

Admissions Policy

Date of Approval from Governing Board: 7th April 2016

Date of review: 7th April 2019

1. Purpose

1.1 This Policy sets out the *Leaders Institute* requirements for admission.

1.2 The policy has been developed in accord with the legislative obligations and regulatory requirements of the Australian Qualifications Framework (AQF); and the Higher Education Standards Framework (Threshold Standards) 2011, Course Accreditation Standards. Academic Board of *Leaders Institute* oversees the Admissions Policy and Admission Procedures and assesses their efficacy in accordance with its duties and powers.

2. Principles

2.1 The Institute is committed to broadening participation and just access. It aims to promote able, highly motivated and keen students of all ages and from all backgrounds and contexts, to apply to its degree programs.

2.2 The Institute aims to ensure that admission decisions are fair, consistent and transparent. Admissions decisions are based on professional judgement of applicants' individual academic achievement, ability and potential, taking into account all of the information presented in applications and applying established entry criteria in a consistent manner.

2.3. The Institute will consider applicants for admission on the basis of merit through prior study, or on the basis of learning acquired other than through formal study, or based on prior employment in a relevant field. The Institute accepts a broad range of qualifications for entry to its courses, including vocational qualifications and a wide range of qualifications offered by international applicants.

2.4 The Institute makes every effort to ensure that all information provided about admissions to its courses is clear and accurate to enable applicants to make informed decisions. This information will include admission procedures for each course comprising:

- course selection requirements
- the application process
- tuition fees
- dates of terms
- any additional needed information about the program

The Institute publishes specific admission requirements for each course relevant to each year in which the course is offered at: www.leaders.edu.au.

2.5 To be admitted to a course at the Institute an applicant must:

- be eligible to be considered for admission
- meet course selection requirements
- satisfy course English language proficiency requirements
- lodge an application for admission by the closing date, with specified supporting documentation
- pay the required application fee

2.6 For admission to all courses, international students must satisfy Genuine Student and Genuine Temporary Entrant (GTE) requirements in accordance with Department of Home Affairs regulations.

3. Scope

3.1 This policy applies to all domestic and international coursework admissions at *Leaders Institute*.

3.2 The policy is underpinned by procedural guidelines and other related policies and legislation:

- *English language policy*
- *Higher Education Support Act 2003 (Cth)*
- *Education Services for Overseas Students (ESOS) Act 2000 (Cth)*
- *Discrimination Act 1992 (Cth)*

Admissions Procedures

1. Context

1.1 The Admissions procedures outline the processes for admission and selection of applicants into *Leaders Institute* undergraduate coursework programs.

1.2 Applicants who meet the entry requirements for a course may be offered a place in that course.

1.3 Meeting the entry requirements is based primarily on merit, likelihood of success and availability of places in the course.

2. Admission requirements: General

2.1 To be considered for admission to an undergraduate course, both domestic and international applicants must meet the minimum English language requirements. These are specified below in schedule A.

2.2 In addition to the English language requirements, all applicants must meet either: relevant standard minimum entry requirements as specified below in schedule B, or alternative relevant standard minimum entry requirements specified in schedule C.

2.3 Applicants who apply for admission to a course on the basis of an approved guaranteed pathway, will be offered a place in that course provided they meet the requirements specified for entry.

2.4 International applicants who apply on the basis of overseas qualifications are considered for selection against standards that are comparable to the requirement for the relevant course for the year of entry.

2.5 A student who applies to be re-admitted following lapse or discontinuation in enrolment, must formally apply for re-admission.

2.6 All applicants are expected to follow the application procedure found at: <http://www.leaders.edu.au>

2.7 Applicants who do not meet the requirements for admission may be considered for admission to single units of study.

2.8 Applicants who provide false or misleading information on their application for admission, or who withhold information relevant to their application for admission to a course, may have their application for admission cancelled or, where an offer of admission has been made, have their offer of admission withdrawn.

3. Admission requirements: Domestic students

3.1 Admission to undergraduate courses is based on successful completion of:

- The Queensland Higher School Certificate or
- An interstate equivalent Higher School Certificate with an OP score 17/ ATAR 60 or equivalent or
- Completion of the International Baccalaureate Diploma or
- Completion of an approved course at the level of Diploma or Associate Diploma at a TAFE or registered training organisation (RTO) or
- Possession of qualifications deemed equivalent to any of the above qualifications

4. Admission requirements: International students

4.1 International students who have not completed an Australian qualification must have appropriate educational qualifications, deemed equivalent to the Australian Higher School Certificate under the NOOSR guidelines (refer to Table 1 below).

4.2 International candidates may also be considered for admission by:

- completing vocational and or tertiary studies in Australia or overseas, accredited under the Australian Qualifications Framework (AQF), or
- equivalent overseas studies

4.3 Students enrolling from non-English speaking countries are required to undertake an English language test and demonstrate English proficiency with a minimum score of:

- IELTS: 6.0 (Academic) with no sub-band less than 5.5
- TOEFL (paper based) 550 with a score of 5 or better in the Test of Written English

It is expected that students can demonstrate that the English language test was successfully completed within two years of the date of application for admission.

5. Acceptance and Enrolment

5.1 On receipt of a written offer of admission to a course, an applicant must follow the instructions on the written offer and:

- accept the offer, or
- apply to defer entry, or
- decline the offer

5.2 If the applicant fails to accept, defer or decline the offer, it will lapse after the specified period.

5.3 The admission process is deemed completed when an applicant has accepted an offer of admission and enrolled in units of study.

5.4 The Institute reserves the right to withdraw an offer of admission or cancel the enrolment of an applicant where an offer is made in error or is made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or certifying authority. In such cases, fees paid may be forfeited.

6. Deferred entry

6.1 An applicant who has received an offer of admission may apply to defer entry for up to one year (12 months).

6.2 Student Administration manages requests for deferred entry and applicants must follow the procedure for deferment as advised and submit a deferment application.

7. Alternative entry

7.1 Applicants who do not meet the minimum requirements for entry to a course of study, may be considered for alternative entry on the basis of higher education study equivalent to at least two units of study successfully completed at a registered Australian higher education institution or an overseas educational institution assessed as being equivalent by the Academic Board.

7.2 A person may also be considered for entry on the basis of recognition of prior learning, prior employment in a relevant field or the acquisition of a non-award qualification in a relevant field.

7.3 Applicants seeking alternative entry must fulfil the English language entry requirements.

8. Credit and Recognition of Prior Learning (RPL)

8.1 Credit for previous learning may be obtained through the processes of articulation, credit transfer and recognition of prior learning or a combination of these processes.

8.2 Students who wish to apply for RPL must indicate this on the enrolment form, and provide evidence in terms of completed qualifications along with other relevant documentation (e.g unit outlines), in order to proceed with application for full academic credit or RPL.

8.3 Applications for credit must be made to the relevant Program Director of the course who will undertake the credit assessment and determine the credit to be granted. Credit is assessed on the basis of at least 80% equivalence of content and learning outcomes between the previous learning and an Institute unit.

8.4 An applicant will be advised in writing of the result of their application for credit.

8.5 To be eligible for credit, previous learning must have been completed within seven (7) years prior to the year of application for credit.

8.6 An exemption is a type of specified credit where the student is waived the requirement to complete a core unit but is required to complete another unit of the same credit point value.

9. Fees

9.1 The *Leaders Institute* Governing Board is authorised to set fees, charges and fines as well as the tuition fee principles and fee limits.

9.2 Students must pay any prescribed fees for the by the due date. Failure to do so may result in cancellation of enrolment.

Schedule A

Test Name	LEADERS INSTITUTE REQUIREMENT
IELTS (Academic)	6.0 (no band less than 5.5)
TOEFL (Paper Based Test)	550 (TWE* 5.0)
TOEFL (Internet Based Test - iBT)	Overall score 79 with minimum overall for SLR 18; W 22
Pearson Test of English (Academic) (PTE (A))	50 (no band less than 42)
Cambridge English: Advanced (CAE)	169 with no less than 162 in any component
Cambridge English: Proficiency (CPE)	169 with no less than 162 in any component

Schedule B & C - ENTRY REQUIREMENTS FOR BACHELOR COURSES

QUALIFICATION	LEVEL OF COMPLETION	ADDITIONAL INFORMATION
AUSTRALIA		
Foundation Program	Completed with an overall average of at least 55% with an OP score of 17	
BANGLADESH		
Higher School Certificate (HSC)	Completed with a Grade Point Average (GPA) of at least 3.0 (out of 5)	
BRAZIL		
Diploma de Ensino Medio or equivalent	Successful completion with GPA of at least 5.5 (out of 10)	
CANADA		
High School Diploma (from relevant Territory or Province)	Completed with an overall average of at least 55%	
Ontario Secondary School Diploma (or OSSC)	Completed with an overall average of at least 55%	Average is calculated out of 6 University Preparation Subjects.
CHINA		
Gaokao or National College Entrance Examination (NCEE)	Successful completion of Senior Middle 3 (SM3) with 70-75% average	
FIJI		

Fiji 7th Form Certificate	Completed with an overall average (all subjects) of at least 60% or grade B	
GERMANY		
Abitur	Completed with an overall average (in all subjects) of at least	Average is calculated on a scale of 1 - 6 (with 1 the highest grade).
HONG KONG		
Hong Kong Diploma of Secondary Education (HKDSE)	Completed with a minimum score of at least 18	Total score is calculated on the sum of 6 subjects (comprising of 4 core units and 2 electives from category A or C) with no grade less than 3. Grades are calculated where 5**=6, 5*=5.5, 5=5,
HK A Levels qualification	Completed with an overall result of at least 5	Marks are calculated as a total of 2 or 3 Advanced Level (A2) subjects where A=5, B=4, C=3, D=2 and E=1. A maximum of 2 standalone Advanced Subsidiary subjects may be added to the total (marks are calculated with A=2.5, B=2, C=1.5, D=1 and E=0.5) as long as this subject has not been studied at Advanced level.
INDIA		
Indian School Certificate (issued by the Council for the Indian School Certificate Examinations)	Completed with average score of at least 65%	Average score is calculated as the average of the best 4 subjects (excluding local language) non-academic subjects.
All India Senior School Certificate (issued by the Central Board of Secondary Education)	Completed with average score of at least 65%	Average score is calculated as the average of the best 4 subjects (excluding local language) non-academic subjects.
State Board (various) examinations	Completed with average score of at least 65%	Average score is calculated as the average of the best 4 subjects (excluding local language) non-academic subjects.
INDONESIA		
Sekolah Menengah Atas (SMA) 3 (Senior School Certificate of Graduation)	Completed with an average score (academic subjects only) of at least 7.0	Successful completion of the National Examination is also required.

IRAN		
Pre-University Certificate	Completed with an overall average (in all subjects) of at least 12(out of 20)	
JAPAN		
Kotogakko Sotsugyo Shosho (Upper Secondary School) qualification	Completed with an overall average (in all subjects) of at least 3(out of 5)	
KENYA		
Kenya Certificate of Secondary Education (KCSE)	Completed (and passed a minimum 6 of 8 subjects taken) with an overall average (all subjects) of at least C	Average of subjects are calculated where A = 12, A- = 11, B+ = 10, B = 9, B- = 8, C+ = 7, C = 6, C- = 5, D+ = 4, D = 3, D- = 2 and E = 1.
KOREA, REPUBLIC OF		
Immumgye Kodung Hakkyo Choeupchang (Senior High School Certificate)	Completed with an overall average (in all subjects) of at least 60% or grade C	
MALAYSIA		
Sijil Tinggi Persekolahan Malaysia (STPM)	Completed with a total of at least	Grade calculation is based on a total of 3 Subject Grade Points (SGP) of the academic subjects only results where A = 4, A- = 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C = 2, C- = 1.67, D+= 1.33, D = 1 and F=0.
Unified Examination Certificate (UEC)	Completed with an overall average of at least	Calculation of grade is based on an average of the best five subjects (excluding Chinese and Bahasa Malayu) where A1 = 1, B2 = 2, B3 = 3, B4 = 4, B5 = 5, B6 = 6, C7 = 7, C8 = 8 and F = 0

Ontario Secondary School Diploma (OSSD)	Completed with an overall average of at least	Average is taken from the 6 best Grade 12 subjects
PAKISTAN		
Intermediate Certificate / Higher Secondary School	Completed with an average score of at least 660 (out of 1100)	
Certificate (Pre-English or Pre-Medicine)		
PERU		
Certificado de Educación Secundaria Común Completa	Successful completion of Secondary education	
SINGAPORE		
Singapore Cambridge A-Levels qualification	Completed with an overall result of at least 12	Marks are calculated from a minimum of 2 and maximum of 3 H2 (A Level) subjects where A=10, B=8, C=6, D=4 and E=2. H1 subject marks are calculated as half points where A=5, B=4, C=3, D=2 and E=1.
SOUTH AFRICA		
National Senior Certificate	Completed with an overall result of at least 60%	
SRI LANKA		
Sri Lankan A-levels	Completed with an overall result of at least 9(CCC)	Marks are calculated from 3 A Level subjects where A=5, B=4, C=3 and S=1. Any pre-requisite subjects require a C or above.
SWEDEN		
Avgangsbetyg/Slutbetyg Fran Gymnasieskola	Completed with an overall average (in all subjects) of at least 3	The average grade is calculated with G = 3, GV = 4, MVG = 5
TAIWAN		
Senior High School Leaving Certificate	Completed with an overall average (in all subjects) of at least 65%	

THAILAND		
Matayom 6 (Certificate of Secondary Education)	Completed with a Grade Point Average (GPA) of at least 2.5(out of 4)	
UNITED KINGDOM		
General Certificate of Education (A-Levels)	Completed with an overall result of at least 5	Marks are calculated as a total of 2 or 3 Advanced Level (A2) subjects where A=5, B=4, C=3, D=2 and E=1. A maximum of 2 stand alone Subsidiary Subject marks may be added to the total (where A=2.5, B=2, C=1.5, D=1 and E=0.5) as long as this subject has not been studied at an Advanced level.
UNITED STATES OF AMERICA		
High School Diploma	Completed with a Grade Point Average (GPA) of at least 2.5(out of 4)	
	Completed with an overall average (in all subjects) of at least 70% (with minimum 500 in each band)	
VIETNAM		
Bang Tot Ngiep Trung Hoc Pho Thong (Upper Secondary Education Graduation Diploma)	Completed with an overall average (in all subjects) of at least 6.0(out of 10)	
	For all other countries, please enquire at Leaders Institute	

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