cambridge of GCE A-Level with an aggregate of #6* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
Spain	Successful completion of the Curso de Orientacion Universitaria [Course of University Guidance] with an overall GPA of 4.7
South Africa	Completion of National Senior Certificate /Senior certificate with grade average of min 60% Completion of National Certificate or National Diploma Or Higher Certificate (AQF Diploma Equivalent) or equivalent
Sweden	Successful completion of the Swedish Upper Secondary School Leaving Certificate (1997-2013) with a minimum GPA of 11.8 or Successful completion of the Swedish Upper Secondary School Leaving Certificate (2014 onwards) with a minimum GPA of 10.9
Tanzania	Completion of Higher Diploma or equivalent

Taiwan	Successful completion of the Taiwanese Senior High School Diploma or Senior Vocational School Diploma with an overall grade of 75%
Thailand	Successful completion of the Certificate of Secondary Education (Matayom 6) with GPA of 2.0 or higher
United Kingdom	Successful completion of Edexcel GCE A-Level or Cambridge International A-Level Examinations with an aggregate of #6*
United States of America	Successful completion of the High School Diploma with GPA 2.5
UAE	Completion of technical secondary Diploma OR Tawjihyya or Thanawiyya AL-A'ama (General Secondary Certificate with a minimum score of 75% or equivalent
Vietnam	Successful completion of the Diploma of General Education (Bang Tot Nghiep Pho Thong Trung Hoc) or Secondary Vocational school Certificate (Bang Tot Nghiep Trung Hoc Chuyen Nghiep) with an average grade of 7.0 or above; or Year 12 GPA of 7.0 of above
Zimbabwe	Zimbabwe GCE A Level with Minimum of 2 passes at A level grade E or above and 5 O-level subjects passes with Grade of D or above or equivalent

OR

6.4.3 Academic entry requirement by qualification

Qualification	Academic requirement
International Baccalaureate	Completed IB Diploma with a score of 24
Cambridge International Examinations or Edexcel GCE	Successful completion of GCE A-Level with an aggregate of #6* *Points are calculated on the basis that A*=6, A=5, B=4, C=3, D=2, E=1 and must include minimum one subject of Advanced Level or combination of Advanced and Advanced Subsidiary subjects. Advanced Subsidiary subjects are included in the aggregate and contribute the equivalent of half of a subject taken at Advanced Level: A=2.5, B=2, C=1.5, D=1, E=0.5
BTEC	Successful completion of BTEC National 3 Diploma or Extended Diploma in business or related area
Certificate IV	Successful completion of a Certificate level IV qualification (under the AQF) or its equivalent
Australian Foundation Program	Successful completion of an Australian Foundation Program at an equivalent GPA of 3.0 with a pass in all subjects

AND

6.4.4 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.5 Table E – Postgraduate Qualifying Program (PQP)

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.5.1 Academic entry requirement by country

Country	Academic requirement
All	Completed a three-year higher education qualification or overseas equivalent

AND

6.5.2 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.6 Table F – Graduate Certificate courses (AQF 8) (excluding Graduate Certificate of Business Administration)

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.6.1 Academic entry requirement

Graduate Certificate of Business (GCB)
 Graduate Certificate of Business (Media & Marketing)
 Graduate Certificate of Business (Tourism & Hospitality Marketing)
 Graduate Certificate in Event Management
 Graduate Certificate of Information Technology

Country	Academic requirement
All	Successful completion of a bachelor degree (AQF 7) from an Australian higher education institution or overseas equivalent OR
	Successful completion of an overseas higher education course of at least three years' duration (minimum AQF level 6 or equivalent), with a minimum credit grade average (GPA 3.0 on a 5-point scale) OR
	Successful completion of a recognised Diploma or Advanced Diploma (or equivalent as recognised by the

	<p>Australian Government's qualifications recognition tool) with at least four (4) years relevant full-time work experience OR</p> <p>Successful completion of an approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent OR</p> <p><i>All courses with exception of the Graduate Certificate of Information Technology:</i></p> <p>At least five years' appropriate full-time managerial or professional experience</p> <p><i>Applicants must demonstrate a recognisable level of responsibility as part of their work experience. Position accountability in a range of areas such as budgeting, staffing, project management, financial management or other relevant supervisory experience should be evident in the applicant's work history. While senior levels of volunteer experience may be considered, normally the majority of the work should be in a paid, full-time capacity</i></p> <p><i>Graduate Certificate of Information Technology only:</i></p> <p>At least five years' appropriate full-time managerial or professional IT experience.</p> <p><i>Applicants must demonstrate a recognisable level of responsibility as part of their work experience. Position accountability in a range of areas as applicable or other relevant supervisory experience should be evident in the applicant's work history. While senior levels of volunteer experience may be considered, normally the majority of the work should be in a paid, full-time capacity.</i></p> <p>All applicants seeking admission on the basis of work experience MUST support their application with evidence outlined in section 7.1</p> <p>OR</p> <p>Successful completion of at least two award or at least two non-award subjects (at AQF Level 8 or above) from an Australian higher education institution or overseas equivalent.</p>
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AND

6.6.2 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#).

6.7 Table G – Graduate Certificate of Business Administration

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.7.1 Academic entry requirement

Graduate Certificate Business Administration

Country	Academic requirement
	*
All	<p>Meet one of the following academic entry requirements:</p> <p>Successful completion of a Bachelor degree from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 2.5 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of a Graduate Certificate from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 2.5 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of at least two award, or two non-award, postgraduate subjects (at AQF Level 8 or above) from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 2.5 (on a 5 point scale).</p> <p>.</p> <p>OR</p> <p>Successful completion of an approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 2.5 (on a 5 point scale).</p> <p>.</p> <p>OR</p> <p>For mature age entry (21+): successful completion of a diploma or associate degree qualification (or equivalent as recognised by the Australian Government's qualifications recognition tool) AND five years of relevant management experience*.</p> <p><i>*All applicants seeking admission on the basis of work experience MUST support their application with evidence outlined in section 7.1</i></p>

AND

6.7.2 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#).

6.8 Table H – Graduate Diploma of Business Administration

Applicants are required to satisfy:

3. the academic entry requirements; **and**
4. the English language proficiency requirements where applicable.

6.8.1 Academic entry requirement

Graduate Diploma of Business Administration

Country	Academic requirement
All	<p>Meet one of the following academic entry requirements:</p> <p>Successful completion of a Bachelor degree from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of a Graduate Certificate from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of at least two award, or two non-award, postgraduate subjects (at AQF Level 8 or above) from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of an approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p>

	<p>For mature age entry (21+): successful completion of a diploma or associate degree qualification (or equivalent as recognised by the Australian Government's qualifications recognition tool) AND five years of relevant management experience*.</p> <p><i>*All applicants seeking admission on the basis of work experience MUST support their application with evidence outlined in section 7.1</i></p>
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AND

6.8.2 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#).

6.9 Table I – Master degree courses (AQF 9) excluding Master of Business Administration degree courses

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.9.1 Academic entry requirement

Master of International Business
 Master of Management
 Master of Management (Tourism and Hospitality)
 Master of Event Management
 Master of Information Technology
 Master of Information Technology (Big Data and Analytics)
 Master of Information Technology (Cyber Security)

Country	Academic requirement
All	Successful completion of a bachelor degree (AQF 7) from an Australian higher education institution or overseas equivalent. OR
	Successful completion of at least two award, or non-award, postgraduate subjects (at AQF Level 8 or above) from an Australian higher education institution or overseas equivalent. OR

	<p>Successful completion of an approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent.</p> <p>OR</p> <p><i>All courses with exception of the Master of Information Technology (and related specialisations):</i></p> <p>For mature age entry (21+): successful completion of a diploma or associate degree qualification (or equivalent as recognised by the Australian Government's qualifications recognition tool) and four years' of relevant management experience.</p> <p><i>Master of Information Technology (and related specialisations) only:</i></p> <p>For mature age entry (21+): successful completion of a diploma or associate degree qualification (or equivalent as recognised by the Australian Government's qualifications recognition tool) and four years' of relevant IT professional or management experience.</p>
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AND

6.9.2 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#).

6.10 Table J – Master of Business Administration degree courses (AQF 9)

- Master of Business Administration
- Master of Business Administration (Business Analytics)
- Master of Business Administration (Innovation and Entrepreneurship)
- Master of Business Administration (Digital Transformation)

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the English language proficiency requirements where applicable.

6.10.1 Academic entry requirement

Country	Academic requirement
All	<p>Meet one of the following academic entry requirements:</p> <p>Successful completion of a Bachelor degree from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of a Graduate Certificate or Graduate Diploma from an Australian higher education institution, or overseas equivalent, with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of at least four award, or non-award, postgraduate subjects (at AQF Level 8 or above) from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p> <p>Successful completion of an approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent with a minimum grade average, GPA 3.0 (on a 5 point scale).</p> <p>OR</p> <p>For mature age entry (21+): successful completion of a diploma or associate degree qualification (or equivalent as recognised by the Australian Government's qualifications recognition tool) AND five years of relevant management experience*.</p> <p><i>*All applicants seeking admission on the basis of work experience MUST support their application with evidence outlined in section 7.1</i></p>

AND

6.10.2 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#).

6.11 Table K – Study abroad and exchange programs

6.11.1 Academic entry requirement by country

STUDY ABROAD

Undergraduate

Country	Academic requirement
All	Students who are currently studying an undergraduate course at a recognised university or higher education institution are eligible to enrol in any undergraduate subjects. OR
All	Students who are not currently studying an undergraduate course at a recognised university or higher education institution, can enrol in any level 100 (AQF 5) subject, upon meeting the undergraduate academic entry criteria.

Postgraduate

Country	Academic requirement
All	Students who are currently studying a postgraduate course at a recognised university or higher education institution are eligible to enrol in any postgraduate subjects. OR
All	Students who are not currently studying a postgraduate course at a recognised university or higher education institution, can enrol in any level 600 (AQF 8) subject, upon meeting the postgraduate academic entry criteria.

OR

EXCHANGE PROGRAM

Undergraduate

Country	Academic requirement
All	Completed at least one term of study in an approved undergraduate program at a recognised institution

Postgraduate

Country	Academic requirement
All	Completed at least one term of study in an approved postgraduate program at a recognised institution

AND

6.11.2 English language proficiency requirement

To find the applicable English language proficiency please refer to [English language proficiency requirements](#) or [Other English proficiency accepted](#)

6.12 Non-award study

Enrolment in any subject that is available in an award course or enrolment in a subject which is not part of an award course but is developed for a specific purpose or target student group and which is not undertaken as part of an award course. While non-award study includes study abroad and student exchange, a separate clause is established to formalise the details and requirements for study abroad and student exchange.

6.13 Cross institutional study

A course of study comprising a subject (or subjects) which is being undertaken at this Institution (the "host" higher education provider) as part of an award course or an enabling course for which the student is enrolled at another Australian higher education provider (the "home" higher education provider). Incoming cross-institutional students are classified as non-award.

6.14 Study tours

The Institution has various agreements with overseas universities and colleges and in some instances, staff and students from these institutions travel to Australia to deliver elements of their course on the provider's delivery sites. In this situation, students from the partner institutions are admitted by the provider into a non-award "Study Tour" course, enabling these students to access the provider facilities and services necessary to support their studies. Such students are not issued with a Confirmation of Enrolment [CoE].

6.15 Overseas qualification equivalency

Overseas qualifications will be assessed for equivalency to an Australian qualification using the Country Education Profiles (CEP)'s online recognition tool, produced by the Australian Education International – National Office of Overseas Skills Recognition (AEI-NOOSR). Other means of verifying qualification equivalencies will be used on a case-by-case basis, as determined by the Institution.

7 Entry Pathways

7.1 Entry pathways - Work and Life Experience (excluding Master of Business qualifications and their nested courses)

Applicants, who are over 18 years of age, may be eligible for admission based on specific work and life experience.

Undergraduate applicants will need to present evidence of at least 2 years of full-time paid work experience. Graduate Certificate applicants will need to present evidence of at least 5 years of appropriate full-time managerial or professional work experience. This evidence must be well documented and include the following:

- a CV/ resume
- at least two reference letters or statements of service
- job descriptions; and
- a completed [Statement of Purpose form](#).

Statements of service or signed reference letters must be on company letterhead. If an applicant has been self-employed, they should supply a statement from their accountant, solicitor or tax agent.

However, it is not recommended that applicants just rely on work experience, and should consider supplementing it with the Special Tertiary Admissions Test (STAT). STAT is used by many institutions to help make informed decisions about offering places in their courses. STAT is usually undertaken by mature age and/or those without an ATAR. For non-school leavers, the Institution accepts results from the STAT multiple-choice test as an alternative means of entry, especially if you are also applying based on work experience. STAT score required for entry is 140.

Applicants may also wish to provide evidence of formal, informal or non-formal study, completed or partially completed, which demonstrates a reasonable prospect of success in the course applied for.

All evidence provided by the applicant will be checked back to the source for authenticity.

8 Other Admissions Options

Applicants may be selected for admission based on non-ATAR application pathways including:

8.1 Early Entry Scheme

8.1.1 Criteria for admission

Assessment for early entry is based on:

- a personal statement;
- a letter of recommendation from the career adviser, principal or year coordinator;
- Year 11 results; and
- Year 12 Semester 1 results or trial HSC results.

The required average for results is 60%.

8.2 Schools Recommendation Scheme (SRS)

8.2.1 Criteria for admission

Assessment for SRS is based on:

- a school rating of the applicant's learning/aptitude of R2 or above;

- predicted ATAR of 50 or above; and
- an application interview.

Applications are made through the Universities Admissions Centre (UAC).

8.3 Leadership Entry Program

8.3.1 Criteria for admission

Applicants for the Leadership Entry Program must be completing Year 12 and are either a School Captain/Vice-Captain, Prefect or Student Representative Council President/Vice President or member or have demonstrated leadership through their involvement with community organisations and clubs.

Assessment for the Leadership Entry Program is based on:

- a personal statement;
- a school reference letter or a reference from the applicant's community organisation/club;
- Year 11 results;
- Year 12 semester 1 results or trial HSC results; and
- an interview.

The required average for results is 60%.

8.4 Elite Athletes/Performers

8.4.1 Criteria for admission

The elite athletes and performers pathway is for students whose sporting or performing arts commitments may have impacted on their studies.

To be considered an elite athlete an applicant must have represented their school or state at national level competition during Years 11 and/or 12.

To be considered an elite performer, an applicant must have performed in extended or significant productions during Years 11 and/or 12.

Assessment for elite athletes and performers is based on:

- a personal statement;
- a school reference letter; or a reference from your coach/team/organisation/institute;
- Year 11 results;
- Year 12 semester 1 results or trial HSC results; and
- an interview.

The required average for results is 60%.

8.5 Special Entry Pathway (exceptional circumstances)

8.5.1 Criteria for admission

Applicants in any category whose study, work or life experiences have been impacted by disability, illness or family disruption will be given special consideration for admission.

Each application will be considered on its merit, based on the evidence supplied by the applicant attesting to the circumstances of the applicant. Applications must be submitted with supporting documentation for example, a medical practitioner's report. Admission will be determined on a case by case basis by the DVC (Learning and Teaching).

8.6 Applicants with Aboriginal or Torres Strait Islander background

8.6.1 Criteria for admission

Aboriginal or Torres Strait Islander applicants can apply with either recent secondary education, VET study and/or work and life experience pathway as described earlier in the Admissions Guidebook. Applicants must also provide "Confirmation of Aboriginality or Torres Strait Islander Heritage" at the time of their application (or at their interview).

8.7 Year 12 students who completed in 2020

The Institution does not disadvantage year 12 students who completed the HSC in 2020 or 2021 as a result of the COVID-19 pandemic. For students who completed year 12 in 2020 and 2021, where results were not sufficient or available, the Institution may take into consideration results achieved in Year 11 for entry into the Institution. Applicants must have been enrolled in year 12 in 2020 or 2021 to be eligible.

9 Domestic admissions – Year 12 Australian subjects

9.1 Courses and subjects table

Completion of NSW HSC (or equivalent) with a minimum in the following:

- English (Band 2)
- Mathematics (Band 2) or an equivalent subject as listed in the table below

Equivalent subjects	Minimum band requirement
Business Studies	Band 2
Economics	Band 2
Chemistry	Band 2
Physics	Band 2
Biology	Band 2
Legal Studies	Band 2
Financial Services	Notation: Refer to Vocational documentation
Business Services	Notation: Refer to Vocational documentation

10 English language proficiency overview

10.1 English language proficiency

- All international applicants must satisfy the specified English proficiency requirements as detailed in sections 12 and 13 of this guidebook.
- Applicants must demonstrate English proficiency by providing appropriate evidence – as recognised by the Institution
- English language proficiency tests accepted at the Institution:
 - IELTS (Academic version)
 - TOEFL (iBT)
 - Pearson Test of English Academic
 - Aspire Institute English Placement Test
 - Duolingo (only accepted until May 2025)
- English language proficiency tests must be completed no longer than:
 - Two years prior to commencement

11 Provisional enrolment

11.1 Provisional enrolment – diploma courses

Provisional enrolment is intended for applicants who meet the academic admission requirements for a diploma course, but have an English language score that is below IELTS 6.0 (or equivalent) but above or equal to IELTS 5.5 (or equivalent).

The Admissions Office determines eligibility for provisional enrolment. Students admitted under provisional enrolment must attend supplementary English language classes as prescribed in their Letter of Offer. Students must satisfy the English

language proficiency requirement typically required for enrolment in a diploma program (IELTS 6.0 or equivalent) before provisional enrolment can be converted to full enrolment.

12 English language proficiency requirements

12.1 General English Program (GEP)

Category	IELTS	TOEFL (iBT)	Pearson Academic	Aspire Institute Placement Test	Aspire English Level^
Overall	2.5 to <3.5	-	-	APT-E2	AE1
Writing	2.0	-	-	-	-
Speaking	2.0	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Academic	Aspire Institute Placement Test	Aspire English Level^
Overall	3.5	-	-	APT-D2	AE2
Writing	3.0	-	-	-	-
Speaking	3.0	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Academic	Aspire Institute Placement Test	Aspire English Level^
Overall	4.0	-	-	APT-C2	AE3
Writing	3.5	-	-	-	-
Speaking	3.5	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Academic	Aspire Institute Placement Test	Aspire English Level^
Overall	4.5	-	-	APT-B2	AE4
Writing	4.0	-	-	-	-
Speaking	4.0	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Academic	Aspire Institute Placement Test	Aspire English Level^
Overall	5.0	-	-	APT-A2	AE5
Writing	4.5	-	-	-	-
Speaking	4.5	-	-	-	-

^Refer to section 13.4

12.2 Cambridge B2 First

Category	IELTS	TOEFL (iBT)	Pearson Academic	Aspire Institute Placement Test	Aspire English level^
Overall	5.5	-	-	APT-C1	AE6
Writing	5.0	-	-	-	-
Speaking	5.0	-	-	-	-

^Refer to section 13.4

12.3 Cambridge C1 Advanced

Category	IELTS	TOEFL (iBT)	Pearson Academic	Aspire Institute Placement Test	Aspire English level^
Overall	6.5	-	-	APT-A1	AE8
Writing	6.0	-	-	-	-
Speaking	6.0	-	-	-	-

^Refer to section 13.4

12.4 Academic English Program (AEP)

Category	IELTS	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test	Aspire English level^
Overall	5.0	40*	40.8	80	APT-A2	AE5
Writing	4.5	13	35	70	-	-
Speaking	4.5	13	35	70	-	-

*Indicates the midpoint of the iBT range

** Duolingo is only accepted until May 2025

^Refer to section 13.4

12.5 Australian foundation program

Category	IELTS	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test	Aspire English level^
Overall	5.5	52*	45.4	90	APT-C1	AE6
Writing	5.0	17	40	80	-	-
Speaking	5.0	15	40	80	-	-

*Indicates the midpoint of the iBT range

** Duolingo is only accepted until May 2025

^Refer to section 13.4

12.6 Diploma course

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test	Aspire English level^
Overall	6.0	60*	50	100	APT-B1	AE7
Writing	5.5	18	45	90	-	-
Speaking	5.5	16	45	90	-	-
Reading	5.5	8	45	90	-	-
Listening	5.5	7	45	90	-	-

*Indicates the midpoint of the iBT range

** Duolingo is only accepted until May 2025

^Refer to section 13.4

12.7 Associate degree course

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test
Overall	6.0	60*	50	100	APT-B1
Writing	5.5	18	45	90	-
Speaking	5.5	16	45	90	-
Reading	5.5	8	45	90	-
Listening	5.5	7	45	90	-

*Indicates the midpoint of the iBT range

**Duolingo is only accepted until May 2025

12.8 Bachelor degree course, Study Abroad or Exchange programs

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test
Overall	6.0	60*	50	100	APT-B1
Writing	5.5	18	45	90	-
Speaking	5.5	16	45	90	-
Reading	5.5	8	45	90	-
Listening	5.5	7	45	90	-

*Indicates the midpoint of the iBT range

** Duolingo is only accepted until May 2025

12.9 Postgraduate Qualifying Program (PQP)

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test
Overall	6.0	60*	50	100	APT-B1
Writing	5.5	18	45	90	-
Speaking	5.5	16	45	90	-
Reading	5.5	8	45	90	-
Listening	5.5	7	45	90	-

*Indicates the midpoint of the iBT range

** Duolingo is only accepted until May 2025

12.10 Graduate Certificate and Graduate Diploma courses

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test
Overall	6.0	60*	50	100	APT-B1
Writing	5.5	18	45	90	-
Speaking	5.5	16	45	90	-
Reading	5.5	8	45	90	-
Listening	5.5	7	45	90	-

*Indicates the midpoint of the iBT range

** Duolingo is only accepted until May 2025

12.11 Master degree courses

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Academic	Duolingo**	Aspire Institute Placement Test
Overall	6.5	79*	56	110	APT-A1
Writing	6.0	21	50	100	-
Speaking	6.0	18	50	100	-
Reading	6.0	13	50	100	-
Listening	6.0	12	50	100	-

*Indicates the midpoint of the iBT range

** Duolingo is only accepted until May 2025

13 Other English proficiency accepted

13.1 Qualifications completed in an English medium

Secondary or tertiary level qualifications completed in English from the following countries satisfy the English proficiency requirements for foundation, undergraduate and postgraduate course entry. Qualifications must have been completed within five years of the date of course commencement.

- American Samoa
- Australia
- Barbados
- Botswana
- Canada
- Fiji
- Gambia
- Ghana
- Hong Kong
- Ireland
- Kenya
- Malaysia
- Mauritius
- New Zealand
- Nigeria
- Papua New Guinea
- Philippines
- Sierra Leone
- Singapore
- Solomon Islands
- South Africa
- Tanzania
- Uganda
- United Kingdom
- United States of America
- West Indies
- Western Samoa
- Zambia
- Zimbabwe

13.2 Additional English language proficiency

The following are acceptable forms of English proficiency for undergraduate and postgraduate study:

- Undertaking tertiary level studies (university or VET) in Australia, of at least one year's duration, with 50% of subjects passed, within five years of the date of course commencement.
- Undertaking study, of at least one year's duration, within a tertiary level program, at an approved institution where the language of instruction is English, with 50% of subjects passed within five years of the date of course commencement.

- A satisfactory score in the Aspire Institute English Placement Test administered by the Institution indicating that no further English instruction is required to meet the entry requirements of the intended course of study.

The following are acceptable forms of English proficiency for undergraduate study only:

- Completion of the Foundation Program with a Pass in both English subjects

The following are acceptable forms of English proficiency for foundation study only:

- Completion of Australian Year 11 with 50% of subjects passed

13.3 English proficiency qualifications

13.3.1 English proficiency requirement by qualification

Qualification	Grade(s) required to meet English requirement (<i>note: UG = undergraduate courses, PG = postgraduate courses, GC = graduate certificate courses</i>)
Cambridge English Qualifications: C2 Proficiency, C1 Advanced, B2 First	UG + GC entry: minimum 169 overall, minimum 162 in writing and speaking Master degree entry: minimum 176 overall, minimum 169 in writing and speaking
Common European Framework (CEFR):	UG + GC entry: B2 Master degree entry: C1
GCE 'A' Levels:	UG entry: D pass in English at full Advanced (A2)
GCSE/GCE 'O' Levels:	UG entry: C pass in English
IGCSE Foundation	UG entry: Pass in 4 subjects with minimum D in English
International Baccalaureate (IB):	UG entry: English B at higher level (min grade 4) or English B at Standard level (min grade 5) or English A or A2: literature or language and literature at higher or standard level (min. grade 4)
SAT (test sat from 2016)	A combined score of at least 1000 out of 1600 in the Evidence based Reading and Writing and Math in the SAT from the same sitting, with a minimum of 400 in Evidence-based Reading and Writing section and 400 in Math section.

13.3.2 English proficiency requirement by country

Country	Grade(s) required to meet English requirement for Undergraduate Entry Only
Denmark	Danish Studentereksamen/Higher: Grade 9 in B level English (only) Grade 7 in B level AND A level English

Finland	Completion of High School with grade of 8 in English or English A
Germany	Fachhochschulereife with at least grade 3 in English or, Abitur with at least 7 points in English or UG + GCB1: DAAD B2 Master Degree: DAAD C1
Hong Kong	HKDSE - Level 3 in English language HKALE (2012 and earlier) - D or better in user of English
Malaysia	STPM C pass in 920 English B pass in 914 English
Netherlands	VWO (pre-university education): with an overall score of at least 7 in English HAVO (Senior General Secondary English): with an overall score of at least 8 in English
Norway	Vitnemal (final year of high school) with 3 (G) or better in English
Sweden	Sessions before 2013: Avgangsbetyg/Slutbetyg (Gymnasium) with at least 3 or G in English A. Sessions after 2013: Avgangsbetyg/Slutbetyg (Gymnasium) with at least C in English 5

13.4 Australian English Language Intensive Courses for Overseas Students (ELICOS) provider assessments accepted

English language test scores from a number of Australian ELICOS providers are also accepted. Providers must be a member of English Australia and/or NEAS and listed on the English Australia /NEAS websites.

Successfully completed Aspire English courses will be accepted to meet the English proficiency requirements if the level attained meets the requirements as per the tables in Section 12 *English language proficiency requirements*.

13.5 Living and working in an English-speaking country

Applicants who can present suitable evidence of living and working continuously in an English-speaking country (as listed in 13.1) for at least five years prior to the date of course commencement will be considered as meeting English proficiency requirements. Evidence includes (but not limited to) letters from employers and similar documentary evidence. This will be assessed on a case-by-case basis.

14 Admissions Guidebook change log

Change Committed	Prepared by	Approved by	Date of Change
Requirements for certification of Chinese qualifications	Nadia Shevchenko	Barbara Lawrence	29 Sep 2015
List of people authorised to certify documents	Nadia Shevchenko	Barbara Lawrence	23 October 2015
Academic entry requirements for Bachelor degree amended for Indonesia, Singapore, Taiwan, USA, Vietnam	Nadia Shevchenko	Academic Board (13 November 2015)	16 November 2015
Addition to Academic entry requirements for Graduate Certificate	Nadia Shevchenko	Academic Board (13 November 2015)	16 November 2015
Amendment of wording in Academic entry requirements for Graduate Certificate option B	Nadia Shevchenko	Kevin Tickle	2 December 2015
Removal of Notarised Documents as a requirement for Chinese offshore applicants. It remains an option for authorisation.	Nadia Shevchenko	Michele Hannon	23 December 2015
Changes in undergraduate courses requirements	Nadia Shevchenko	Academic Board (15 April 2016)	18 April 2016
Addition of GEP; Changed entry requirements for AEP	Nadia Shevchenko	Academic Board (10 December 2014)	07/09/2016
Addition of Study Tour Program	Nadia Shevchenko	Academic Board (9 September 2016)	13/09/2016
Addition/Amendment of entry requirements for BTEC, GCE O-Level, A-Level, Philippines and New Zealand qualifications	Nadia Shevchenko	Academic Board (23 March 2017)	31/03/2017
Amendment of entry requirements for Australian NSW HSC, Swedish Year 12 and Vietnamese Year 12 qualifications	Nadia Shevchenko	Academic Board (23 March 2017)	31/03/2017
Revised Admissions guidelines for Postgraduate Courses	Stuart Wiggins	Academic Board	09 October 2017
Amendment to revised Admissions guidelines for Postgraduate Courses	Stuart Wiggins	Chair of the Academic Board	09 October 2017
Removal of Graduate Certificate - relinquishment	Stuart Wiggins	Stuart Wiggins	11 October 2017

Change Committed	Prepared by	Approved by	Date of Change
Editorial amendments – institution rather than College or ICMS	Caroline Leckey	Caroline Leckey	11 October 2017
GCB requirement C – clarifying statement added	Stuart Wiggins	Stuart Wiggins	12 December 2017
Certification authority – members of MARA	Rowan Courtney O'Connor	Academic Board (8 December 2017)	10 January 2018
PQP entry requirements	Academic Board (8 December 2017)	Academic Board (8 December 2017)	5 February 2018
Item 1: Graduate Certificate Entry Requirements	Academic Board (Executive) Meeting	Academic Board (Executive) Meeting	19 February 2018
Admissions Guidebook reformat	Matthew Campbell	Matthew Campbell	14 March 2018
Certificate IV moved to Academic entry requirement by qualification from alternative entry	Matthew Campbell	Matthew Campbell	19 March 2018
Aligned with Admission Policy	Natalie Bates-Bittencourt and Sanja Taslamán	Academic Board (05 April 2019)	08 April 2019
Updated admission criteria to include newly accredited UG courses & study abroad entry requirements	Natalie Bates-Bittencourt and Sanja Taslamán	Academic Board (20 February 2020)	20 February 2020
Entry requirements alignment across all Masters courses ISCA entry requirement alignment Year 12 completions in 2020 – special entry requirement	Lena Shifrina Phil Watson	Academic Board (14 May 2020)	25 May 2020
Year 12 completions updated to include 2021 and all students completing HSC		Academic Board (31 July 2020)	31 July 2020
English entry requirements clarified, and newly accredited courses added to guidebook, aligned BBM (Fashion and Global Brand Management) and BBM (Accounting) to new UG admission criteria	Lena Shifrina and Natalie Bates Bittencourt	Academic Board	16.10.2020
Work /life experience criteria clarified in section 7.1. Admission criteria for new courses added	Sanja Taslamán, Stuart Wiggins and Natalie Bates Bittencourt	Academic Board	03.09.2021
Update to Diploma and UG Certificate entry requirements	Trevor Clark and Sanja Taslamán	Academic Board	24.03.2022

Change Committed	Prepared by	Approved by	Date of Change
Editorial changes to reflect course offering	Sanja Taslaman	N/A	29.03.2022
Academic entry requirement equivalent, Duolingo English test, Foundation entry requirement Added entry reqs of approved new courses FCE /CAE	Lena Shifrina Sanja Taslaman	Academic Board N/A	27.05.2022
PQP added as an entry requirement for the Graduate Certificates Cambridge English Qualifications: C2 Proficiency, C1 Advanced, B2 First added into the English proficiency qualifications table.	Lena Shifrina Natalie Bates Bittencourt Caroline Leckey	Academic Board	07.10.2022
Aligned all Grad Cert entry reqs. Clarified reqs. for Early Entry, School recommendation, elite athletes/ performers Removed TOEIC from English reqs. Added Philippines to section 13.1 Clarified Foundation English reqs (section 13.2) Clarified ELICOS provider assessments accepted (13.4)	Lena Shifrina Sanja Taslaman	Academic Board	18.11.2022
Added entry requirements for the new MBA, Grad Dip/Cert in Business Administration including the changes to those criteria as amended by the AB on 30 May 2023.	Caroline Leckey	Academic Board	30.05.2023
The requirement to submit a written application, referee reports and practical exercises removed from MBAs, Grad Dip/Cert in Business Administration (GDBA/GCBA). The GPA requirement for the GCBA lowered from 3.0 to 2.5 of a 5 point scale.	Caroline Leckey	Academic Board	14.07.2023
Graduate Certificates entry requirements amended from four years to three years.	Caroline Leckey	Academic Board	6.10.2023

Change Committed	Prepared by	Approved by	Date of Change
<p>Philippines, Pakistan and Laos equivalent academic entry requirements updated.</p> <p>English language proficiency requirements updated.</p> <p>Duolingo extended to May 2024.</p>			
<p>English language proficiency requirements for the all Graduate Certificates, Graduate Diplomas and Masters updated. IELTS scores now include an overall requirement and a minimum score in all bands, to make it consistent with the MBA.</p>	Caroline Leckey	Academic Board (out of session)	1.11.2023
<p>English language proficiency requirements for the all Diplomas, Associate Degrees, Bachelors and PQP updated. IELTS scores now include an overall requirement and a minimum score in all bands.</p>	Caroline Leckey	Academic Board (out of session)	8.11.2023
<p>Masters degrees (excluding the MBA) entry requirements updated to reduce the number of PG subjects required for entry (from four to two), and removed the requirement for applicants to have a completed Grad Cert or Grad Dip for entry into the Masters.</p>	Caroline Leckey	Academic Board	17.11.2023
<p>IT suite of courses added as per TEQSA accreditation</p>	Caroline Leckey	N/A	17.11.2023 (updated 6.3.24)
<p>Addition of GPA entry requirement for all Business Administration course entry requirements, and removed work experience requirements for those courses.</p>			

Change Committed	Prepared by	Approved by	Date of Change
Pearsons scores increased to match IELTS equivalencies Duolingo extended to May 2025 IT work experience criteria added GTE updated to Genuine Student (GS)			