



# Australian Graduate School of Leadership

## Policy register

<b>Policy name</b>	Admission and Course Transfer		
<b>Version</b>	1.0	<b>Status</b>	Approved by Board of Directors
<b>Communication</b>	To all staff, students and prospective students	<b>Date</b>	21 January 2013

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### 1. Preamble

AGSL's admission policy is designed to facilitate the admission of students who are qualified to enrol in the course concerned. AGSL aims to provide an admissions system for continuing and potential students that is fair, transparent, student-focussed, well managed, expeditious and quality controlled.

### 2. Scope

The policy applies to all continuing and prospective AGSL students.

### 3. Definitions

Term	Definition
Admission	The process by which a prospective student is granted permission to enrol in a course
Course transfer	The process by which a student currently enrolled in an AGSL course is permitted to transfer to another AGSL course

### 4. Principles

The admission requirements for a course are to be aligned with the outcomes, goals and objectives of the course.

AGSL will publish the admission requirements for each of its courses on its website and in publications relating to its courses.

AGSL may limit the number of applicants permitted to enrol in an intake to a course. If the number of applicants for an intake exceeds the limit, the excess applications

(as determined by the date the applications were lodged) will be held over to the next intake, or, at the applicant's request, withdrawn.

AGSL may cancel an intake to a course if there are insufficient applicants for admission to the course at that intake. In such an event, the applications for the cancelled intake will be held over to the next available intake, or, at the applicant's request, withdrawn.

AGSL will assume that all applicants have internet access sufficient for them to undertake their AGSL course and access to e-mail, Word and Excel. AGSL will not make any special allowance or provision for students who do not have such access.

A student currently enrolled in an AGSL course may be permitted to transfer to another AGSL course for which they have satisfied the admission requirements.

## **5. Procedures**

Applicants are to apply for admission in accordance with the admission procedures determined by AGSL from time to time and published on its website. Each application for admission is to be accompanied by certified copies of original documentation relating to the applicant's qualifications for admission such as transcripts of academic record and evidence of English competency. An applicant may be required to produce the originals of any documentation accompanying the admission application.

AGSL may cancel the enrolment of an applicant whose admission has been approved on the basis of fraudulent, incorrect or misleading information.

### *Admission Requirements*

All potential students applying for admission must have access to a reasonably modern computer (less than 10 years old) with reliable high-speed (ADSL, similar or better) internet access. This requirement does not preclude a course or subject from having a higher requirement in this area, in which case the higher requirement will be explicitly stated in the publicly available course or subject information documentation.

Applicants for admission to AGSL's postgraduate courses will normally be required to possess an undergraduate degree (or higher award in the Australian Qualifications Framework) from an accredited tertiary institution. Applicants who do not possess an undergraduate degree (or higher award in the Australian Qualifications Framework) from an accredited tertiary institution may be granted admission to the

course based on experience, professional attainments or other attributes considered to be equivalent or acceptable.

If the Executive Dean is not satisfied with the qualifications submitted by particular applicants, the Executive Dean may require the applicants to complete appropriate coursework at an adequate level of performance or to undergo such assessment or carry out such work as the Executive Dean may prescribe before admitting the applicants.

### *English Language Proficiency*

The language of instruction of AGSL courses is English and students are expected to be proficient in English. Students who do not make satisfactory progress in their course may be excluded from the course and a lack of proficiency in the English language is not a defense to inadequate progression.

Applicants will be deemed to have sufficient English proficiency if they:

- Were born in one of the countries listed below and have completed at least one qualification in one of those countries and the language in which the qualification was undertaken was English; or
- Were not born in one of the following countries but have completed senior secondary study or at least one year of full-time University study in one of these countries and the language in which the qualification was undertaken was English:

- American Samoa
- Australia
- Canada
- Fiji
- Ireland
- Kenya
- New Zealand
- Papua New Guinea
- Singapore
- Solomon Islands
- South Africa
- United Kingdom (including Northern Ireland)
- United States of America
- Zambia

All other applicants must demonstrate proficiency explicitly. Acceptable evidence of English proficiency includes (these tests must have been taken within two years of applying for admission):

- a TOEFL (Test of English as a Foreign Language) paper-based score of 550 and TWE of 5.0
- a TOEFL Internet-based score of 80 and writing score of 25
- an Academic IELTS (International English Language Testing System) overall score of at least 6.0, and with no score below 5.5
- Pearson Test of English (PTE) Academic score of 54 overall with a minimum of 46 in all communicative skills
- a Combined Universities Admission Test (CULT) overall score of at least 65
- Written evidence of completion of a minimum of two full-time academic years of secondary and/or tertiary studies that have been conducted and examined solely in English. Acceptable forms of evidence include transcripts indicating that the language of instruction was English or by provision of a certified written statement from the academic institution.
- a C pass in a humanities subject at the GCE 'A' level examinations in either Singapore or the United Kingdom
- completion of the International Baccalaureate diploma with English A2 at higher or standard Level
- A minimum of Level 4 in the core subject English Language in the Hong Kong Diploma of Secondary Education (HKDSE)
- a C pass in 'Use of English' in the Hong Kong Advanced Level Examination (HKALE)
- completion of the UNSW Foundation Studies Certificate with a C pass in 'Use of English'
- completion of an AQF Certificate IV (including English for Academic Purposes)
- successful completion of at least one year of study in a course at Associate Diploma or Diploma level on the Register of Australian Tertiary Education
- a score of 155 in the verbal component of the STAT test
- a Pass grade in the Uniworld English College English for Tertiary Entrance course
- IRI Diploma of English
- Satisfactory completion (D grade or higher in Level 3) of the Embassy CES 'English for Academic Purposes Programme' (EAPP)
- B Pass in English at the GSCE/GCE 'O' Levels (from Britain or Singapore)
- Cambridge Certificate of Proficiency in English (CCPE) C Pass
- Cambridge English Advanced Exam (CAE) overall score of 52 with no score below 47

- Successfully completed one year of full-time (or part-time equivalent) post-secondary study at an affiliate institution of the University, with English as the medium of instruction and assessment
- the Ability EAP program with level 3 pass or above
- the Macquarie English EAP2 or EAP3 program
- the Strathfield College EAP program.
- Chisholm Institute of TAFE Advanced Level General English Language Program
- Sydney College of English Level 3 Upper- Intermediate-Advanced with 65% or above pass rate

Applicants for admission to Doctoral programs who were not born in one of the countries specified above need to explicitly demonstrate English language capability by completing or having completed one of the following:

- undertaking an academic International English Language Testing System (IELTS) with an average score of 6.5, and with scores of 6 or higher in each of the individual skill areas within the last 12 months;
- undertaking a Test of English as a Foreign Language (TOEFL) with a score of 577 (or computerised TOEFL score of 233), with a Test for Written English Score (where reported) of at least 5.0 or an internet-based score of 90 with a written score of 24 within the last 12 months;
- undertaking level 109 of the English Language Services (ELS) examination with a score of B or higher in the Reading and Writing components, and a score of P or higher in the Speaking and Listening components within the last 12 months;
- a university degree where the language of assessment is in English; or
- other equivalent examinations, as determined by the Academic Board.

### *Course Transfer*

Students who wish to transfer from one course (“source course”) to another course (“destination course”) must apply for admission to the destination course using the normal forms and procedures that apply to admissions for that course. Admission criteria, application closing dates and other attributes that apply to the destination course also apply to students applying to transfer into that course from another course.

Approval for course transfer will only be given where the student meets the admission and other requirements of the destination course and where a place is available on the course. Once it has been determined that a place exists in the

destination course, the remainder of this policy applies in determining whether to grant admission to a student applying to transfer into the destination course.

Where approval for course transfer is granted, credit in the destination course for work successfully completed in the source course will be applied according to the Academic Credit and Recognition of Prior Learning policy.

### *Notification and Acceptance of an Offer of Admission*

Applicants to enrol in a course will be notified by email of the outcome of their application normally within 10 business days of submitting the application.

For an offer of admission to remain valid it must be accepted in accordance with the instructions accompanying the offer and fees must be paid. Failure to accept the offer or pay fees in the manner specified results in the offer being withdrawn.

Applicants who are offered a place in a course may apply to defer their commencement of the course. The Executive Dean or Registrar may decide the outcome of an application for deferment of admission, giving consideration to course quotas, future course and subject availability and other operational issues that may impact the ability of AGSL to provide appropriate and adequate academic and other support for the duration of the enrolment in the course.

### *Reviews of Admissions Decisions*

Prospective students who believe they have been unfairly disallowed from enrolling in a course or subject may apply for a review of the decision. Applications for the review of admissions decisions must be made to the Registrar or Executive Dean in writing and must include reasons submitting the application for review of an admissions decision. Applicants for a review of an admissions decision must be received within 14 days of notification of the decision being received by the applicant. Applications for reviews of admissions decisions will be decided by the Registrar and/or Executive Dean, who may consult with the Academic Board for advice.

Possible outcomes of a review of an admissions decision include that the decision is:

- Upheld: no change will be made
- Varied and the applicant is approved for inclusion into the pool of eligible applicants for that course;
- Varied and the applicant is approved for admission into the next intake of that course;

- Overturned and a new decision is substituted.

Applicants will be notified of the outcome of the decision in writing, which will include an overview of reasoning for the review decision.

## **6. Responsibilities**

The Academic Board is responsible for monitoring the implementation of entry requirements to any accredited course offered by AGSL, based on requirements approved during the accreditation process.

The Registrar is responsible for authorising admission of students who satisfy published approved admissions criteria or who present experience, professional attainments or other attributes that have previously been authorised by the Executive Dean or Academic Board as satisfying the admission requirements of a course.

Applications for admission that do not meet published approved admissions criteria and that do not supply evidence of experience, professional attainments or other attributes that have satisfied admission requirements for previous applicants are to be referred to the Executive Dean, who may make a decision regarding admissibility or otherwise of the applicant and may seek advice from the Academic Board.