

Admissions Policy

Policy Category	Academic		
Policy Owner	General Manager IGI		
Responsible for Implementation	Dean		
Review Date (2 years)	October 2025		
Relevant to	IGI students, IGI staff		
Related Documents	Aboriginal and Torres Strait Islander Peoples Education Policy Access and Inclusion Support Policy Complaints and Appeals Policy Complaints and Appeals Procedure Credit for Prior Learning Policy and Procedure Diversity, Equity and Inclusion Policy English Language Proficiency Policy Enrolment Terms and Conditions Privacy Policy Record Management Policy Refund Policy Refund Procedure		
Version	Authorised by	Approval Date	Effective date
2.4	Academic Board	15.12.2023	15.12.2023

1. Purpose

The Admissions Policy provides a framework to ensure a fair, equitable, and transparent admission process to admit quality applicants into the undergraduate courses of study delivered by PBL Education Pty Ltd trading as International Graduate Institute (IGI).

Admission criteria for each IGI course have been set to ensure applicants will reasonably expect success in their chosen course of study.

2. Definitions

Definitions	
Admission	The procedures and processes involved when enrolling a student into IGI courses.
Australian Qualifications Framework (AQF)	Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training, and school education and provides for national recognition and a consistent understanding of what defines each qualification type.
Course	A course of study comprising units of study, which, when successfully completed, results in awarding a qualification, such as a bachelor's degree.
Educational Disadvantage	The impediments to education arising from social or economic disadvantages which prevent students from deriving appropriate benefits from education.
Domestic Students	Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas, including Humanitarian Visas).

Definitions	
English Language Proficiency	The student's ability to successfully use the English Language to communicate in an academic and discipline context.
Enrolment	The period during which an IGI student progresses through the course to complete all course requirements, including the scheduled breaks between study periods.
IGI	PBL Education Pty Ltd trading as International Graduate Institute (IGI).
Overseas Student/ International Student	A student who is not a domestic student and may hold a student visa is protected by the Education Services for Overseas Students Act 2000.

3. Scope

This Policy applies to all prospective students (domestic and international) applying for admission into IGI undergraduate courses of study.

4. Policy

IGI will ensure that:

- Admissions processes are transparent, open, fair, consistent, and equitable.
- Student diversity will be considered to ensure students have equivalent academic progress and completion opportunities.
- Admissions requirements and processes are accessible and publicly available for prospective students and staff.
- Students' relevant prior learning is considered for credit transfer and RPL in accordance with the IGI Credit for Prior Learning Policy. Any credit granted must not disadvantage the students in meeting the course learning outcomes.
- IGI's Course Admissions Requirements are available on the IGI website.
- The admissions framework is revised regularly in conjunction with external benchmarking and informed by regular student performance monitoring.
- The admitted students have the appropriate knowledge, skills, and English language proficiency to complete the chosen course and succeed academically.

5. Admission Criteria

- Admission criteria and procedures are published on the IGI website and in the IGI brochures, providing prospective students with easily accessible, transparent, and comprehensive information to support them in making informed study choices.
- Applications for IGI courses must include supporting evidence that will be assessed against the published admission criteria.
- All applicants must be 18 years of age at the commencement date of the course.

5.1. Academic Entry Requirements

5.1.1. Applicants with Recent Secondary Education (within the last 2 years)

Applicants for admission into IGI undergraduate courses must meet the following requirements:

- Australian High School Certificate (HSC) with a minimum ATAR score of 60; or

- Recognised overseas qualification equivalent to Australian HSC or above. Equivalence is determined as per Appendix 1. All international qualifications will be assessed in accordance with [Country Education Profiles \(CEPs\)](#) online qualifications recognition tool.

5.1.2. Applicants with Vocational Education and Training (VET) study

- Successful completion of Australian VET Certificate IV (AQF 4) or higher.

5.1.3. Applicants with Higher Education study (bridging or enabling course)

- Successful completion of recognised Foundation Studies course in Australia.

5.1.4. Applicants with Work and Life Experience (Mature Age Applicants)

Applicants aged 21 years of age or over who have finished secondary education more than two years before applying for admission, and who have had little or no tertiary study experience, must demonstrate through appropriate work and life experience that they can undertake study at the required level. Evidence must be provided to demonstrate a reasonable prospect of success through:

- Appropriate, relevant work experience and/or
- Formal, informal, or non-formal study, completed or partially completed and/or
- Special Tertiary Admission Test (STAT) percentile rank or equivalent.

5.1.5. Approved Articulation Agreements

Applicants may be granted direct entry through an approved articulation agreement. These articulation agreements provide pathways between a completed qualification from an external institute and a qualification at IGI. The Articulation Agreement may identify specific credit into an IGI award or may establish admission only.

The Academic Board approves Articulation Agreements, and IGI will regularly report to the Academic Board on the progression of students admitted through such agreements. If students entering IGI via an Articulation Agreement are not progressing as expected even after the implementation of intervention strategies, the Articulation Agreement will be reviewed and, in some cases, may be cancelled.

Details of IGI's Articulation Agreements are available via the IGI website.

5.1.6. Special Consideration

IGI acknowledges that some applicants may not meet the minimum entry requirements into an IGI course due to educational disadvantages. IGI will consider granting special consideration and provisional entry to applicants who have suffered adversity or education disadvantage due to cultural, socio-economic, health, or other associated factors.

IGI may consider the following categories when granting special consideration for admission into their courses:

- Aboriginal and Torres Strait Islander peoples (for further details, please see IGI Aboriginal and Torres Strait Islander Peoples Education Policy)
- Individuals with disabilities (for further details, please see IGI Access and Inclusion Support Policy)
- Any other groups of prospective students who may have experienced educational disadvantage.

Applicants wishing to apply for admission under special consideration must submit a written statement explaining the disadvantages they have experienced and how these have impacted their educational performance. Supporting evidence must be provided, which may include the following:

- School reports for the final years of secondary schooling and the final secondary examinations
- Performance reports in relevant subjects in the final secondary examinations

- Performance in other academic programs or community service-related schemes.
- A statutory declaration from an individual who is not a direct relative of the applicant.
- Medical documentation, where applicable.

IGI may not process any applications for special consideration without supporting documentation.

Applicants who do not meet the standard entry criteria may be granted admission by the IGI Dean (or delegate) if the assessment confirms the applicant's ability to undertake the course and to meet the course learning outcomes.

5.2. English Entry Requirements

Applicants must demonstrate English proficiency by meeting one of the criteria listed below. These tests must have been completed within the last 2 years before commencing their course at IGI.

5.2.1. Approved English Test Score

Bachelor's degree, Associate degree and Diploma courses:

- IELTS Academic: Overall 6.0, with no band less than 5.5, or
- PTE: Overall 50 with no band less than 42, or
- Cambridge English C1 Advanced: Overall 169 with no band less than 162, or
- Test of English as a Foreign Language (TOEFL iBT)*: Overall score of 64 with minimum band scores of 10 in Reading, 9 in Listening, 16 in Speaking and 19 in Writing

*Please note that TOEFL iBT tests that were completed between 26 July 2023 and 4 May 2024 will not be accepted, as during this period the TOEFL iBT test being offered was not an approved test for Australian visa and migration purposes.

5.2.2. IGI reserves the right to waive the English Language requirement if the prospective student meets the following criteria:

- One of the following qualifications completed within the last two years:
 - Successful completion of AQF Level 4 or higher with an Australian registered RTO or Higher Education provider
 - Successful completion of one year of Higher Education study in Australia
 - Successful completion of a Foundation Studies program in Australia.
- Senior secondary study undertaken in English from the following countries: American Samoa, Botswana, Canada (excluding Quebec), Fiji, Ghana, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, New Zealand, Nigeria, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad and Tobago, United Kingdom, United States of America, Zambia, Zimbabwe
- Malaysia Secondary School qualifications SPM1119 Grade C in English; STMP grade C in English Literature; UEC grade B5 in English
- Successful completion of an English for Academic Purposes (EAP) course that satisfies the English requirements before commencing the degree at IGI. The English for Academic Purposes course must be undertaken at one of IGI's approved ELICOS providers.

IGI reserves the right to ask a student to provide an English language test result.

5.3. Genuine Student (GS) Requirements

All applicants for an Australian student visa must be genuine applicants for entry, which means they have to meet the Australian Government's Genuine Student (GS) requirement¹. They must stay as a student and be able to show an understanding that studying in Australia is the primary reason of their student visa. For this purpose, applicants must demonstrate that they have sufficient funds to cover travel to Australia, and living, tuition fees and schooling costs for them and any dependents. As part of this process, the Admissions team may also request to conduct an interview with the prospective student.

5.4. Monitoring of Academic and English Entry Requirements

The academic and English entry requirements will be monitored to ensure that students are equipped with the appropriate academic and English level at the time of admission to succeed in their studies at IGI. This monitoring will be based on the Institute's progression and attrition rates and how they relate to students' academic backgrounds when applying to IGI. Findings will be presented to the Academic Board to assist in creating and reviewing the Admissions criteria.

5.5. Appeals

An applicant can appeal against a decision regarding admission made under this Policy. Appeals will be handled in accordance with the Complaints and Appeals Policy and Procedure published on IGI's website.

6. Responsibilities

- The Academic Board:
 - approves the Admissions Policy and Admissions Procedure
 - approves admission requirements for each accredited course of study
 - receives reports about participation, progress and completion by student cohorts that inform admission standards; and
 - may delegate its powers with regard to admissions in accordance with the Delegations of Authority Register.
- The Learning and Teaching Committee is responsible for monitoring and making recommendations for improvement relating to admissions matters.
- The General Manager IGI is the Policy owner and ensures that it meets regulatory requirements and monitors the implementation of the Policy.
- The Dean is responsible for the implementation of the Policy, for assessing/granting admission where the applicant does not meet the standard entry criteria, and for assessing and approving applications for recognition of prior learning (RPL).
- The Sales and Recruitment team ensures prospective students receive timely and accurate advice on admissions and evidence requirements.
- The Admissions team is responsible for processing students' applications for admission into an IGI course in accordance with this Policy and ensuring that processes are transparent and meet regulatory requirements.

¹ Previously known as "Genuine Temporary Entrant (GTE) requirement"

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500/genuine-student-requirement>

7. References

- Australian Qualifications Framework (2nd Edition)
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003
- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- TEQSA Guidance Note: Diversity and Equity
- TEQSA Guidance Note: Admissions (Coursework)
- TEQSA Glossary of Terms

8. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New Policy	All
1.1	Oct 2023	IGI	Rebrand and review	All
2.0	Dec 2023	IGI	Major review and addition of Appendix 1, International Academic Entry Requirements	All
2.1	March 2024	IGI	Updated English entry requirements for Diploma courses and GTE terminology.	5.2.1, 6.0
2.2	April 2024	IGI	Minor formatting amendments.	All
2.3.	May 2024	IGI	Addition of TOEFL test to English entry requirements	5.2.1
2.4	Jun 2025	IGI	Minor adjustments to increase clarity and to reflect organisational changes (i.e., remove IHSTS references and update role titles and responsibilities); update list of related documents.	All

Appendix 1

International Academic Entry Requirements

Global	Undergraduate Degrees
International Baccalaureate (IB)	International Baccalaureate Diploma with a minimum score of 24
General Certificate of Education (GCE-A Levels)	GCE-A Levels with a minimum grade of C in three subjects or equivalent combination with AS level subjects
Country	Undergraduate Degrees
Australia	Australian High School Certificate with minimum ATAR 60
Bangladesh	High School Certificate - HSC with minimum GPA of 3.7
Bhutan	Bhutan Higher Secondary Education Certificate with a grade average of 65% in the best 4 academic subjects (excluding languages)
Brazil	Successful completion of Diploma de Ensino Medio with a grade average of 70%
Chile	Licencia de Educacion Media or Licencia de Ensenanza media with a grade average of 5.0 (Bueno)
China	Completion of the China Senior High School 3 year (Gao San) with an average of 70%
Colombia	Successful completion of Bachillerato with a grade average of 70%
India	Successful completion of Senior Secondary Certificate (10+2) with an average score of 65% in the best 4 academic subjects (excluding any local languages) from Federal/Central Boards, or 70% for State Boards
Indonesia	Successful completion of Senior Secondary Education (Ijazah/STTB SMA/STTB SMK) or Certificate of Graduation (SKHUN) with min. Grade average of 7
Kenya	Completion of the Kenya Certificate of Secondary Education (KCSE), with a minimum average grade of B
Laos	Upper Secondary School Diploma (Baccalaureat) with an average of 70%
Malaysia	Sijil Tinggi Persekolahan Malaysia (STPM) with an average of 60% - a GPA of 2.4
Mexico	Successful completion of Certificado de Educacion Secundaria/ Bachillerato with a grade average of 70%
Nepal	Successful completion of Nepalese Higher Secondary Education Certificate with a Cumulative Grade Point Average of 2.8 or 65 %
Pakistan	Successful completion of Higher Secondary School Certificate or Intermediate Certificate overall average 70% across all academic subjects
Philippines	Senior High School Certificate or Diploma (Academic track, K-12 system) (Katunayan or Katibayan) overall grade 85%
Singapore	GCE-A Levels with a minimum grade of C in three subjects or equivalent combination with AS level subjects
Sri Lanka	GCE A Levels with a minimum grade of C in three subjects or equivalent combination with AS level subjects
Taiwan	Senior High School diploma with a minimum overall score of 75 %.
Thailand	Certificate of Secondary Education (Mayatom 6) with a minimum GPA of 2.5
Turkey	Devlet Lise Diploması or Devlet Meslek Diploması with an average grade of 65%
United Kingdom	Completion of GCE-A Levels with a minimum grade of C in three subjects or equivalent combination with AS level subjects
Vietnam	Completion of Senior Secondary School Graduation Diploma (Bang Tot Nghiep Pho Thong Trung Hoc) with a grade of 7.0