



ADMISSIONS POLICY

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Policy Category	Academic		
Governing Authority	Teaching and Learning Committee		
Responsible Officer	Head of School		
Reporting Authority	Head of School		
Related Documents	Admissions Procedure Country Specific Academic Requirements Diversity and Equity Policy (and related Procedure) Credit and RPL Policy (and related Procedure) Fees and Refunds Policy (and related Procedure) Student Grievances, Complaints and Appeals Policy (and related Procedure) Statement of Tuition Assurance Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011)		

* Unless otherwise indicated, this Policy will still apply beyond the review date.

Document Control

Version #	Date	Key changes
1.0	5/12/2017	Approved by Academic Board
1.1	3/07/2020	'Expanded 'Purpose' to include postgraduate courses and subjects (clause 1.2)
1.1a	29/09/2021	Updated reference to Higher Education Standards Framework (Threshold Standards) 2021
2.0	21/11/2023	Additions made: (i) AB will monitor the participation, progress and completion by all students including the student subgroups under item 3.4; (ii) Admission requirements which were moved from the AIHE Admission Procedure to item 3.5, Schedule 1; (iii) addition of English and academic entry requirements for Graduate Certificate of Management under Table A in 1.5, and 3.3 of the Schedule 1; removal of internal language assessments in 1.1 of the Schedule 1; (iv) addition of the General Manager's responsibility to approve scholarship granted to students under 4.3; (v) addition of the Head of School's responsibility to periodically review the appropriate of admission criteria and recommend revision for AB's approval under 4.2.
2.1	04 Jun 2024	Update the PTE, TOEFL iBT scores as converted from IELTS scores in Table A to align with the English Test Providers Updates.

1. PURPOSE

1.1 The Admissions Policy specifies the principles guiding admission to the Adelaide Institute of Higher Education (AIHE) courses and subjects.

1.2 This Policy provides a framework for prospective students seeking to undertake undergraduate and postgraduate higher education courses and subjects at AIHE.

2. SCOPE

2.1 The Admissions Policy applies to all domestic and international applicants for admission to AIHE courses and subjects, and all staff involved in admissions decisions. The approved admissions criteria for AIHE courses are included in Schedule 1 of this Policy.

3. PRINCIPLES

AIHE is committed to the following principles that underpin this Policy:

3.1 Students admitted to a course or subject will have the academic preparation, age and proficiency in English needed to participate in their intended study and no known limitations that would be expected to impede their progression and completion.

3.2 Admission requirements are approved by Academic Board and admission processes will be documented. Accurate, relevant and timely information will be publicly available and accessible, including access for students with special needs, to enable informed decision making about educational offerings and experiences.

3.3 Admission requirements and processes will be applied fairly, consistently and objectively to ensure that admission decisions assess the relative merit of eligible applicants, taking into consideration prior achievement and equality of opportunity.

4. RESPONSIBILITIES

4.1 The Academic Board:

- approves admission requirements;
- receives reports about participation, progress and completion by student cohorts that inform admission standards;
- may delegate its powers with regards to admissions; and
- will monitor the participation, progress and completion by all students including the student subgroups admitted under alternative admission pathway and student subgroups with credit transfer. The findings will be used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.

4.2 The Head of School is responsible for:

- development of any course specific admission requirements for AIHE Academic Board's approval, to ensure students have the level of knowledge and skills necessary to be successful in their course;
- periodically reviewing the appropriateness of AIHE's admissions criteria and recommending any updates for Academic Board's approval;
- assessing all admission applications against the admission requirements.

4.3 The General Manager:

- ensures admission arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study as per Head of School's assessment of, and recommendations relating to, admission applications;
- approves amounts of scholarship granted to students where applicable. See the Scholarship Policy and Procedure for more details.

5. DEFINITIONS

5.1 See the AIHE Glossary of Terms for definitions.

SCHEDULE 1: AIHE ADMISSIONS CRITERIA

To be considered for admission to a course or subject at AIHE, an applicant must meet AIHE’s minimum admission requirements, including any course-specific admission requirements. Meeting the minimum admission requirements does not guarantee admission to a course. Students admitted to a course will have the English language proficiency, age, and academic preparation and skills to succeed in their course in the standard duration.

1 English language requirements

1.1 Domestic and international applicants must satisfy AIHE’s English language requirements for admission to a course. The English language requirements are as follows:

- successful completion of an Australian Year 12 Program; or
- successful completion of an Australian Qualification Framework (AQF) qualification (Certificate IV or higher) no more than two years prior to commencing studies at AIHE, with a minimum duration of one year of full-time study; or
- successful completion of an English language course approved by AIHE from a registered English Language Intensive Course for Overseas Students (ELICOS) Provider. Such courses will give students the minimum English language proficiency (ELP) standard as specified in Table A; or
- achievement of the minimum requirements in an approved English language test within 24 months prior of commencement of studies at AIHE. Approved English language tests and minimum standards are included in Table A.

Alternative English language tests and other evidence of English language proficiency will be considered on a case-by-case basis by the Head of School.

AIHE will accept certain qualifications with English as the language of instruction or other approved English units as evidence of meeting standard English requirements. Approved qualifications may only be considered if they have been successfully completed within five years the proposed course commencement date or longer if the applicant can show evidence that they have continuously resided in an English-speaking country or region since the completion of their relevant studies until the application date.

REQUIREMENTS	APPROVED COUNTRY OR REGION
<p>Senior secondary study or at least one year of full-time tertiary study completed in the following countries.</p> <p>The language in which you undertook this qualification must be English.</p>	<p>American Samoa, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada, Cook Islands, Fiji, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, New Zealand, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Africa, St Kitts and Nevis, St Lucia, Tonga, Trinidad and Tobago, United Kingdom (including Northern Ireland), United States of America, Vanuatu, Zimbabwe</p>

1.2 Some courses may require a higher overall score and/or sub-score(s) for entry. These will be specified in the entry requirements for the course.

1.3 Prospective students are required to submit acceptable evidence of their English language proficiency at the time of application to study with AIHE, such as an IELTS document showing their score. This evidence must be no more than 24 months old.

1.4 In addition to meeting the requirements of subclause 1.1 in some cases students may be required to successfully complete an AIHE approved English language test prior to admission.

1.5 International applicants seeking to transfer to AIHE from another Australian higher education provider where their English language test result is more than two (2) years old may demonstrate the English language proficiency by way of an AIHE approved English language test.

Table A: English Language Requirements

English Language Requirements	Minimum Score/Duration		
	Bachelor of Business Requirements	Master of Business Administration Requirements	Graduate Certificate in Management Requirements
Successful completion of an Australian Year 12 Program	Applicable	N/A	N/A
Successful completion of an Australian Qualification Framework (AQF) qualification (Certificate IV or higher) no more than two years prior to commencing studies at AIHE	Minimum duration of one year of full-time study	N/A	Advanced Diploma or Associate Degree at minimum
International English Language Testing System (IELTS) – Academic including One Skill Retaken Certificate	Overall 6.0 (min. sub-score 5.5)	Overall 6.5 (min. sub-score 6.0)	Overall 6.0 (min. sub-score 6.0)
Test of English as a Foreign Language (TOEFL) - Internet Based Test (iBT)	Overall 70 (min. sub-score 59)	Overall 87 (min. sub-score 70)	Overall 70 (min. sub-score 70)
Pearson Test of English (PTE)*	46 (no skill score < 36)	56 (no skill score < 46)	46 (no skill score < 46)
Cambridge English Advanced (CAE)	Level B2 (169)	177 (no skill score < 169)	169 (no skill score < 169)
Duo Lingo English Test**	105	115	105

* The conversion of IELTS scores into PTE is in line with the 2024 comparison instructions by Pearson PTE at <https://www.pearsonpte.com/research/scoring>.

** The conversion of IELTS scores into Duo Lingo English Test and TOEL iBT is found at <https://englishtest.duolingo.com/scores>

2 Minimum age requirements for admission

2.1 AIHE sets minimum age requirements to ensure that students will be able to study safely and have a reasonable likelihood of success in their study.

2.2 To be eligible for admission, the applicant must be 18 years of age at the time of enrolment in the course or subject.

2.3 A person who does not meet the minimum age requirement for admission to AIHE may be offered a place in the course or subject for the beginning of the study period in which the minimum age requirement will be satisfied.

3 Academic requirements

3.1 Applicants are eligible to be considered for a place in an AIHE undergraduate course if they satisfy, at a minimum, one of the academic prerequisites set out in Table B.

Table B: Academic Requirements

Academic Requirements	Minimum Score
An Australian Tertiary Admission Rank	ATAR of 60
A qualification from an overseas institution equivalent to an Australian secondary education qualification*	Refer to A3_FMA3.18 Country Specific Academic Requirements
One year of Australian University studies with a specified GPA	GPA 3.5 out of 7
Special Tertiary Admissions Test (STAT) score	STAT of 120
Successful completion of an Australian Certificate IV, Diploma, or Advanced Diploma, or equivalent qualification from an overseas institution	
A completed foundation studies or preparatory program that is recognised for admission purposes	

*: The Country Specific Academic Requirements for AIHE BBUS are included in the A3_FMA3.18 Country Specific Academic Requirements.

3.2 Applicants are eligible to be considered for a place in an AIHE Master of Business Administration coursework course if they have satisfactorily completed a Bachelor degree or international equivalent.

3.3 Applicants are eligible to be considered for a place in an AIHE Graduate Certificate of Management course if they have:

- satisfactorily completed an Australian Bachelor's Degree or an international Qualification equivalent to AQF level 7, or
- satisfactorily completed an Australian Advanced Diploma, Associate Degree or an international qualification equivalent to AQF level 6, plus 2 years' of Industry experience at supervisory level, or
- at least five years' industry experience which includes at least three years' management/ supervisory experience.

3.4 Alternative admission pathways

3.4.1 The Academic Board may determine:

- circumstances in which a person may be considered for special admission to AIHE; and
- the categories for consideration and the requirements to be satisfied for consideration under those categories; and
- the manner in which consideration may be given to a person.

3.4.2 The relevant Head of School, with the approval of the Academic Board, may establish a special admission scheme for a course.

3.4.3 Where an alternative admission pathway is available, information will be published on the AIHE website. Students may review the information to determine if any available alternative pathway is applicable for admission into their chosen course.

3.4.4 Alternative admission pathways may include, but are not limited to:

- Alternate qualifications or evidence of learning;
- Mature Age Entry; and
- Special entry and educational access schemes designed to broaden access to AIHE, address perceived disadvantage or encourage studies in particular disciplines, including but not limited to applicants with physical disabilities, applicants from geographically isolated areas, applicants with economically disadvantaged backgrounds and Aboriginal or Torres Strait Islander applicants.

3.4.5 A person may be considered for alternative admission to an undergraduate course if:

- the person has satisfied the further requirements for admission to the course and any additional requirements for consideration under the special admission schemes of AIHE or of the School; and
- the person is assessed as falling within one or more of the categories for consideration determined by the Academic Board in accordance with subclause 3.5.1.

3.4.6 A person who satisfies the requirements for alternative admission to a course will be taken to have satisfied the admission requirements for that course.