Admissions Policy

Contents

1. Purpose 2
2. Scope 2
3. Definitions 2
4. Admission Principles 3
5. Relationship to the Higher Education Support Act 2003 3
6. Entry Requirements 3
7. Assessment of Work Experience and Uncredentialled Learning 8
8. Verifying Applicants' Documents and Academic and English Language Credentials 8
9. International/Overseas Applicants and Genuine Student Requirements 9
10. Letters of Offer and Written Agreement, Acceptance and Issue of Electronic Confirmation of Enrolment (eCoE) 9
11. Intake Quotas and Course Viability 10
12. Related Documentation 10
13. Related Legislations 10
14. Version Control 11

Appendix 1: Document Requirements for Assessment and Approval 13

Appendix 2: Application Assessment Procedure 15

1. Purpose

The Admission Policy provides a framework to ensure a fair, equitable, transparent and compliant admission process. The Asia Pacific International College (APIC) applies admission criteria, English language proficiency, and professional employment experience requirements (where applicable) similar to those of comparable higher education institutions in accordance with Australian higher education legislative and regulatory requirements.

This Policy describes the minimum standards and criteria by which students will be eligible for admission to undergraduate and postgraduate courses at APIC, to ensure that applicants have a reasonable expectation to succeed in their course of study.

2. Scope

This Policy applies to all domestic and international applicants to undergraduate and postgraduate courses at APIC. This document should be read in conjunction with other related policies and rules (see Related Documentation).

3. Definitions

Item	Definition
AQF	The Australian Qualifications Framework describes the minimum standards and levels of Australian qualifications and award courses.
Conditional offer	An offer of admission made to an applicant who has applied for an award course that has conditions attached to it which the student must satisfy for an unconditional offer to be issued.
General work experience	Any experience gained while working in a specific field, job or occupation.
International applicant	Any person who is not a citizen of Australia or New Zealand or an Australian permanent resident.
Letter of Offer and Written Agreement	An offer of admission made to an applicant who has applied for an award course and who meets all the requirements for entry.
Managerial work experience	Work experience where the person has responsibility for planning and organising processes and resources including human resources and making strategic and operational decisions.
Preparatory/foundation course	A non-award course delivered by an Australian university or Institute of Higher Education that provides applicants with academic knowledge and skills needed to complete their preferred course, or international equivalents that may be considered.
Work experience	Work experience is defined as structured, substantive professional engagement demonstrating meaningful contributions, skill development, and relevance to academic or career goals, typically validated through verifiable documentation from paid or unpaid professional roles.
Uncredentialled learning	Informal learning for which a transcript, certificate or equivalent award has not been issued upon completion.

4. Admission Principles

The following principles and practices form the foundation for this Policy.

APIC is committed to recruiting students in an ethical and responsible manner and provides prospective domestic and international students with current and accurate information regarding the requirements for admission into APIC courses. This information includes the minimum level of English language proficiency, educational qualification, work experience (where applicable), and whether the awarding of credit and/or Recognition of Prior Learning (RPL) may be available (refer to the Award of Credit Policy).

All applications for admission are evaluated, and qualifications, experience, and English language proficiency are validated (refer to Appendix 1 for detailed information). Applications are processed in accordance with APIC's established pre-admissions and admissions procedures (refer to Section 8 of this policy: Verifying Applicants' Documents and Academic and English Language Credentials).

APIC is committed to ensuring the equitable and open implementation of this Policy, including a commitment to incorporating affirmative consideration of educational disadvantage which may have been experienced by applicants who can demonstrate their readiness to undertake higher education study.

College admission and enrolment processes include provision for applications for additional consideration from students who:

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

5. Relationship to the Higher Education Support Act 2003

In accordance with the *Higher Education Support Act 2003*, APIC will treat all students and potential students fairly and has open, fair and transparent procedures that are based on merit for making decisions about:

a) the selection of students from among persons who seek to enrol with APIC; and
b) the treatment of students.

Potential Students seeking to enrol with APIC, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same processes.

When making decisions about student selection and treatment, APIC may take into consideration:

- Educational disadvantages experienced by particular students
- Enrolment through restricted access arrangements

6. Entry Requirements

All domestic and international applicants for APIC courses must be 18 years of age or over at the time of the commencement of their course and hold the relevant academic or equivalent qualifications that are consistent with the requirements to commence study at the Australian

Qualifications Framework (AQF) level for that course (refer Sections 6.1 Postgraduate Entry Requirements, and 6.2 Undergraduate Entry Requirements).Individual applicants for any award course who do not meet the entry requirements may be considered on a case-by-case basis and approved for admission by the Dean (Academic).

Where English is not an applicant's first language or where the applicant's qualifications are from institutions where the delivery of the program was not in English, applicants are required to demonstrate their proficiency in English by achieving the English entry level in an internationally recognised English Language examination, or equivalent, as detailed for the relevant programs below (refer Sections 6.1.3 and 6.1.5 English language requirements for postgraduate entry, and 6.2.2 and 6.2.4 English language requirements for undergraduate entry).

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

6.1 Postgraduate Entry Requirements

6.1.1 Master's Degrees (AQF Level 9)

The following academic admission criteria apply to all applicants to courses at APIC that lead to the award of an AQF Level 9 qualification. Additional English language requirements for international students are provided in Section 6.1.3 English language requirements for postgraduate entry (Master's and Graduate Diploma). Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

Applicants must meet any ONE of the following criteria:

- Successfully completed a Bachelor's degree (AQF 7) or higher in any discipline; *OR*
- Successfully completed an Associate Degree or Advanced Diploma (AQF 6) of at least 2 years' duration in a related discipline and two years full-time relevant professional work experience*; *OR*
- Successfully completed a Diploma (AQF 5) in a related discipline and three years full-time relevant professional work experience*; *OR*
- Successfully completed a recognised postgraduate preparation program and one year full-time relevant professional work experience*; *OR*
- At least five years of full-time managerial/professional work experience* in a related field.

* All work experience to be assessed by the Course Coordinator, Dean (Academic), or delegate.

6.1.2 Graduate Diplomas (AQF Level 8)

The following academic admission criteria apply to all applicants to courses at APIC that lead to the award of a Graduate Diploma qualification. Additional English language requirements for international students are provided in Section 6.1.3 English language requirements for postgraduate entry (Master's and Graduate Diploma). Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

Applicants must meet any ONE of the following criteria:

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

6.1.3 English Language Requirements for Postgraduate Entry (Master's and Graduate Diploma)

All applicants from a non-English speaking background applying to a Master or Graduate Diploma course at APIC must satisfy ONE of the following English language requirements[1]. Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

- IELTS Academic: Overall band score of 6.5 or higher, with a minimum score of 6.0 in writing and speaking; *OR*
- TOEFL IBT (Internet-based TOEFL): Overall minimum score of 81, with writing and speaking minimum scores of 19; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Overall minimum score of 180, with writing and speaking minimum score of 180; *OR*
- Cambridge Certificate of Advanced English (CAE): Overall minimum score of 176 with a writing and speaking minimum score of 169; *OR*
- PTE Academic Module with an overall minimum score of 59 with a writing minimum score of 63 and speaking minimum score of 47; *OR*
- English for Academic Purposes Level 2 (EAP 2): Grade B or higher.

6.1.4 Graduate Certificates (AQF 8)

The following academic admission criteria apply to all applicants to courses at APIC that lead to the award of a Graduate Certificate qualification. Additional English language requirements for international students are provided in Section 6.1.5 English language requirements for postgraduate entry (Graduate Certificate). Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

Applicants must meet any ONE of the following criteria:

- Successfully completed a Bachelor's degree (AQF 7) or higher from a recognised institution; *OR*
- Successfully completed a 3-year Associate Degree or Advanced Diploma* (AQF 6) with a credit average (or equivalent); *OR*

[1] Equivalencies provided in this policy are based on IELTS. (2026). *Compare IELTS.* Retrieved 20 August 2026 from https://ielts.org/organisations/ielts-for-organisations/compare-ielts

- Successfully completed a 2-year Associate Degree or Advanced Diploma* (AQF 6) with a credit average (or equivalent) and one year full-time relevant professional work experience; *OR*
- Successfully completed a Diploma* (AQF 5) plus two years full-time relevant professional work experience; *OR*
- Completed a recognised postgraduate preparation program; *OR*
- Three years of full-time managerial/professional work experience in a related field; *OR*
- Five years of full-time general work experience in a related field.

* For IT programs, the Associate Degree, Advanced Diploma or Diploma must be in a cognate (IT-related) discipline.

6.1.5 English Language Requirements for Postgraduate Entry (Graduate Certificate)

All applicants from a non-English speaking background applying to a Graduate Certificate at APIC must satisfy ONE of the following English language requirements. Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

- IELTS Academic: Overall band score of 6.0 or higher, with no band less than 5.5; *OR*
- TOEFL IBT (Internet-based TOEFL): Overall minimum score of 67, with writing and speaking minimum scores of 17; *OR*
- Cambridge Certificate of Proficiency in English (CPE): Overall minimum score of 169, with writing and speaking minimum scores of 162; *OR*
- Cambridge Certificate of Advanced English (CAE): Overall minimum score of 169, with writing and speaking minimum scores of 162; *OR*
- PTE Academic Module: Overall minimum score of 52 with writing minimum score of 51 and speaking minimum score of 43; *OR*

  English For Academic Purposes Level 1 (EAP 1): Grade A or higher.

6.2 Undergraduate Entry Requirements

6.2.1 Bachelor's Degrees (AQF Level 7)

All domestic and international applicants for APIC courses must be 18 years of age or over at the commencement of their course and hold the relevant academic or equivalent qualifications that are consistent with the requirements to commence study, leading to an AQF Level 7 award. English language requirements for international students are provided in Section 6.2.2 English language requirements for Bachelor entry. Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

Applicants must meet any ONE of the following criteria:

- Year 12 qualification in Australia; *OR*
- International recognised equivalent to an Australian Year 12; *OR*
- a Certificate IV (AQF 4) or higher awarded by a recognised higher education/vocational provider; *OR*
- a General Certificate of Education Advanced Level (GCE A) with three or more C Grades; *OR*
- a completed International Baccalaureate Diploma; *OR*
- an undergraduate preparation program or international equivalent.

6.2.2 English Language Requirements for Bachelor Entry

All applicants from a non-English speaking background applying to any AQF Level 7 qualification at APIC must satisfy ONE of the following English language requirements. Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

- IELTS Academic: Overall band score of 6.0 or higher, with a minimum score of 5.5 in writing and speaking; *OR*
- TOEFL IBT (Internet-based TOEFL): overall score of 67, with writing and speaking minimum scores of 17*; OR*
- Cambridge Certificate of Proficiency in English (CPE): Overall score of 169, with writing and speaking minimum scores of 162*; OR*
- Cambridge Certificate of Advanced English (CAE): Overall score of 169, with writing and speaking minimum scores of 162*; OR*
- PTE Academic Module: Overall minimum score of 52, with a writing minimum score of 51 and speaking minimum score of 43; *OR*
- English For Academic Purposes Level 1 (EAP 1): Grade A or higher.

6.2.3 Diplomas (AQF Level 5)

The following academic admission criteria apply to all applicants to all courses at APIC that lead to the award of an AQF Level 5 qualification. English language requirements for international students are provided in Section 6.2.4 English language requirements for Diploma entry. Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

Applicants must meet any ONE of the following criteria:

- Year 12 in Australia; *OR*
- International recognised equivalent to an Australian Year 12; *OR*
- a Certificate IV (AQF 4) or higher awarded by a recognized higher education/vocational institution; *OR*
- a General Certificate of Education Advanced Level (GCE A) with three or more D Grades; *OR*
- a completed International Baccalaureate Diploma.

Applicants who do not meet the formal entry requirements may be considered on a case-by-case basis, however, must demonstrate their readiness and suitability to commence the course (see Section 7 Assessment of Work Experience and Uncredentialled Learning).

6.2.4 English Language Requirements for Diploma Entry

All applicants from a non-English speaking background applying to any AQF Level 5 qualification at APIC must satisfy ONE of the following English language requirements. Applicants also need to meet the requirements of the relevant accrediting body, if or as applicable.

- IELTS Academic: overall band score of 5.5 or higher with a minimum score of 5.0 in writing and speaking; *OR*
- TOEFL IBT (Internet-based TOEFL): Overall score of 51, with writing and speaking minimum scores of 14*; OR*
- Cambridge Certificate of Proficiency in English (CPE): Overall minimum score of 162, with writing and speaking minimum scores of 154*; OR*

- Cambridge Certificate of Advanced English (CAE): Overall minimum score of 162, with writing and speaking minimum scores of 154; *OR*
- PTE Academic Module: Overall minimum score of 46, with a writing minimum score of 44 and speaking minimum score of 41; *OR*
- English for Academic Purposes Level 1 (EAP 1): Grade B or higher.

6.3 Special Entry Pathway

APIC is committed to increasing access to higher education for equity groups through special entry pathways. Aboriginal and Torres Strait Islander peoples, students from low socioeconomic backgrounds, and students with disabilities may be eligible for special entry consideration. This may include consideration of relevant work and life experience, completion of approved preparatory programs, or modified entry requirements.

Applicants seeking special entry consideration must provide appropriate documentation to support their application, which may include confirmation of Indigenous status, proof of eligibility for government assistance, or medical documentation. APIC will provide reasonable adjustments and support services to ensure these students can fully participate in their chosen course of study.

Admission will be determined on a case-by-case basis by the Dean (Academic) or delegate.

7. Assessment of Work Experience and Uncredentialled Learning

Applications for Recognition of Prior Learning (RPL) can be made as per the Award of Credit Policy.

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

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

8.1 Certified Documentation

All international and domestic applicants must submit original or officially certified copies of their application documents, including proof of age, academic transcripts and English language course certificates (as appropriate). To be considered officially certified copies, documents must be certified by an authorised person (a list of authorised persons who can certify documents can be found at http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx), or by an authorised APIC agent.

These documents include:

- academic transcripts and completion letters;
- passport or birth certificate (for proof of age);
- English language proficiency certification;
- background checklist; and
- work experience evidence

8.2 Non-English Language Documentation

Applicants holding overseas qualification(s) that were not delivered in English must provide the original transcript/s and testamur/s and submit approved translation/s of those documents. APIC will only accept official certified translators if applying from overseas, or translations by NAATI translators (for more information, refer to Appendix 1).

8.3 Document Requirements for Assessment and Approval

Documents submitted to APIC must conform to the identified requirements. Appendix 1 provides details of the specific requirements relating to the submission of original, translated and certified documents.

9. International/Overseas Applicants and Genuine Student Requirements

International applicants for study within Australia on a student visa must meet the following additional requirements, *Genuine Student Requirements*, to satisfy APIC that they have taken adequate steps to prepare themselves for study in Australia.

An applicant will need to provide a GSS that addresses the GSR criteria, accompanied by evidence to support the statement.

The GSS is a very important document and is one of the primary means by which APIC will assess whether or not the applicant meets the Genuine Student criteria. It is strongly recommended that all international applicants read the Australian Government Department of Home Affairs guidelines, before writing a GSS: Department of Home Affairs Genuine Student Requirement

The GSS is designed to give APIC's Admissions Team information about the applicant's previous study, any gaps in study, applicant's intentions in studying the proposed course and how it will benefit their future, applicant's incentives to return to their home country after completing the studies, and employment options upon their return.

Applicants who are already studying in Australia on a student visa with another education provider and who are in the first six months of study in their principal course will only be considered for admission if they provide the College with a letter of release from the other provider.

10. Letters of Offer and Written Agreement, Acceptance and Issue of Electronic Confirmation of Enrolment (eCoE)

Once an applicant's documentation has been checked and verified, an APIC Letter of Offer and Written Agreement will be prepared and sent to the applicant and/or their agent, if they meet all entry requirements. The APIC Letter of Offer and Written Agreement is the only approved offer and acceptance agreement. An offer may contain conditions specific to the offer that a prospective student must satisfy by the date specified in the Conditional Letter of Offer and Written Agreement.

The Letter of Offer and Written Agreement will include course name, course start and end dates, campus location, up-front and total tuition fees, and non-tuition fees, any conditions of enrolment, health cover provision for International students, and information on APIC's Refund Policy and procedures. If the applicant wishes to proceed, they must sign, date and submit the Letter of Offer and Written Agreement before the payment of fees.

An International applicant is also required to pay the first study period's tuition fee and Overseas Student Health Cover (full visa length) before an electronic Confirmation of Enrolment (eCoE) is issued.

The records of prospective students / students will be maintained as in *the Data and Records Management Policy.*

10.1 Deferred Enrolment

After submitting their signed acceptance of the Letter of Offer and Written Agreement, and before the payment of fees, a student may apply to Admissions to defer their enrolment in accordance with APIC's Enrolment Policy.

11. Intake Quotas and Course Viability

APIC may:

- set a quota for each course intake;
- decline to admit applicants where there are too few applications for a course to be viable; and/or
- cancel an intake to a course and any offers of admission made if too few applicants accept an offer of a place in the course for it to be viable.

The Dean (Academic) may approve the suspension of a course from a particular intake and must ensure that any withdrawal of offers that result from this suspension are managed in accordance with APIC's obligations under ESOS Act and the Higher Education Standards Framework.

12. Related Documentation

- QF010 APIC Award of Grades Policy
- QF008 APIC Award of Credit Policy
- QF022 Enrolment Policy
- Enrolment Rules
- QF036 Refund Policy
- QF043 Data and Records Management Policy
- Conditional Letter of Offer
- Letter of Offer
- Written Agreement

13. Related Legislations

- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Higher Education Support Act 2003 (Cth)

14. Version Control

Document ID	Admissions Policy
Category	Academic
Document Owner	Dean (Academic)
Approved by	Academic Board

Version	Summary of changes	Approval date	Next review date
1.7	Section 9.2, remove the wording “and by the APIC authorised agent network”.		
1.8	Section 5 added a paragraph on ‘unreasonable barriers to access.’ Section 10.1 Deferred enrolment added.		
1.9	Section 6.2, update undergraduate admission criteria to include “minimum ATAR”.		
1.9	Updates	Academic Board 24 February 2017	
2.0		Academic Board 29 January 2019	
2.1	Appendix 1 reworded to provide clarity and a clearer process.	Academic Board 3 April 2019	
2.2	Addition of section 4.1 Relationship to the Higher Education Support Act 2003 Addition in section 5.1.1 of an entry criterion for applicants into the Master degree who complete a Graduate Certificate or Graduate Diploma	Academic Board 21 October 2019	
2.3	Minor changes – Section 5, 5.2.1 inserted criteria regarding age 18 years old	CEO 13.03.2020	
2.4	Minor changes for clarity and addition of preparation programs to admission criteria	Academic Board 1 April 2022	

2.5	Minor changes to the job titles	CEO 11 July 2023	
2.6	- This policy has now been harmonised across the IHEs. - Section 8: International/Overseas Applicants and Genuine Student Requirements and Section 9: Intake Quotas and Course Viability have been added to the policy document. - The Responsible Officer listed on the policy document is now the Admissions Manager. - Other minor amendments (i.e., wording, appendix updates) have been made on the policy document.	Academic Board 7 June 2024	5 June 2026
2.7	Graduate Certificate admission requirements updated. Special Entry Pathway section added. Other minor amendments (e.g. wording, role titles).	Academic Board 14 February 2025	12 February 2027
2.8	Section 10 has information on the records keeping of prospective and current students	Board of Directors 20 June 2025	20 June 2027
2.9	Masters admission criteria updated. IELTS equivalencies updated.	Academic Board 4 November 2026	4 November 2028

Appendix 1: Document Requirements for Assessment and Approval

Documents	Requirements and Comments
Academic and Other Documents	The following certified Academic documents are required: • Official academic transcripts and graduation certificates from the applicant's senior secondary studies and any subsequent studies, including any incomplete qualifications. A key to results which explains the results is required. • Academic transcripts must state duration of course, as some consolidated transcripts do not show fails. If consolidated transcripts are provided, you must request and receive detailed mark sheets. Detailed mark sheets are required to calculate the credits the student has studied to determine the course duration. • Passport: A copy of the student passport photograph page and visa (if applicable). Documents that are not in English • If the qualification is not in English an Official English language translated document is required. Both the original language academic transcripts and graduation certificates and translated versions of the documents must be submitted.
Translated Documents	The translated documents must be prepared by a recognised official translation service. Australia official translators can be found on the NAATI website. • The translation must be on official letterhead and bear the stamp or signature of the translator or translation service. • The translator must certify that the translation is a correct translation. • The translation must not be prepared by the student, or by any person with a personal, financial or other interest in the outcome of the student's application.
Certified Copies	• Officially certified copies of documents are preferred **as original documents will not be returned**. Downloaded transcripts from the internet are not accepted except where the period between the completion of the previous course and the commencement of the new course is insufficient to allow time for an official copy to be provided. In these circumstances a downloaded document will be accepted if each page of the transcript is signed, dated and stamped by the issuing institution as being a true and correct record. • To have a document certified the student should take the original and a copy to an authorised person. The person must then write on every page of the copy document, *"I have sighted the original and certify this to be a true copy of the original — Initial and date "(sample statement).* APIC will not accept a scanned document as a certified document unless a scanned document has been sent to APIC by an APIC agent. APIC will not accept electronic stamps from agents but will accept electronic stamps from ECA. • Outside of Australia - Any person or agency recognised by the law of the country in which the student resides can certify documents.

Evidence of Completion	• Certified copy of Graduation Certificates from all qualifications required for entry.
Work Experience	The following documents must be submitted for applications based on work experience: 1. A copy of the applicant's curriculum vitae/resume needs to be provided that includes the following information for each relevant role held: • the name of the company(ies) where the applicant was employed; • the dates of employment with each company; • the work title held with the company; • a brief summary of the duties and responsibilities of the role(s). 2. Supporting evidence of employment including: • A reference letter from employer/s • Signed copies of all employment contracts and/or copies of pay slips/tax invoices that include the individual's name
Evidence of English Language Proficiency	APIC accepts a variety of English language tests to measure a student's English language proficiency. The qualification must be less than 2 years old.

Appendix 2: Application Assessment Procedure

