



# **Admission and Student Selection Policy and Procedure**

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## 1 CONTEXT

The *Admission and Student Selection Policy and Procedure* has been formulated to adhere to the regulatory and legislative mandates of the Higher Education Standards Framework (Threshold Standards) 2021 and the Australian Qualifications Framework (AQF) Course Accreditation Standards. The Academic Board (AB) at the Australis Business School ("Australis") oversees the *Admission and Student Selection Policy and Procedure* and will evaluate their effectiveness in accordance with its powers and duties.

## 2 PURPOSE

This policy and procedure ensures that Australis has appropriate admission criteria and selects students in an ethical and responsible manner by ensuring that each prospective student meets the required academic and English language proficiency benchmarks.

This policy and procedure also ensure that when an application is accepted, the student enters into a formal written agreement with Australis which explains all the rights and obligations of the student and of the Australis including fees payable, services to be provided and information about complaints, appeals and refunds.

## 3 SCOPE

The policy and procedure apply to all staff, students and prospective students enrolling in any higher education course offered by Australis.

## 4 DEFINITIONS

See the Australis *Glossary of Terms* for definitions.

## 5 POLICY STATEMENT

### 5.1 Policy Statement

This policy exhibits the principles that govern the admission of students in all Australis courses and is applicable to all classifications of students, encompassing both domestic and international cohorts. This policy acts as a guide for decision-making and processing to ensure consistent and fair assessment of all applications.

The admission procedure has been formulated to uphold Australis's dedication to maintaining high academic standards and employing a data-driven approach to identify authentic candidates who exhibit promising potential for academic achievement. Australis is dedicated to fostering a diverse and inclusive student body by offering adaptable admission routes. The admission requirements of Australis are well-defined and uniform, and they align with recognised external frameworks and standards such as the AQF and the standards set by professional accrediting bodies for courses.

## 5.2 Policy Principles

All applications for admission will be processed and governed in alignment with the following operational principles:

- a. Minimum entry requirements for courses will be reviewed to ensure that students have the academic background to be reasonably prepared to succeed in their academic studies.
- b. Student selection will be consistent, fair, objective and as transparent as possible.
- c. Decisions will be based on evidence-based documentation and demonstrated merit through prior academic study.
- d. Selection and admission decisions will be based on principles of equivalence promoting equity, diversity and inclusion in higher education.
- e. Regular audits of admission decisions will be conducted to ensure fairness, transparency and consistency in the admission process and that such processes are consistent with state and national regulatory policies.
- f. The *Admission and Student Selection Policy and Procedure* will be regularly reviewed and updated as required to ensure compliance with applicable legislation, regulation and best practice.

## 6 ADMISSION CRITERIA

- a. Applicants must meet both the minimum academic requirements and the minimum English language proficiency requirements specified in this policy to be considered for admission to a course.
- b. Meeting the minimum entry requirements does not guarantee admission. Australis may, at its discretion, refuse an application where capacity limits apply or where other relevant considerations make admission inappropriate.
- c. Applicants must provide authentic, complete, and certified documentation that accurately reflects their academic history and qualifications. Submitting false, misleading, or incomplete information may result in refusal of admission or withdrawal of an offer.

## 6.1 Academic Requirements

To be eligible for admission, applicants must meet at least one of the academic entry pathways specified for the relevant course below and the minimum English language requirement in section 6.2 below.

Academic requirements are set by the Academic Board (AB) and may be updated from time to time.

### 6.1.1 Bachelor of Business (Accounting) (“BBusAcc”)

Applicants must meet at least one of the following entry requirements:

Entry Pathway	Minimum Standard
Score obtained in the Australian Tertiary Admission Rank (ATAR)	ATAR of 60
Academic credentials obtained from an international academic institution that is deemed comparable to a secondary education qualification in Australia. Refer to Appendix 1 for more information.	Not applicable
1 year of study at an Australian university with a designated grade point average (GPA) requirement.	3.5 GPA out of 7
Score obtained in the Special Tertiary Admissions Test (STAT)	STAT of 120
Successful completion of an Australian Certificate IV, Diploma or Advanced Diploma or equivalent qualification from foreign academic institution	Not applicable
Successful completion of a preparatory program or foundation studies that hold recognition for the purpose of admission.	Not applicable

### 6.1.2 Graduate Diploma of Early Childhood Education (“GDipECE”)

Applicants must meet at least one of the following entry requirements:

Entry Pathway	Minimum Standard
Higher education study	Successful completion of an Australian Bachelor degree or equivalent AQF Level 7 qualification
Vocational education and training (VET) study	Successful completion of the Diploma of Early Childhood Education and Care (AQF Level 5), plus evidence of significant employment experience (minimum two years) in leadership positions in early childhood education and care.

### 6.1.3 Master of Business Administration (“MBA”)

Applicants must meet at least one of the following entry requirements:

Entry Pathway	Minimum Standard
Higher education study	Successful completion of an Australian Bachelor degree or equivalent AQF Level 7 qualification
Applicants with vocational education and training (VET) study and/or with work and life experience	Successful completion of an Advanced Diploma, Associate Degree, or equivalent AQF Level 6 qualification, <b>plus</b> a minimum of two years of professional, supervisory, or management work experience or A minimum of five years of professional, supervisory, or management work experience

### 6.1.4 Master of Business Research (“MBRes”)

Applicants must meet all of the following academic entry requirements:

- Applicants must hold at least a Bachelor degree (AQF Level 7) or higher qualification from a recognised tertiary institution, with an average grade of at least 65% (Credit or equivalent); and
- Submit a brief research proposal (2,000 words) or statement of interest as part of the application.

Please note: Applicants that do not hold a recognised higher education qualification (AQF Level 7 or above), are not eligible for admission to the Master of Business Research.

Applicants will also be required to attend an interview, online or in person, under the following circumstances:

- When the applicant has provided sufficient evidence to be considered for admission under special consideration for under-represented or disadvantaged groups. The purpose of the interview is to understand the student’s specific needs and any additional support requirements.
- When the applicant applies for credit or recognition of prior learning (in line with the *Credit and RPL Policy and Procedure*).

## 6.2 Minimum English Language Requirement

All applicants, domestic and international, must demonstrate English language proficiency to be eligible for admission to an accredited course. Minimum English language requirements vary by course and are specified under each course below. Australis accepts internationally recognised English language tests (such as IELTS, TOEFL iBT, PTE Academic) or other equivalent evidence of English proficiency as determined by Australis.

Where an applicant relies on an English language test, the test must have been completed within two (2) years prior to the date of application for admission. Exemptions to the minimum English language requirements are available and are listed under each course below.

### **6.2.1 BBusAcc**

All applicants must demonstrate English language proficiency with an overall IELTS (Academic) score of 6.0 and a minimum score of 5.5 in each of the four components (reading, writing, listening, and speaking). Australis may also accept other English language tests or equivalent evidence of proficiency that it determines to be comparable to the stated IELTS requirement.

Applicants are exempt from the English language proficiency requirement if they:

- have completed at least five (5) years of study in English in Australia, the United Kingdom, the United States of America, Canada, New Zealand, South Africa, or the Republic of Ireland; or
- have completed the Senior Secondary Certificate of Education in Australia in English; or
- have completed a course in Australia delivered in English at Australian Qualifications Framework (AQF) level 4 (Certificate IV) or higher.

### **6.2.2 GDipECE, MBA and MBRes**

All applicants must demonstrate English language proficiency with an overall IELTS (Academic) score of 6.5 and a minimum score of 6.0 in each of the four components (reading, writing, listening, and speaking). Australis may also accept other English language tests or equivalent evidence of proficiency that it determines to be comparable to the stated IELTS requirement.

Applicants are exempt from the English language proficiency requirement if they have completed:

- at least five (5) years of study in English in Australia, the United Kingdom, the United States of America, Canada, New Zealand, South Africa, or the Republic of Ireland; or
- a course in Australia delivered in English at Australian Qualifications Framework (AQF) level 7 (Bachelor) or higher.

## **6.3 Applicant's Declaration**

It is mandatory for all prospective candidates to submit a statement at the point of application submission, affirming the accuracy and truthfulness of their application. If an applicant provides information that is inaccurate, incomplete, fraudulent, or misleading, their Offer of Admission will be cancelled, and their enrolment will be terminated. Prospective

candidates who provide deficient, erroneous or deceptive data will be deemed ineligible to seek admission at Australis.

## **6.4 Verification of Qualifications**

It is mandatory for all applicants to provide genuine and certified copies of their academic credentials and results along with their application. It is mandatory for candidates to provide all relevant academic credentials in their native language, accompanied by a translated version.

Australis will conduct a thorough evaluation of all international qualifications by cross-referencing them against the National Office of Overseas Skills Recognition (NOOSR) guidelines established by the Department of Education to determine their equivalence to Australian qualifications. Additionally, the IELTS Test Report Form (TRF) Verification Service or Test of English as a Foreign Language (TOEFL) Verification Service will be utilised to verify the English language proficiency of the candidates.

Australis retains the prerogative to decline admission to a candidate who fails to satisfy the aforementioned requirements.

## **6.5 Academic Credit for Recognised Prior Learning**

Recognition of prior learning (RPL) is a method employed to evaluate the relevant prior learning of an individual, encompassing both formal and informal learning, with the aim of ascertaining the credit that can be awarded towards completion of a qualification. Australis recognises prior learning and grants credit for that learning where it is current, relevant and equivalent to the learning required for Australis courses and in accordance with the *Credit and RPL Policy and Procedure*.

## **6.6 Equity, Inclusion and Fair Treatment**

Some applicants may fail to satisfy the minimum entry requirements for an Australis course due to significant educational disadvantage (refer to the *Equity and Diversity Policy*). These applicants will be considered for the granting of special consideration and provisional entry if they have suffered adversity or disadvantage due to cultural, socioeconomic, health or other associated factors such as:

- applicants with disabilities
- applicants who are first in their family attending a higher education institution
- applicants who are from remote, rural or isolated areas
- Aboriginal and Torres Strait Islander peoples (refer to the *Aboriginal and Torres Strait Islander Peoples Education Policy*).
- Refer to the *Student Welfare, Wellbeing and Support Policy and Procedure*, which details how students with special needs will be supported if they are approved for entry into an Australis course.



## 7 PROCEDURE

When an application of admission is accepted, the applicant will enter into a formal written agreement with Australis which explains all the obligations of the student and Australis including fees payable, services to be provided and information about complaints, appeals and refunds.

### 7.1 Offer of Admission

An Offer of Admission will be made to an applicant if Australis is satisfied that the applicant has met the course entry requirements as mentioned above. An Offer of Admission is a formal written agreement outlining the rights and responsibilities of both Australis and the applicant. The Offer of Admission includes information about important course dates, RPL, services to be provided, withdrawal, deferral, fees payable and refunds procedures, as well as information on complaints and appeals.

The Offer of Admission will state that admission into an Australis course does not guarantee any successful academic outcome. It must also state that completion of an Australis course does not guarantee any employment outcome or immigration outcome.

An Offer of Admission will lapse if the applicant fails to accept, defer or decline the offer. Australis has the right to cancel the enrolment of an applicant or withdraw an Offer of Admission where an offer is made in error or is rendered based on information that is fraudulent, incomplete, misleading or inaccurate information provided by the applicant or certifying authority.

### 7.2 Acceptance of Offer and Enrolment

The acceptance of the offer must be signed and submitted to Australis before the enrolment can be confirmed. No payment will be accepted prior to Australis having received a signed agreement and all relevant documents.

Confirmation of Enrolment for international applicants

For international applicants, once Australis receives a signed acceptance of the Offer of Admission, evidence of any conditions on the agreement and payment of course fees, a Confirmation of Enrolment (CoE) will be created in the reporting system (PRISMS) for the Department of Education, Skills and Employment. The CoE will then be issued to the applicant for visa application purposes.

### 7.3 Deferred Admission

An applicant may defer commencement of studies for up to 12 months. Applicants must notify in writing about their intention to defer. The *Fees, Refunds, and Withdrawals Policy and Procedure for International Students* and *Fees, Refunds, and Withdrawals Policy and Procedure for Domestic Students* will be followed when addressing any refund claims.

## 7.4 Tuition Payment

The Board of Directors at Australis determines the tuition fee principles and fee limits, as well as setting fees, charges and fines. Any prescribed fees must be paid by the due date by students (refer to the *Student Fees and Refund Policy and Procedure*). Enrolment may be cancelled in case of failure to do so.

It is Australis's obligation that students are given reasonable notice of changes to Australis's operations, including information about increases in fees and associated costs and any consequences that may affect the student's choice of, or ability to participate in, an intended course(s) of study. Australis will provide such notice to students at least three (3) months in advance of any changes to Australis's operations, including information about increases in fees and associated costs and any consequences that may affect the student's choice of, or ability to participate in, an intended course(s) of study. This notice will be:

- directly sent to students by email,
- published on notice boards around the campus,
- published on the student Canvas site, and
- published on the Australis website.

For further details, refer to the *Fees, Refunds, and Withdrawals Policy and Procedure for International Students* and *Fees, Refunds, and Withdrawals Policy and Procedure for Domestic Students*.

## 8 COMPLAINTS AND APPEALS

Complaints and appeals concerning any decision taken in relation to this policy should be made in compliance with the *Student Complaints and Appeals Policy and Procedure*.

## 9 Appendix 1

Country	Equivalent Qualifications to Australian Secondary Education
Armenia	A Certificate of Secondary Education: <ul style="list-style-type: none"> <li>• Svidetel'stvo Srednem Obrazovanii</li> <li>• Attestat ob okonchanii polnoj srednej shkoly</li> <li>• Attestat Zrelosti</li> <li>• Araratian Baccalaureate when awarded from 2016 onwards</li> </ul>
Austria	<ul style="list-style-type: none"> <li>• Reifeprüfungszeugnis</li> <li>• Reifezeugnis</li> <li>• Matura</li> </ul>
Azerbaijan	A Certificate of Secondary Education: <ul style="list-style-type: none"> <li>• Svidetel'stvo Srednem Obrazovanii</li> <li>• Attestat ob okonchanii polnoj srednej shkoly</li> <li>• Attestat Zrelosti</li> </ul>
Belarus	<ul style="list-style-type: none"> <li>• Same as Azerbaijan</li> </ul>
Belgium	<ul style="list-style-type: none"> <li>• Certificat d'enseignement secondaire supérieur when awarded after 1992</li> <li>• Diplôme d'accès à l'enseignement supérieur awarded up to and including 1993</li> <li>• Diplôme d'aptitude à accéder à l'enseignement supérieur</li> <li>• Diploma Secundair Onderwijs when awarded after 1992</li> <li>• Bekwaamheidsdiploma dat toegang verleent tot het hoger onderwijs awarded up to and including 1993</li> <li>• Diploma van de hogere secundaire technische school</li> <li>• Abschlusszeugnis der Oberstufe des Sekundarunterrichts</li> </ul>
Bhutan	<ul style="list-style-type: none"> <li>• Bhutan Higher Secondary Education Certificate awarded by the Bhutan Board of Examinations</li> </ul>
Bosnia and Herzegovina	<ul style="list-style-type: none"> <li>• Diploma o položenom maturskom ispitu (RS) / Diploma o završenoj srednjoj školi (FiBH) (Secondary School Leaving Diploma)</li> <li>• Secondary School Leaving Diploma (diploma o završenoj srednjoj stručnoj školi) awarded by a vocational secondary school</li> <li>• Technician (Tehnicar) Awarded by a vocational secondary school</li> </ul>
Brunei	<ul style="list-style-type: none"> <li>• Brunei-Cambridge General Certificate of Education Advanced Level with at least 2 passes</li> <li>• Matriculation When awarded prior to 1992</li> </ul>
Bulgaria	<ul style="list-style-type: none"> <li>• Diploma of Completed Secondary Education (<i>Диплома за средна образовагие</i>)</li> </ul>

Country	Equivalent Qualifications to Australian Secondary Education
Burundi	<ul style="list-style-type: none"> <li>• Candidature up until 2011</li> </ul>
Cambodia	<ul style="list-style-type: none"> <li>• Associate degree</li> </ul>
Canada	<p>Alberta:</p> <ul style="list-style-type: none"> <li>• Alberta High School Diploma when at least five grade 12 courses have been passed.</li> <li>• General High School Diploma when at least five grade 12 courses have been passed and awarded between 1985 and 1997</li> </ul> <p>North West Territories:</p> <ul style="list-style-type: none"> <li>• North West Territories Secondary School Graduation Diploma / Northwest Territories High School Diploma when at least five grade 12 courses have been passed</li> </ul> <p>Nunavut:</p> <ul style="list-style-type: none"> <li>• Nunavut Senior Secondary School Graduation Diploma when at least five grade 12 courses have been passed.</li> </ul> <p>British Columbia:</p> <ul style="list-style-type: none"> <li>• British Columbia Certificate of Graduation or 'Dogwood Diploma' when at least five grade 12 courses have been passed.</li> <li>• British Columbia Adult Graduation Diploma when all five courses are at grade 12 level.</li> </ul> <p>Yukon:</p> <ul style="list-style-type: none"> <li>• Yukon Certificate of Graduation / Yukon Secondary School Education Certificate when at least five grade 12 courses have been passed.</li> </ul> <p>Manitoba:</p> <ul style="list-style-type: none"> <li>• Manitoba Graduation Diploma when at least five grade 12 courses have been passed.</li> <li>• Mature Student High School Diploma when at least five grade 12 courses have been passed.</li> </ul> <p>Saskatchewan:</p> <ul style="list-style-type: none"> <li>• Saskatchewan Grade 12 Standing</li> <li>• Saskatchewan Transcript of Secondary Level Achievement when at least five grade 12 courses have been passed.</li> </ul> <p>Newfoundland and Labrador:</p> <ul style="list-style-type: none"> <li>• Newfoundland and Labrador High School Graduation Diploma when at least five grade 12 courses have been passed.</li> </ul>

Country	Equivalent Qualifications to Australian Secondary Education
	<p>New Brunswick:</p> <ul style="list-style-type: none"> <li>• New Brunswick High School Diploma/Diplôme de fin d'études secondaires when at least five grade 12 courses have been passed.</li> <li>• Adult High School Diploma when at least five grade 12 courses have been passed.</li> </ul> <p>Nova Scotia:</p> <ul style="list-style-type: none"> <li>• Nova Scotia High School Graduation Diploma when at least five grade 12 courses have been passed.</li> <li>• High School Diploma for Adults when at least five grade 12 courses have been passed.</li> </ul> <p>Prince Edward Island:</p> <ul style="list-style-type: none"> <li>• Prince Edward Island Senior High School Graduation Certificate when at least five grade 12 courses have been passed.</li> </ul> <p>Ontario:</p> <ul style="list-style-type: none"> <li>• Ontario Secondary School Diploma when at least six grade 12 courses have been passed.</li> <li>• Ontario Academic Courses (OACs) (minimum of 6) when awarded up to and including 2003</li> <li>• Secondary School Honour Graduation Diploma / Diplôme d'Etudes Secondaires Supérieures Awarded between 1977 and 1990</li> </ul> <p>Québec:</p> <ul style="list-style-type: none"> <li>• Québec Secondary School Diploma/Diplôme d'Etudes Secondaires</li> <li>• Diplôme d'Études Collégiales (DEC)</li> </ul>
Chile	<ul style="list-style-type: none"> <li>• Grado de Bachiller when studied for more than 2 years but less than 3</li> </ul>
China	<ul style="list-style-type: none"> <li>• National College Entrance Examination (NCEE) (Gaokao)</li> <li>• Certificate of Graduation from a Specialised secondary school 3-4 years full-time after 9 years school, or 2 years full-time after 12 years of school</li> </ul>
Croatia	<ul style="list-style-type: none"> <li>• Svjedodžba o maturi / Svjedodžba o državnoj maturi / Potvrda o položenim ispitima državne mature (Matura Certificate / State Matura Certificate)</li> <li>• Svjedodžba o Završnom Ispitu (Secondary School Leaving Diploma) awarded by a vocational secondary school</li> <li>• Tehnicar (Technician) awarded by a vocational secondary school</li> </ul>
Cyprus - Greece	<ul style="list-style-type: none"> <li>• Lyceum school-leaving certificate (Apolytirio Lykeiou)</li> <li>• Technical school-leaving certificate (Apolytirio Technikou)</li> </ul>

Country	Equivalent Qualifications to Australian Secondary Education
Czech Republic	<ul style="list-style-type: none"> <li>• Vysvědčení o maturitní zkoušce (Secondary School Leaving Certificate)</li> <li>• Maturitní vysvědčení (technical secondary school leaving certificate) when studied for 4 years and awarded by a secondary technical school</li> </ul>
Denmark	<ul style="list-style-type: none"> <li>• Bevis for Alman Studentereksamen (STX) (2020 onwards)</li> <li>• Bevis for Studentereksamen (STX) (prior to 2020)</li> <li>• Bevis for Højere Forberedelseksamen (HF)</li> <li>• Bevis for Merkantil Studentereksamen (HHX) (2020 onwards)</li> <li>• Bevis for Højere Handelseksamen (HHX) (prior to 2020)</li> <li>• Bevis for Højere Teknisk Eksamen (HTX) (prior to 2020)</li> <li>• Bevis for Teknisk Studentereksamen (HTX) (2020 onwards)</li> </ul>
Estonia	<ul style="list-style-type: none"> <li>• See Azerbaijan</li> </ul>
Fiji	<ul style="list-style-type: none"> <li>• Fiji Seventh Form Certificate when awarded up to and including 2012</li> <li>• Fiji Year 13 Certificate</li> </ul>
Finland	<ul style="list-style-type: none"> <li>• Ylioppilastutkintotodistus / Studentexamensbetyg</li> <li>• Lukion paastotodistus / Avgangsbetyg fran gymnasiet</li> <li>• Ammatillinen perustutkinto / Yrkesinriktad Grundexamen</li> </ul>
France	<ul style="list-style-type: none"> <li>• Baccalauréat Général</li> <li>• Baccalauréat Technologique</li> <li>• Baccalauréat de L'Enseignement du Second Degré</li> <li>• Diplôme de Bachelier de L'Enseignement du Second Degré</li> <li>• Baccalauréat de Technicien</li> <li>• Diplôme d'accès aux études universitaires (DAEU)</li> <li>• Option internationale du baccalauréat</li> </ul>
Ghana	<ul style="list-style-type: none"> <li>• Senior Secondary School Certificate/West African School Certificate and minimum of 2 passes at the advanced level (GCE A-Level)</li> </ul>
Georgia	<ul style="list-style-type: none"> <li>• See Azerbaijan</li> </ul>
Germany	<ul style="list-style-type: none"> <li>• Abitur or Reifezeugnis</li> <li>• Fachhochschulreife</li> <li>• Zeugnis der Allgemeine Hochschulreife</li> </ul>
Greece	<ul style="list-style-type: none"> <li>• Upper Secondary School Leaving Certificate (Apolytirio Geniko Lykeio)</li> <li>• Technical Secondary School Leaving Certificate (Apolytirio Technikou Epangelmatiko Lykeio) completed over 3 years full-time at an EPAL (Epaggelmatiki Lykeio)</li> </ul>

Country	Equivalent Qualifications to Australian Secondary Education
Hong Kong	<ul style="list-style-type: none"> <li>Hong Kong Advanced Level Examination with at least 2 Advanced Level passes and 3 Hong Kong Certificate of Education Examination (HKCEE) passes (Grade E or above)</li> <li>Hong Kong Higher Level Examination (awarded until 1993 by Chinese-medium schools)</li> <li>Hong Kong Diploma of Secondary Education</li> <li></li> </ul>
Hungary	<ul style="list-style-type: none"> <li>Gimnaziumi Erettsegi Bizonyitvány (Gymnasium Maturity Certificate)</li> <li>Szakkozepiskolai Technikuskepesito Bizonyitvány (Technical Secondary School Technician Certificate) when studied for 4 years</li> <li>Szakkozepiskolai Erettsegi-Kepesito Bizonyitvány (Technical/Vocational Secondary School Certificate of Graduation) when studied for 4 years</li> </ul>
Iceland	<ul style="list-style-type: none"> <li>Stúdentspróf (academic) (Matriculation Certificate) / Stúdentspróf (bóknámsbraut)</li> </ul>
India	<ul style="list-style-type: none"> <li>All India Senior School Certificate / Senior School Certificate awarded by the Central Board of Secondary Education</li> <li>Indian School Certificate (Year XII/12) awarded by the Council for the Indian School Certificate Examinations</li> <li>Senior Secondary Certificate awarded by the National Institute of Open Schooling</li> <li>Certificate of Vocational Education awarded by the council for the Indian School Certificate Examinations</li> </ul>
Ireland	<ul style="list-style-type: none"> <li>Leaving Certificate when Higher Level grades have been awarded</li> </ul>
Italy	<ul style="list-style-type: none"> <li>Diploma Liceale</li> <li>Diploma di Istruzione Tecnica (Technical Education Diploma)</li> <li>Diploma di Istruzione Professionale (Vocational Education Diploma)</li> <li>Diploma di Superamento Dell'esame di Stato Conclusivo Dei Corsi di Istruzione Secondaria Superiore (Upper Secondary School Leaving Certificate)</li> <li>Diploma di Esame di Stato</li> <li>Diploma di Maturità (Classica/Scientifica/Linguistica) when awarded up to and including 1998</li> </ul>
Jamaica	<ul style="list-style-type: none"> <li>Caribbean Advanced Proficiency Examination (CAPE) / CXC Associate Degree awarded by the Caribbean Examinations Council (CXC)</li> </ul>
Japan	<ul style="list-style-type: none"> <li>Kotogakko Sotsugyo Shosho (Upper Secondary School Certificate of Graduation)</li> </ul>

Country	Equivalent Qualifications to Australian Secondary Education
Kenya	<ul style="list-style-type: none"> <li>Cambridge Overseas Higher School Certificate awarded until 1973</li> <li>East African Advanced Certificate of Education when awarded between 1967 and 1979</li> <li>Kenya Advanced Certificate of Education when awarded between 1980 and 1988</li> </ul>
Kiribati	<ul style="list-style-type: none"> <li>Completion of Form 7</li> <li>Completion of the University of the South Pacific Foundation Year</li> </ul>
Kuwait	<ul style="list-style-type: none"> <li>General Secondary School Certificate (Shahadat al-Thanawiya al-A'ama)</li> </ul>
Latvia	<ul style="list-style-type: none"> <li>See Azerbaijan</li> </ul>
Luxembourg	<ul style="list-style-type: none"> <li>Diplôme de fin d'études secondaires</li> <li>Diplôme de fin d'études secondaires techniques when awarded up to and including 2017</li> </ul>
Malawi	<ul style="list-style-type: none"> <li>Cambridge Overseas Higher School Certificate when awarded up to and including 1992</li> </ul>
Malaysia	<ul style="list-style-type: none"> <li>Sijil Tinggi Pelajaran Malaysia (STPM)</li> <li>Matrikulasi (Matriculation Certificate)</li> </ul>
Maldives	<ul style="list-style-type: none"> <li>Foundation Studies Level II when studied at The Maldives National University</li> </ul>
Malta	<ul style="list-style-type: none"> <li>A General Certificate of Education (GCE) with at least 2 Advanced Level passes plus 3 GCSE passes in different subjects</li> <li>Advanced Matriculation Certificate Examination awarded until 1997</li> <li>Matriculation Certificate Examination when studied at University of Malta</li> </ul>
Mauritius	<ul style="list-style-type: none"> <li>General Certificate of Education Advanced level (GCE A level) with 2 or more subject passes</li> <li>Higher School Certificate with 2 or more subject passes in the General Certificate of Education Advanced level (GCE A level) exams</li> </ul>
Montenegro	<ul style="list-style-type: none"> <li>Diploma o Završenok Srednjoj Školi (school leaving certificate) awarded by a high school or vocational secondary school</li> <li>Diploma o Položenom Maturskom Ispitu (Secondary School Leaving Diploma)</li> <li>Svjedocanstvo o Stecenom Stepenu Strucne Spreme (Certificate of Secondary Vocational Education) with 3-4 years of secondary vocational education</li> </ul>



Country	Equivalent Qualifications to Australian Secondary Education
Namibia	<ul style="list-style-type: none"> <li>Cambridge Overseas Higher School Certificate (COHSC)</li> </ul>
New Zealand	<ul style="list-style-type: none"> <li>National Certificate of Education Achievement with a minimum of 80 credits, and 60 credits at Level 3</li> <li>Higher School Certificate</li> <li>New Zealand University Bursaries and Scholarships Examination</li> </ul>
Netherlands	<ul style="list-style-type: none"> <li>Diploma staatsexamen Voorbereidend Wetenschappelijk Onderwijs (Diploma VWO)</li> <li>Diploma staatsexamen Hoger Algemeen Voortgezet Onderwijs (Diploma HAVO)</li> </ul>
New Caledonia	<ul style="list-style-type: none"> <li>See France</li> </ul>
North Macedonia	<ul style="list-style-type: none"> <li>Диплома за положен завршен испит (Secondary School Leaving Diploma)</li> <li>Државната матура (Matura)</li> <li>Svidetelstvo za zavreno (school leaving certificate) awarded by a vocational secondary School</li> <li>Tehnicar (Technician) awarded by a vocational secondary school</li> </ul>
Norway	<ul style="list-style-type: none"> <li>Vitnemål fra den videregående skolen</li> <li>Vitnemål for videregående opplæring</li> <li>Examen artium (University Preparatory Examination) when awarded up to and including 1981</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>
Poland	<ul style="list-style-type: none"> <li>Świadectwo Dojrzałości Liceum Ogólnokształcącego (Certificate of Matriculation of the General Lyceum)</li> <li>Świadectwo Dojrzałości (Certificate of Maturity)</li> </ul>
Portugal	<ul style="list-style-type: none"> <li>Diploma de 12 Ano de Escolaridade</li> <li>Certificado de fim de Estudos Secundários / Certidão do Décimo Segundo Ano</li> <li>Diploma Nível Secundário de Educação / Certificado Nível Secundário de Educação</li> </ul>
Romania	<ul style="list-style-type: none"> <li>Diploma de Bacalaureat</li> </ul>
Rwanda	<ul style="list-style-type: none"> <li>Baccalauréat / Diplôme de Bachelier</li> <li>Certificate of Higher Education</li> </ul>
Samoa	<ul style="list-style-type: none"> <li>See Kiribati</li> </ul>

Country	Equivalent Qualifications to Australian Secondary Education
Serbia	<ul style="list-style-type: none"> <li>• See Kosovo</li> <li>• Диплома о положеном завршном испиту / Diploma o položenom završnom ispitu (Diploma of Completed Final Examination (4 years))</li> <li>• Диплома о положеном матурском испиту / Diploma o položenom maturalnom ispitu (Diploma of completed graduated examinations)</li> <li>• Диплома о стеченом средњем образовању / Diploma o stečenom srednjem obrazovanju (Diploma of Completed Secondary Education)</li> </ul>
Singapore	<ul style="list-style-type: none"> <li>• The Singapore-Cambridge General Certificate of Education Advanced Level (A-Level) Examination</li> <li>• NUS High School Diploma when awarded by the NUS High School of Mathematics and Science</li> </ul>
Slovak Republic	<ul style="list-style-type: none"> <li>• A Matriculation Certificate - Maturitni Vysvedceni/Maturitnej Vysvedcenie</li> <li>• Vysvedčenie o maturitnej skúške (Secondary School Leaving Certificate)</li> </ul>
Slovenia	<ul style="list-style-type: none"> <li>• Matura</li> <li>• Spričevalo o poklicni maturi</li> <li>• Svidetelstov zo položen zavresen</li> <li>• Maturitetno spričevalo (Matura Certificate)</li> </ul>
South Africa	<ul style="list-style-type: none"> <li>• National Senior Certificate or Senior Certificate awarded by Umalusi at NQF level 4</li> </ul>
South Korea	<ul style="list-style-type: none"> <li>• Senior High School Certificate (Immungye Kodung Hakkyo Chorupjang)</li> </ul>
Spain	<ul style="list-style-type: none"> <li>• Título de Bachiller</li> <li>• Curso de Orientación Universitaria (COU)</li> </ul>
Sri Lanka	<ul style="list-style-type: none"> <li>• Sri Lankan General Certificate of Education (Advanced Level) with a minimum of three passes</li> </ul>
Sweden	<ul style="list-style-type: none"> <li>• Avgångsbetyg / Slutbetyg från Gymnasieskola (Upper secondary school leaving certificate) (to 2013)</li> <li>• Högskoleförberedande examen (Higher Education Preparatory Diploma) (2014 onwards)</li> </ul>
Switzerland	<ul style="list-style-type: none"> <li>• Maturity Certificate</li> <li>• Specialised Baccalaureate</li> <li>• Federal Vocational Baccalaureate</li> <li>• Certificat de Maturité / Certificat de Maturité Cantonal reconnu par la Confédération</li> <li>• Maturitätsausweis / Eidgenössisch anerkanntes kantonales Maturitätszeugnis</li> </ul>

Country	Equivalent Qualifications to Australian Secondary Education
	<ul style="list-style-type: none"> <li>Attestato di Maturità / Attestato di Maturità Cantonale riconosciuto dalla Confederazione</li> </ul>
Taiwan	<ul style="list-style-type: none"> <li>Senior High School Diploma</li> <li>Senior Vocational School Diploma</li> </ul>
Tanzania	<ul style="list-style-type: none"> <li>Advanced Certificate of Secondary Education</li> </ul>
Thailand	<ul style="list-style-type: none"> <li>Certificate of Secondary Education</li> </ul>
Trinidad and Tobago	<ul style="list-style-type: none"> <li>Caribbean Advanced Proficiency Examination (CAPE) / CXC Associate Degree awarded by the Caribbean Examinations Council (CXC)</li> </ul>
Turkey	<ul style="list-style-type: none"> <li>Devlet Teknik Lisesi Diplomasi (State Technical High School Diploma) or Teknik Lise Diplomasi (Technical High School Diploma) when studied for 4 years and awarded by a technical high school (Teknik lise)</li> </ul>
Uganda	<ul style="list-style-type: none"> <li>A combination of the Uganda Certificate of Education with passes in six subjects and at least two passes in principle subjects in the Uganda Advanced Certificate of Education</li> <li>Uganda Advanced Certificate of Education (UACE)</li> <li>East African Advanced Certificate of Education (1969 – 1980)</li> </ul>
United States of America	<ul style="list-style-type: none"> <li>High School Diploma</li> <li>Note: In addition to the above please provide results for:</li> <li>ADVANCED PLACEMENT (AP) EXAMINATIONS PROGRAMME</li> <li>ACT</li> <li>SAT I</li> <li>SAT II</li> </ul>
United Kingdom	<ul style="list-style-type: none"> <li>General Certificate of Education with one of the following conditions:</li> <li>3 Advanced Level passes (2 if awarded before 2001) and 3 passes in other subjects.</li> <li>Cambridge Pre-U diploma with three principal subjects and the completion of an independent research project</li> <li>Scottish Qualifications Certificate with 3 Higher passes</li> </ul>
Vietnam	<ul style="list-style-type: none"> <li>Please note: Some technical qualifications meet minimum tertiary entrance requirements and are considered equivalent to an Australian certificate IV.</li> </ul>

If the applicant's country is not listed in the above table, the Australis's Course Co-ordinator will assess the comparability to the secondary education qualification in Australia on a case-by-case basis.

## 10 Related Documents, External References and Version Control

### 10.1 Related/Referenced Documents

- Aboriginal and Torres Strait Islander Peoples Education Policy
- Credit and RPL Policy and Procedure
- Equity and Diversity Policy
- Fees, Refunds, and Withdrawals Policy and Procedure for International Students
- Fees, Refunds, and Withdrawals Policy and Procedure for Domestic Students
- Student Welfare, Wellbeing and Support Policy and Procedure

### 10.2 Related Legislation and External References

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2021
- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code)

### 10.3 Version Control

Version	Date	Reviewed/approved by	Key notes/changes
2.2	01/12/25	Academic Board (AB) and Board of Directors (BoD)	Approved by both AB and BoD

### 10.4 Document Review

To be reviewed at least every five (5) years from the date of final approval.