

# ICMS



**ADMISSIONS GUIDEBOOK**

**Version 48.0**

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**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](http://www.icms.edu.au)
- ASPIRE Institute - [www.aspire.edu.au](http://www.aspire.edu.au)
- International Sports College Australia - [www.iscaustralia.edu.au](http://www.iscaustralia.edu.au)

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

- [Admissions Policy](#)
- 

For information regarding credit transfer and recognition of prior learning please refer to the following:

- [Advanced Standing Policy](#)
- [Advanced Standing Procedures](#)

### 1.2 Documents required for an application

Applications must include:

- Completed application form
- Original or certified academic evidence that demonstrates the applicant satisfies the entry requirements for the qualification for which they have applied. This includes, but is not limited to, official transcripts, records of results, graduation certificates (if applicable)
- Certified copy of a valid passport or a certified copy of a birth certificate
- Original or certified English language proficiency (if applicable)
- Original or certified work experience evidence (if applicable)
- Other documentary evidence as requested

#### 1.2.1 Submission of documents

All certified documents submitted as part of an application must be clear, legible, and provided as scanned copies or PDFs of the original official documents. The entire document must be visible, including all corners and edges. Documents that are cropped, blurry, dark, cut off, incomplete, or only partially visible will be deemed invalid and will not be accepted.

### 1.3 Translation of application documents

All official documents in any language other than English must 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 as per paragraph 1.5.

It is signed and stamped “I certify that this is a true copy of the original”

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

- Name
- Contact number
- Date of verification

And

- Official stamp or seal of the certifier

## 1.5 Authorised persons for purposes of certification

- ICMS representative (in-country representative, area manager, recruitment team member)
- Bank manager
- Justice of the Peace
- Minister of religion
- Accountant
- A principal at an educational institution who’s been employed for at least five years
- Barrister, solicitor or patent attorney
- An authorised translator
- A Registrar or equivalent from the institution that originally issued the document(s). If transcripts or records of results are received directly from the email address of the issuing institution 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
- A registered or licensed dentist, medical practitioner, pharmacist or veterinary surgeon
- A registered nurse.

## 1.6 What is an official transcript

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

## 1.7 Offers of admission

Applicants are encouraged to apply as soon as possible. Application deadlines are published on the [ICMS website](#).

Upon assessment of an application, a Letter of Offer, Conditional Letters of Offer or Letters of Decline are normally issued within two working days or within ten working days for those requiring assessment for advanced standing.

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

## 1.8 Deferral of an offer of admission

Applicants with an offer of admission who wish to defer their course commencement date are required to defer in accordance with the Deferral Procedures.

## 1.9 Conditional Confirmation of Enrolment

At the discretion of the Institution, a conditional Confirmation of Enrolment (Conditional CoE) may be issued to a commencing international applicant if they need to lodge a student visa application before all conditions on an offer to a course have been met.

To be eligible for a Conditional COE the applicant must meet the following requirements:

- the applicant is a school leaver in their final period of study and the final transcript of that period of study is to be used to meet the academic requirements for the course listed on the letter of offer;
- the applicant demonstrates evidence of meeting the academic entry requirements of the course in their most recent certified academic results;
- the applicant has met the English language proficiency requirements for the chosen course;
- to be eligible to commence studies after receiving a Conditional COE and receive a full offer, the applicant must submit their final certified academic transcript and completion certificate (if applicable) to the Institution; and
- meet all other requirements noted in their letter of offer;

If the applicant fails to provide evidence of meeting the academic entry requirements for their course (i.e. their most recent and final academic transcripts) at least 30 days prior to the course commencement date of the first period of study, the student's Conditional CoE will be cancelled and the student is given the option to defer to the next intake should their academic transcripts be provided at a later date and satisfy requirements.

## 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 a form of insurance designed to assist international students cover the costs of medical and hospital care that they may need while in Australia. All international students are required to maintain OSHC as a condition of their student visa.

For additional information please refer to the OSHC information in [Australian government's Study Australia website](#).

## 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](#) and [Advanced Standing Procedures](#)

## 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](#) or other English proficiency accepted where applicable.

#### 6.1.1 Academic entry requirement by country

Country**	Academic requirement
<b>Australia</b>	Australian Year 11
<b>China</b>	Gao Er (SM2) with a 60% average
<b>Germany</b>	Intermediate School Leaving Certificate (Yr 11)
<b>Hong Kong</b>	f Form 5 or 6
<b>India</b>	Standard XI or Standard XII or equivalent
<b>Indonesia</b>	SMU 2
<b>Korea</b>	Year 2 Senior High School with above average grades
<b>Laos</b>	Completion of Upper Secondary School Diploma (Baccalaureate) or Vocational School Certificate with 55% average
<b>Macau</b>	Form 5 or Senior Middle 2
<b>Malaysia</b>	Senior Middle School or Unified Examination Certificate (UEC) (minimum four subjects passed). Sijil Pelajaran Malaysia (SPM): At least three subjects with A-C.
<b>Nepal</b>	School Leaving Certificate awarded by the National Examinations Board with a GPA of 2.0
<b>New Zealand</b>	NCEA – Level 2 completion, with 50 credits at Level 2
<b>Philippines</b>	High School Diploma
<b>Russian Federation</b>	Certificate of Secondary Education
<b>Singapore</b>	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
<b>Taiwan</b>	Senior High School Year 2 or 3
<b>Thailand</b>	Matayom 5 or Matayom 6
<b>Vietnam</b>	Year 11 with an average grade of 6

\*\* Academic entry equivalencies for countries not listed in this table are determined in accordance with section 6.14

**OR**

#### 6.1.2 Academic entry requirement by qualification

Qualification	Academic requirement
<b>GCE O Level / IGSCE / GSCE</b>	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
<b>BTEC</b>	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]

## 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 and Innovation)  
 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 and Innovation)  
 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](#) or other English proficiency accepted where applicable.

### 6.2.1 Academic entry requirement – Australian qualifications

Qualification	Academic requirement
<b>Applicants with recent secondary education</b> (within the last two years)	Australian Year 12. ATAR is not a requirement.
<b>Applicants with higher education study</b> ( <i>bridging or enabling course</i> )	A higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
<b>Applicants with Vocational Education and Training (VET) study</b>	Certificate IV or above
<b>Applicants with work and life experience</b> (completed secondary education more than two years ago)	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 7.2.

OR

**6.2.2 Equivalent academic entry requirement by country\*\***

<b>Country</b>	<b>Academic requirement</b>
<b>Bangladesh</b>	Higher Secondary Certificate (HSC) with a minimum average of 60 % or GPA 3.5
<b>Cambodia</b>	Diploma of upper secondary Education with a C grade average
<b>China</b>	General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3)
<b>Egypt</b>	General Secondary Education Certificate/Advanced Technical Diploma with Minimum average of 50%
<b>Germany</b>	Abitur/Allgemeine Hochschulreife
<b>Hong Kong</b>	HKDSE
<b>India</b>	All India Senior School Certificate or Indian School Certificate or Senior Secondary Certificate or State Board Examinations
<b>Indonesia</b>	SMU 3 or Secondary School Certificate of Graduation
<b>Jordan</b>	General Secondary Education certificate/Vocational Comprehensive Secondary Certificate with Minimum average of 60% Or Middle eastern Secondary school leaving Certificate (Tawjihi) with minimum 70% average
<b>Kenya</b>	Kenya certificate of secondary education (KCSE) with a minimum C - grade average of 7 subjects
<b>Korea</b>	General Senior High School Certificate
<b>Laos</b>	Upper Secondary School Diploma (Baccalaureate) or Vocational School Certificate with an overall grade of 65% or above
<b>Macau</b>	Form 6
<b>Malaysia</b>	STPM or Matriculation Programme (Matrikulas)
<b>Malawi</b>	Malawi School Certificate Examination (MSCE) with 6 A level passes
<b>Mauritius</b>	Higher School certificate / General Certificate of Education Advanced Level (GCE A-level minimum Passes 2 or equivalent
<b>Myanmar</b>	Matriculation / Basic Education High School (BEHS) Examination Certificate with an average of 55%
<b>Nepal</b>	School Leaving Certificate awarded by the National Examinations Board with a GPA of 2.5
<b>New Zealand</b>	NCEA Level 3
<b>Nigeria</b>	Senior secondary school examinations (WAEC or NECO) with 5 Grades at D7 level
<b>Norway</b>	Norwegian Upper Secondary School Certificate Vitnemål fra den Videregående Skole
<b>Oman</b>	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

<b>Philippines</b>	f Senior High School (academic track) with an overall grade of 65% or above
<b>Russian Federation</b>	Attestat o Srednem (polnom) Obshchem Obrazovanii (Certificate of Secondary General Education)
<b>Singapore</b>	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
<b>South Africa</b>	National Senior Certificate Awarded by Umalusi or NQF level 4)
<b>Tanzania</b>	Advanced certificate of secondary Education with minimum two D's or equivalent
<b>Taiwan</b>	Senior High School Year 3
<b>Thailand</b>	Certificate of Secondary Education [Matayom 6]
<b>UAE</b>	Technical secondary Diploma OR Tawjihyya or Thanawiyya AL-A'ama (General Secondary Certificate with a minimum score of 60%. Or competition of Foreign Qualifications (UK, USA, Pakistan, India, Iran and IB)
<b>Vietnam</b>	Diploma of General Education [Bang Tot Nghiep Pho Thong Trung Hoc] or the Bang Tot Nghiep Hoc Chuyen Nghiep (Secondary Vocational School Certificate)
<b>Zimbabwe</b>	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

\*\* Academic entry equivalencies for countries not listed in this table are determined in accordance with section 6.14

OR

### 6.2.3 Academic entry requirement by qualification

<b>Qualification</b>	<b>Academic requirement</b>
<b>International Baccalaureate</b>	IB Diploma with a score of 22
<b>Cambridge International Examinations or Edexcel GCE</b>	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
<b>BTEC</b>	BTEC National 3 Foundation Diploma or pass grades in 6 units of Diploma or Extended Diploma in business or related area
<b>Certificate IV</b>	Certificate IV qualification or its equivalent

<b>Australian Foundation Program</b>	Australian Foundation Program
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### 6.3 Table C – Associate degree courses (AQF 6)

Associate Degree of Business  
 Associate Degree of Business (Entrepreneurship and Innovation)  
 Associate Degree of Business (International Tourism)  
 Associate Degree of Business (Marketing)  
 Associate Degree of Business (Sports Management)  
 Associate Degree of Event Management  
 Associate Degree of Hospitality Management

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the [English language proficiency requirements](#) or other English proficiency accepted where applicable.

#### 6.3.1 Academic entry requirement – Australian qualifications

Qualification	Academic requirement
<b>Applicants with recent secondary education</b> (within the last two years)	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.
<b>Applicants with higher education study</b> ( <i>bridging or enabling course</i> )	Higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
<b>Applicants with Vocational Education and Training (VET) study</b>	Certificate IV or above
<b>Applicants with work and life experience</b> (completed secondary education more than two years ago)	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 7.2.

OR

### 6.3.2 Equivalent academic entry requirement by country\*\*

Country	Academic requirement
<b>Bangladesh</b>	Higher secondary certificate with a minimum average of 70% / HSC in first division with GPA 4.5
<b>Cambodia</b>	At least one year of study at a recognised tertiary or higher education institution or similar
<b>China</b>	General Senior Secondary Unified Graduation Examination (Gao San or Senior Middle 3) with a minimum mark of 70% or the Gao Kao (University Entrance Examination)
<b>Egypt</b>	Bachelor's degree (4 years duration) Or Licence from a section 3 institution or equivalent
<b>France</b>	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
<b>Germany</b>	Abitur/Allgemeine Hochschulreife with a grade of 4.2 or less
<b>Hong Kong</b>	HKDSE with minimum aggregate score of 12 in best five subjects from Category A
<b>India</b>	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 a Senior Secondary Certificate (State Boards) with an average score of at least 70% in best 4 subjects excluding local language
<b>Indonesia</b>	SMU 3 or Secondary School Certificate of Graduation with an average of 75%
<b>Italy</b>	Upper Secondary School Leaving Certificate with an overall average of 60%
<b>Jordan</b>	Associate degree, or Diploma, OR Community College Diploma, OR Intermediate University Diploma 2 or more years full time
<b>Kenya</b>	Kenya certificate of secondary education (KCSE) with a minimum C+ grade average of 7 subjects
<b>Korea</b>	General Senior High School Certificate with a C grade average (75%) OR the Diploma with an overall GPA of 3 (75%)
<b>Laos</b>	Upper Secondary School Diploma (Baccalaureate) or Vocational School Certificate with an overall grade of 75% or above
<b>Macau</b>	Form 6 or Gao San (Senior Middle 3) with a 70% average
<b>Malaysia</b>	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
<b>Malawi</b>	Bachelor degree – four years - (Awarded as Pass degree)
<b>Mauritius</b>	Higher Technician Diploma (AQF Diploma equivalent) or equivalent
<b>Myanmar</b>	Matriculation / Basic Education High School (BEHS) Examination Certificate with an average of 65% or equivalent

<b>Nepal</b>	School Leaving Certificate awarded by the National Examinations Board with a GPA of 2.8
<b>New Zealand</b>	University Entrance Standard and obtained: <ul style="list-style-type: none"> <li>• NCEA Level 3</li> <li>• Three approved subjects: 14 credits per approved subject at Level 3.</li> <li>• Literacy requirement: 10 credits at Level 2 or above, made up of 5 credits in reading and 5 credits in writing.</li> <li>• Numeracy requirement: 10 credits at Level 1 or above, made up of achievement standards in a range of subjects, or all three numeracy standards.</li> </ul>
<b>Nigeria</b>	Senior secondary school examinations (WAEC or NECO) with 5 Grades at C6 level
<b>Norway</b>	Norwegian Upper Secondary School Certificate (Vitnemål fra den Videregående Skole with an average of Fair (3)
<b>Oman</b>	Diploma or Associate degree (2 or 3 years full time) Completed Advanced Diploma or Higher Diploma (2-3 years full time)
<b>Philippines</b>	Senior High School (academic track) with an overall grade of 75% or above
<b>Russian Federation</b>	Attestat o Srednem (Polnom) Pbschem Pbrzovanii (Certificate of [Complete] Education with a GPA of 4.5
<b>Singapore</b>	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
<b>Spain</b>	Curso de Orientacion Universitaria [Course of University Guidance] with an overall GPA of 4.7
<b>South Africa</b>	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
<b>Sweden</b>	Swedish Upper Secondary School Leaving Certificate (1997-2013) with a minimum GPA of 11.8 or the Swedish Upper Secondary School Leaving Certificate (2014 onwards) with a minimum GPA of 10.9
<b>Tanzania</b>	Higher Diploma or equivalent
<b>Taiwan</b>	Taiwanese Senior High School Diploma or Senior Vocational School Diploma with an overall grade of 75%
<b>Thailand</b>	Certificate of Secondary Education (Matayom 6) with GPA of 2.0 or higher
<b>United Kingdom</b>	Edexcel GCE A-Level or Cambridge International A-Level Examinations with an aggregate of #6*

<b>United States of America</b>	High School Diploma with GPA 2.5
<b>UAE</b>	Technical secondary Diploma OR Tawjihyya or Thanawiyya AL-A'ama (General Secondary Certificate with a minimum score of 75% or equivalent)
<b>Vietnam</b>	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
<b>Zimbabwe</b>	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

\*\* Academic entry equivalencies for countries not listed in this table are determined in accordance with section 6.14

OR

### 6.3.3 Academic entry requirement by qualification

<b>Qualification</b>	<b>Academic requirement</b>
<b>International Baccalaureate</b>	IB Diploma with a score of 22
<b>Cambridge International Examinations or Edexcel GCE</b>	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
<b>BTEC</b>	BTEC National 3 Foundation Diploma or pass grades in 6 units of Diploma or Extended Diploma in business or related area
<b>Certificate IV</b>	Certificate IV qualification or its equivalent
<b>Australian Foundation Program</b>	Australian Foundation Program with a GPA of 3.0 and a pass in all subjects.

### 6.4 Table D – Bachelor degree courses (AQF 7)

Bachelor of Business  
 Bachelor of Business (Accounting)  
 Bachelor of Business (Entrepreneurship and Innovation)  
 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 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](#) or other English proficiency accepted where applicable.

#### 6.4.1 Academic entry requirement – Australian qualifications

Qualification	Academic requirement
<b>Applicants with recent secondary education</b> (within the last two years)	Australian Year 12 (or equivalent) with a minimum Band 2 in English and Mathematics (or as equivalent as listed in the Courses & Subjects Table). ATAR is not a requirement.
<b>Applicants with higher education study</b> ( <i>bridging or enabling course</i> )	Higher education qualification OR A minimum of four completed undergraduate subjects (an equivalent of 12 ICMS credit points)
<b>Applicants with Vocational Education and Training (VET) study</b>	Certificate IV or above
<b>Applicants with work and life experience</b> (completed secondary education more than two years ago)	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 7.2.

OR

#### 6.4.2 Equivalent academic entry requirement by country

Country	Academic requirement
<b>Bangladesh</b>	Higher secondary certificate with a minimum average of 70% / HSC in first division with GPA 4.5
<b>Cambodia</b>	At least one year of study at a recognised tertiary or higher education institution or similar
<b>China</b>	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)
<b>Egypt</b>	bachelor's degree (4 years duration) Or Licence from a section 3 institution or equivalent
<b>France</b>	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

<b>Germany</b>	Abitur/Allgemeine Hochschulreife with a grade of 4.2 or less
<b>Hong Kong</b>	HKDSE with minimum aggregate score of 12 in best five subjects from Category A.
<b>India</b>	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 Senior Secondary Certificate (State Boards) with an average score of at least 70% in best 4 subjects excluding local language
<b>Indonesia</b>	SMU 3 or Secondary School Certificate of Graduation with an average of 75%
<b>Italy</b>	Upper Secondary School Leaving Certificate with an overall average of 60%
<b>Jordan</b>	Associate degree, or Diploma, OR Community College Diploma, OR Intermediate University Diploma 2 or more years full time
<b>Kenya</b>	Kenya Certificate of Secondary Education (KCSE) with a minimum C+ grade average of 7 subjects
<b>Korea</b>	General Senior High School Certificate with a C grade average (75%) OR Diploma with an overall GPA of 3 (75%)
<b>Laos</b>	Upper Secondary School Diploma (Baccalaureate) or Vocational School Certificate with an overall grade of 75% or above
<b>Macau</b>	Form 6 or completion of Gao San (Senior Middle 3) with a 70% average
<b>Malaysia</b>	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
<b>Malawi</b>	Four year bachelor's degree (awarded as pass degree)
<b>Mauritius</b>	Higher Technician Diploma (AQF Diploma equivalent) or equivalent
<b>Myanmar</b>	Matriculation / Basic Education High School (BEHS) Examination Certificate with an average of 65% or equivalent
<b>Nepal</b>	School Leaving Certificate awarded by the National Examinations Board with a GPA of 2.8
<b>New Zealand</b>	University Entrance Standard and obtained: <ul style="list-style-type: none"> <li>• NCEA Level 3</li> <li>• Three approved subjects: 14 credits per approved subject at Level 3.</li> <li>• Literacy requirement: 10 credits at Level 2 or above, made up of 5 credits in reading and 5 credits in writing.</li> </ul> Numeracy requirement: 10 credits at Level 1 or above, made up of achievement standards in a range of subjects, or all three numeracy standards.
<b>Nigeria</b>	Senior secondary school examinations (WAEC or NECO) with 5 Grades at C6 level
<b>Norway</b>	Norwegian Upper Secondary School Certificate (Vitnemål fra den Videregående Skole with an average of Fair (3)

<b>Oman</b>	Associate degree (2 or 3 years full time) or Advanced Diploma or Higher Diploma (2-3 years full time)
<b>Pakistan</b>	The High School Senior Certificate or Intermediate Examination Certificate with an average of 75%
<b>Philippines</b>	Senior High School (academic track) with an overall grade of 75% or above
<b>Russian Federation</b>	Attestat o Srednem (Polnom) Pbschem Pbrzovanii (Certificate of [Complete] Education with a GPA of 4.5
<b>Singapore</b>	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
<b>Spain</b>	Curso de Orientacion Universitaria [Course of University Guidance] with an overall GPA of 4.7
<b>South Africa</b>	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
<b>Sweden</b>	Swedish Upper Secondary School Leaving Certificate (1997-2013) with a minimum GPA of 11.8 or the Swedish Upper Secondary School Leaving Certificate (2014 onwards) with a minimum GPA of 10.9
<b>Tanzania</b>	Higher Diploma or equivalent
<b>Taiwan</b>	Taiwanese Senior High School Diploma or Senior Vocational School Diploma with an overall grade of 75%
<b>Thailand</b>	Certificate of Secondary Education (Matayom 6) with GPA of 2.0 or higher
<b>United Kingdom</b>	Edexcel GCE A-Level or Cambridge International A-Level Examinations with an aggregate of #6*
<b>United States of America</b>	High School Diploma with GPA 2.5
<b>UAE</b>	Technical secondary Diploma OR Tawjihyya or Thanawiyya AL-A'ama (General Secondary Certificate with a minimum score of 75% or equivalent
<b>Vietnam</b>	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
<b>Zimbabwe</b>	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

\*\* Academic entry equivalencies for countries not listed in this table are determined in accordance with section 6.14

OR

### 6.4.3 Academic entry requirement by qualification

Qualification	Academic requirement
<b>International Baccalaureate</b>	IB Diploma with a score of 24
<b>Cambridge International Examinations or Edexcel GCE</b>	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
<b>BTEC</b>	BTEC National 3 Diploma or Extended Diploma in business or related area
<b>Certificate IV</b>	Certificate IV qualification or its equivalent
<b>Australian Foundation Program</b>	Australian Foundation Program at an equivalent GPA of 3.0 with a pass in all subjects

### 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](#) or other English proficiency accepted where applicable.

#### 6.5.1 Academic entry requirement by country

Country	Academic requirement
<b>All</b>	Three-year higher education qualification or overseas equivalent

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

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

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the [English language proficiency requirements](#) or other English proficiency accepted where applicable.

### 6.6.1 Academic entry requirement

Country	Academic requirement
All	Bachelor degree (AQF 7) from an Australian higher education institution or overseas equivalent <b>OR</b>
	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) <b>OR</b>
	A recognised Diploma or Advanced Diploma (or equivalent as recognised by the Australian Government's qualifications recognition tool) with at least four (4) years relevant full-time work experience <b>OR</b>
	An approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent <b>OR</b>
	<p><i>All courses with exception of the Graduate Certificate of Information Technology:</i></p> <p><b>At least five years' appropriate full-time managerial or professional experience</b></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><b>At least five years' appropriate full-time managerial or professional IT experience.</b></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 <b>MUST</b> support their application with evidence outlined in section 7.2</p> <p><b>OR</b></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.

## 6.7 Table G – Graduate Certificate of Business Administration (AQF 8)

### Graduate Certificate Business Administration

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the [English language proficiency requirements](#) or other English proficiency accepted where applicable.

#### 6.7.1 Academic entry requirement

Country	Academic requirement
All	<p>Meet one of the following academic entry requirements:</p> <p>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><b>OR</b></p> <p>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><b>OR</b></p> <p>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><b>OR</b> 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><b>OR</b></p> <p>For mature age entry (21+): 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 <b>MUST</b> support their application with evidence outlined in section 7.2</i></p>

## 6.8 Table H – Graduate Diploma of Business Administration (AQF 8)

Graduate Diploma of Business Administration

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the [English language proficiency requirements](#) or other English proficiency accepted where applicable.

### 6.8.1 Academic entry requirement

Country	Academic requirement
All	<p>Meet one of the following academic entry requirements:</p> <p>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><b>OR</b></p> <p>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><b>OR</b></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><b>OR</b></p> <p>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><b>OR</b></p> <p>For mature age entry (21+): 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 <b>MUST</b> support their application with evidence outlined in section 7.2</i></p>

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

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)  
 Master of Professional Accounting

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the [English language proficiency requirements](#) or other English proficiency accepted where applicable.

### 6.9.1 Academic entry requirement

Country	Academic requirement
All	A Bachelor degree (AQF 7) from an Australian higher education institution or overseas equivalent.
	<b>OR</b>
	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.
	<b>OR</b>
	Approved Postgraduate Qualifying Program from an Australian higher education institution or overseas equivalent.
	<b>OR</b> <i>All courses with exception of the Master of Information Technology (and related specialisations):</i>  For mature age entry (21+): a diploma or associate degree qualification (or equivalent as recognised by the Australian Government's qualifications recognition tool) and four years of relevant <b>management experience*</b> .  <i>Master of Information Technology (and related specialisations) only:</i>  For mature age entry (21+): a diploma or associate degree qualification (or equivalent as recognised by the Australian

	<p>Government's qualifications recognition tool) and four years of relevant <b>IT professional or management experience*</b>.</p> <p><i>*All applicants seeking admission on the basis of work experience <b>MUST</b> support their application with evidence outlined in section 7.2</i></p>
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## 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](#) or other English proficiency accepted where applicable.

### 6.10.1 Academic entry requirement

Country	Academic requirement
All	<p>Meet one of the following academic entry requirements:</p> <p>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><b>OR</b></p> <p>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><b>OR</b></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><b>OR</b></p> <p>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><b>OR</b></p>

	<p>For mature age entry (21+): 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 <b>MUST</b> support their application with evidence outlined in section 7.2</i></p>
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## 6.11 Table K – Study abroad and exchange programs at ICMS

Applicants are required to satisfy:

1. the academic entry requirements; **and**
2. the [English language proficiency requirements](#) or other English proficiency accepted where applicable.

### 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 study abroad approved undergraduate subjects.
	<b>OR</b>
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 study abroad approved postgraduate subjects.
	<b>OR</b>
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 semester of study in an approved undergraduate program at a recognised exchange partner institution.

### Postgraduate

Country	Academic requirement
All	Completed at least one semester of study in an approved postgraduate program at a recognised exchange partner institution.

### 6.12 Non-award study

Non-award study means enrolment in certain award course subjects or enrolment in subjects which are not part of an award course but are developed for a specific purpose or target student group and which are not undertaken as part of an award course.

While non-award study includes study abroad and student exchange, a separate application is required 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 Overseas qualification equivalency

Overseas qualifications are assessed for equivalency to an Australian qualification using the Department of Education's Country Education Profiles (CEP)'s online recognition tool and equivalency guides for Australian Tertiary Admission Rank (ATAR) for non-Australian qualifications and ATAR equivalency scores.

## 7 Entry Pathways

### 7.1 Applicants with Aboriginal or Torres Strait Islander background

#### 7.1.1 Criteria for admission

Aboriginal or Torres Strait Islander applicants can apply with either recent secondary education (within the last two years), Vocational Education and Training (VET) study and/or work and life experience (completed secondary education more than two years ago) as outlined in section 7.2. Applicants must also provide “Confirmation of Aboriginality or Torres Strait Islander Heritage” at the time of their application (or at their interview).

### 7.2 Work and Life Experience

Applicants, who are over 18 years of age, and completed secondary education more than two years ago, may be eligible for admission based on specific work and life experience.

Undergraduate applicants are required to provide evidence of at least two years of full-time paid work experience.

Postgraduate applicants are required to provide evidence of at least five 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.

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 verified for authenticity.

## 8 Other Admissions Options

Applicants may be offered admission to a course based on non-ATAR application pathways. The Institutions assesses an applicant using criteria other than (or in addition to) an ATAR.

## 8.1 Early Entry Scheme

Applicants may be offered admission to a course based on academic performance in Year 11, and/or Year 12 prior to sitting their final examinations.

### 8.1.1 Criteria for admission

Assessment for early entry is based on:

- a personal statement;
- Year 11 results; and
- Year 12 Semester 1 results or trial HSC (or equivalent) results.

The required average for results is 60%.

## 8.2 Schools Recommendation Scheme (SRS)

The Schools Recommendation Scheme (SRS) is a program managed by the Universities Admissions Centre (UAC) that allows institutions to make early offers of undergraduate admission to Year 12 students based on criteria other than (or in addition to) the ATAR. This scheme is designed to recognise the potential of students who may not have achieved the highest ATAR but have demonstrated other qualities and achievements that indicate their ability to succeed at university.

### 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

Applicants may be offered admission to a course based on significant leadership in their school or community.

### 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;
- Year 11 results; and
- Year 12 semester 1 results or trial HSC (or equivalent) results; and

The required average for results is 60%.

## 8.4 Elite Athletes/Performers

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

### **8.4.1 Criteria for admission**

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;
- Year 11 results; and
- Year 12 semester 1 results or trial HSC (or equivalent) results; and

The required average for results is 60%.

## **8.5 Special Entry Access Scheme (SEAS)**

SEAS, or special consideration, is a pathway that gives special consideration to applicants who have faced financial hardship, a disability or medical condition or difficult life of family challenges to applicants seeking admission into a course at the Institution.

### **8.5.1 Criteria for admission**

Each application is assessed individually based on the evidence provided by the applicant to support their circumstances. Applications must include 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).

## 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	Band 2
Business Services	Band 2

## 10 English language proficiency overview

### 10.1 English language proficiency

- All international applicants must satisfy one of 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) completed at a test centre
  - Pearson Test of English Academic
  - Aspire Institute English Placement Test
  - Duolingo (only for Study Abroad applicants until December 2026)
- 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 Test of English (PTE) Academic	Aspire Institute Placement Test	Aspire English Level <sup>^</sup>
<b>Overall</b>	2.5 to <3.5	-	-	APT-E2	AE1
<b>Writing</b>	2.0	-	-	-	-
<b>Speaking</b>	2.0	-	-	-	-
<b>Reading</b>	2.0	-	-	-	-
<b>Listening</b>	2.0	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Aspire Institute Placement Test	Aspire English Level <sup>^</sup>
<b>Overall</b>	3.5	-	-	APT-D2	AE2
<b>Writing</b>	3.0	-	-	-	-
<b>Speaking</b>	3.0	-	-	-	-
<b>Reading</b>	3.0	-	-	-	-
<b>Listening</b>	3.0	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Aspire Institute Placement Test	Aspire English Level <sup>^</sup>
<b>Overall</b>	4.0	-	-	APT-C2	AE3
<b>Writing</b>	3.5	-	-	-	-
<b>Speaking</b>	3.5	-	-	-	-
<b>Reading</b>	3.5	-	-	-	-
<b>Listening</b>	3.5	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Aspire Institute Placement Test	Aspire English Level <sup>^</sup>
<b>Overall</b>	4.5	-	-	APT-B2	AE4
<b>Writing</b>	4.0	-	-	-	-
<b>Speaking</b>	4.0	-	-	-	-
<b>Reading</b>	4.0	-	-	-	-
<b>Listening</b>	4.0	-	-	-	-

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Aspire Institute Placement Test	Aspire English Level <sup>^</sup>
<b>Overall</b>	5.0	-	-	APT-A2	AE5
<b>Writing</b>	4.5	-	-	-	-
<b>Speaking</b>	4.5	-	-	-	-
<b>Reading</b>	4.5	-	-	-	-
<b>Listening</b>	4.5	-	-	-	-

<sup>^</sup>Refer to section 12.4

### 12.2 Cambridge B2 First

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Aspire Institute Placement Test	Aspire English level <sup>^</sup>
<b>Overall</b>	5.5	-	-	APT-C1	AE6
<b>Writing</b>	5.0	-	-	-	-
<b>Speaking</b>	5.0	-	-	-	-
<b>Reading</b>	5.0	-	-	-	-
<b>Listening</b>	5.0	-	-	-	-

<sup>^</sup>Refer to section 13.4

### 12.3 Cambridge C1 Advanced

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Aspire Institute Placement Test	Aspire English level <sup>^</sup>
<b>Overall</b>	6.5	-	-	APT-A1	AE8
<b>Writing</b>	6.0	-	-	-	-
<b>Speaking</b>	6.0	-	-	-	-
<b>Reading</b>	6.0	-	-	-	-
<b>Listening</b>	6.0	-	-	-	-

<sup>^</sup>Refer to section 13.4

### 12.4 Academic English Program (AEP)

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test	Aspire English level <sup>^</sup>
<b>Overall</b>	5.0	35	40.8		APT-A2	AE5
<b>Writing</b>	4.5	12	35		-	-
<b>Speaking</b>	4.5	12	35		-	-
<b>Reading</b>	4.5	3	35		-	-
<b>Listening</b>	4.5	3	35	80	-	-

<sup>^</sup>Refer to section 12.4

## 12.5 Australian Foundation Program

Category	IELTS	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test	Aspire English level <sup>^</sup>
<b>Overall</b>	5.5	46	45.4		APT-C1	AE6
<b>Writing</b>	5.0	4	40		-	-
<b>Speaking</b>	5.0	14	40		-	-
<b>Reading</b>	5.0	14	40		-	-
<b>Listening</b>	5.0	4	40		-	-

<sup>^</sup>Refer to section 12.4

## 12.6 Diplomas and Undergraduate Certificates (with the exception of the Diploma/Undergraduate Certificates of Business, Diploma of Hospitality Management and Diploma of Information Technology)

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test	Aspire English level <sup>^</sup>
<b>Overall</b>	6.0	60*	50		APT-B1	AE7
<b>Writing</b>	5.5	18	45		-	-
<b>Speaking</b>	5.5	16	45		-	-
<b>Reading</b>	5.5	8	45		-	-
<b>Listening</b>	5.5	7	45		-	-

\*Indicates the midpoint of the iBT range

<sup>^</sup>Refer to section 12.4

## 12.7 Diplomas and Undergraduate Certificates (Diploma/ Undergraduate Certificate of Business, Diploma of Hospitality Management, and Diploma of Information Technology only)

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test	Aspire English level <sup>^</sup>
<b>Overall</b>	5.5	46	45.4		APT-C1	AE6
<b>Writing</b>	5.0	14	40.8		-	-
<b>Speaking</b>	5.0	14	40.8		-	-
<b>Reading</b>	5.0	4	40.8		-	-
<b>Listening</b>	5.0	4	40.8		-	-

<sup>^</sup>Refer to section 12.4

## 12.8 Associate Degrees

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test
<b>Overall</b>	6.0	60*	50		APT-B1
<b>Writing</b>	5.5	18	45		-
<b>Speaking</b>	5.5	16	45		-
<b>Reading</b>	5.5	8	45		-
<b>Listening</b>	5.5	7	45		

\*Indicates the midpoint of the iBT range

## 12.9 Bachelor Degrees or Undergraduate Exchange Programs

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test
<b>Overall</b>	6.0	60*	50		APT-B1
<b>Writing</b>	5.5	18	45		-
<b>Speaking</b>	5.5	16	45		-
<b>Reading</b>	5.5	8	45		-
<b>Listening</b>	5.5	7	45		-

\*Indicates the midpoint of the iBT range

## 12.10 Undergraduate Study Abroad

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Duolingo <sup>^</sup>	Aspire Institute Placement Test
<b>Overall</b>	6.0	60*	50	100	APT-B1
<b>Writing</b>	5.5	18	45	90	-
<b>Speaking</b>	5.5	16	45	90	-
<b>Reading</b>	5.5	8	45	90	-
<b>Listening</b>	5.5	7	45	90	-

<sup>^</sup>Duolingo is accepted until December 2026

### 12.11 Postgraduate Qualifying Program (PQP)

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test
<b>Overall</b>	6.0	60*	50		APT-B1
<b>Writing</b>	5.5	18	45		-
<b>Speaking</b>	5.5	16	45		-
<b>Reading</b>	5.5	8	45		-
<b>Listening</b>	5.5	7	45		-

\*Indicates the midpoint of the iBT range

### 12.12 Graduate Certificate sand Graduate Diplomas

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test
<b>Overall</b>	6.0	60*	50		APT-B1
<b>Writing</b>	5.5	18	45		-
<b>Speaking</b>	5.5	16	45		-
<b>Reading</b>	5.5	8	45		-
<b>Listening</b>	5.5	7	45		-

\*Indicates the midpoint of the iBT range

### 12.13 Master Degrees or exchange programs

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic		Aspire Institute Placement Test
<b>Overall</b>	6.5	79*	56		APT-A1
<b>Writing</b>	6.0	21	50		-
<b>Speaking</b>	6.0	18	50		-
<b>Reading</b>	6.0	13	50		-
<b>Listening</b>	6.0	12	50		-

\*Indicates the midpoint of the iBT range

## 12.14 Postgraduate Study Abroad

Category	IELTS (Academic)	TOEFL (iBT)	Pearson Test of English (PTE) Academic	Duolingo <sup>^</sup>	Aspire Institute Placement Test
<b>Overall</b>	6.5	79*	56	110	APT-A1
<b>Writing</b>	6.0	21	50	100	-
<b>Speaking</b>	6.0	18	50	100	-
<b>Reading</b>	6.0	13	50	100	-
<b>Listening</b>	6.0	12	50	100	-

<sup>^</sup>Duolingo is accepted until December 2026

## 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 (excluding Quebec)
- 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 course, 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. Evidence required: the Mode of Instruction must be

confirmed by an official letter from the awarding institution. This letter must state that the course was delivered in English.

- 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> )
<b>Cambridge English Qualifications: C2 Proficiency, C1 Advanced, B2 First</b>	UG + GC entry: minimum 169 overall, minimum 162 in writing and speaking Master degree entry: minimum 176 overall, minimum 169 in writing and speaking
<b>Common European Framework (CEFR):</b>	UG + GC entry: B2 Master degree entry: C1
<b>GCE 'A' Levels:</b>	UG entry: D pass in English at full Advanced (A2)
<b>GCSE/GCE 'O' Levels:</b>	UG entry: C pass in English
<b>IGCSE Foundation</b>	UG entry: Pass in 4 subjects with minimum D in English
<b>International Baccalaureate (IB):</b>	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)
<b>SAT (test sat from 2016)</b>	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
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	Academic Board (05 April 2019)	08 April 2019

Change Committed	Prepared by	Approved by	Date of Change
	and Sanja Taslaman		
Updated admission criteria to include newly accredited UG courses & study abroad entry requirements	Natalie Bates-Bittencourt and Sanja Taslaman	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 Taslaman, Stuart Wiggins and Natalie Bates Bittencourt	Academic Board	03.09.2021
Update to Diploma and UG Certificate entry requirements	Trevor Clark and Sanja Taslaman	Academic Board	24.03.2022
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

Change Committed	Prepared by	Approved by	Date of Change
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.  Philippines, Pakistan and Laos equivalent academic entry requirements updated.  English language proficiency requirements updated.  Duolingo extended to May 2024.	Caroline Leckey	Academic Board	6.10.2023
English language proficiency requirements for the all Graduate Certificates, Graduate Diplomas and Masters updated. IELTS scores now include an overall requirement <b>and</b> a minimum score in <b>all bands</b> , to make it consistent with the MBA.	Caroline Leckey	Academic Board (out of session)	1.11.2023
English language proficiency requirements for the all Diplomas, Associate Degrees, Bachelors and PQP updated. IELTS scores now include an overall requirement <b>and</b> a minimum score in <b>all bands</b> .	Caroline Leckey	Academic Board (out of session)	8.11.2023
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.	Caroline Leckey	Academic Board	17.11.2023
IT suite of courses added as per TEQSA accreditation	Caroline Leckey	N/A	17.11.2023 (updated 6.3.24)
<ul style="list-style-type: none"> <li>• Addition of GPA entry requirement for all Business Administration course entry requirements, and removed work experience requirements for those courses.</li> <li>• Pearsons scores increased to match IELTS equivalencies</li> <li>• Duolingo extended to May 2025</li> <li>• IT work experience criteria added</li> <li>• GTE updated to Genuine Student (GS)</li> </ul>	Caroline Leckey	Academic Board	4.12.23
IELTS lowered to overall 5.5 with no band less than 5.0 for Diploma of Business, Hospitality Management and IT	Caroline Leckey	Academic Board (out of session)	17.7.2024
Conditional COE requirements added, Laos added to Foundation Program list of countries & Hong Kong requirements amended.	Nadia Shevchenko Caroline Leckey	Academic Board (out of session)	2.8.2024
12.7 table updated to correct Aspire Institute Placement Test and Aspire English level scores	Caroline Leckey	N/A	22.8.2024
Updated IELTS for ELICOS and foundation equivalency tables to include all bands, TOEFL	Fabiana Pereira	Academic Board	11.10.2024

Change Committed	Prepared by	Approved by	Date of Change
and Duolingo scores updated. Plus moved Aboriginal and Torres Strait Islander entry into entry pathways.	Caroline Leckey		
Removed Duolingo for all entry requirements with the exception of Study Abroad until December 2026. Added Nepal to the equivalent academic entry requirement by country list for the Diploma and Bachelor courses. Various grammatical edits.	Fabiana Pereira Caroline Leckey Natalie Bates Bittencourt	Academic Board	18.07.2025
<ul style="list-style-type: none"> <li>All certified documents submitted as part of an application must be clear, legible, and provided as scanned copies or PDFs of the original official documents.</li> <li>For Conditional CoEs, Applicants must provide evidence of meeting the academic entry requirements for their course at least 30 days prior to the course commencement date. Updated equivalent qualification for NZ and Malaysia.</li> <li>Removed the STAT.</li> <li>Minor changes to other admissions options' criteria for admission. Various grammatical edits.</li> </ul>	Fabiana Pereira Caroline Leckey Natalie Bates Bittencourt	Academic Board	21.11.2025
Changed Entrepreneurship course name to Entrepreneurship and Innovation	Caroline Leckey	Board of Directors	24.2.2.26