



Admissions Policy and Procedure

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Category	Academic Governance
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Approved by	Academic Board
Authorised by	Board of Directors

1. Purpose and Introduction

This policy establishes the principles for admission of students to OneGlobe courses. Admissions policies, procedures and requirements are applied fairly and consistently. Admitted students have the academic preparation and proficiency in English needed to participate successfully in their intended study, and during the process of admission and enrolment, students are informed of their rights and obligations, including all associated fees and charges or funding arrangements, potential eligibility for credit for prior learning, and policies on changes to or withdrawal from offers and acceptance of admission.

2. Scope

This Policy applies to all OneGlobe staff and all prospective and current students.

3. Policy principles

In compliance with the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework) OneGlobe has open, fair and transparent procedures that are based on merit, for making decisions on admission to OneGlobe's academic programs. All applicants seeking to enrol in a course of study with OneGlobe, regardless of their background or circumstances, will be assessed for entry to study through the same published entry requirements and through the same process. The admission procedures will promote inclusion and diversity in the student body and apply specific consideration to applicants from an Aboriginal and Torres Strait Islanders (ATSI) background.

3.1 Admissions decisions will:

- Be evidence-based
- Be clearly documented
- Focus on the applicant's likely ability to succeed in their chosen course
- Require demonstrated academic merit as specified in the relevant Admissions Criteria;
- Require demonstrated English language proficiency;
- Consider formal and informal learning.
- Consider specified special factors such as performance at an admissions interview if required.

4. Procedures

4.1 Entry Requirements

All applicants seeking to enrol in a course with OneGlobe are required to submit acceptable evidence that they meet the published entry criteria for their chosen course. Academic requirements may be satisfied through formal education achievement, informal prior learning including professional experience, special entry or alternative entry provisions as approved by the Academic Board.



International Students

- International Students applying for entry based on completion of a bachelor's degree in Australia will be considered under the entry criteria for domestic students.
- International students applying for entry based on completed degree studies in a foreign country:

The overseas qualifications completed by applicants will be assessed by reference to the Department of Education "Qualifications Recognition Policy" to determine equivalence to Australian degree qualifications.

The Department of Education manages the qualifications recognition policy to support student mobility, including professional recognition and other activities formerly undertaken by the National Office for Overseas Skills Recognition (NOOSR).

English Language Requirements (all programs)

- IELTS Academic: 6.5 overall (no band <6.0) or equivalent

Equivalent demonstrations of meeting the English Language requirements are described below.

Academic Entry Requirements

MBA

- Bachelor degree (AQF Level 7) or equivalent
or
- Successful completion of the Graduate Diploma in Business Administration

Graduate Diploma in Business Administration

- Bachelor degree or equivalent
or
- Graduate Certificate in Business Administration
or
- AQF Level 6 qualification + 2 years relevant experience

Graduate Certificate in Business Administration

- Bachelor degree
or
- 3+ years managerial experience
or
- 5+ years general work experience

*Applicants applying on the basis of prior work experience must provide acceptable evidence of the suitability of these experiences as meeting the entry requirements.



4.2 English Language Proficiency Requirements

As well as meeting the admissions criteria set out above in 4.2, all international candidates must meet the minimum English language proficiency requirements. Candidates must provide certified documentation that they meet the minimum English language proficiency requirements.

Below are the minimum requirements which must be demonstrated for entry into the postgraduate courses

IELTS	International English Language Testing System: Academic version
TOEFL iBT	Test of English as a Foreign Language: Internet-based Test
PTE Academic	Pearson Test of English Academic
C1A	Cambridge English C1 Advanced (previously CAE or Cambridge English: Advanced)
C2P	Cambridge English C2 Proficiency (previously CPE or Cambridge English: Proficiency)
OET	Occupational English Test
KITE	Kaplan International Tools for English

TEST	OVERALL	READING	WRITING	LISTENING	SPEAKING
IELTS Academic	6.5	6.0	6.0	6.0	6.0
TOEFL iBT	85	13	21	12	18
PTE Academic	58	50	50	50	50
C1A	180	169	169	169	169
C2P	180	169	169	169	169
OET	-	C+	C+	C/C+	C/C+
KITE	B2 (>450)	B2 (>450)	B2 (>450)	B2 (>450)	B2 (>450)

OneGlobe may consider applicants who have successfully completed at least one full year of a higher education course (AQF Level 7 or above) at an Australian higher education provider within the last 2 years. OneGlobe may also consider applicants who have successfully completed at least one full year of a Vocational Education and Training course (AQF Level 8 or above) at an Australian Registered Training Organisation within the last 2 years.

All evidence provided and test results must have been officially obtained within two years of the proposed commencement date for the course.

Citizenship

Applicants will meet the requisite English language requirements if they are citizens of one of the countries listed below and have undertaken:

- Formal tertiary study in English in the national education system of that country or



- Formal study in English at a university recognised by the Department of Education “Qualifications Recognition Policy.”

Countries:

- Australia
- Lesotho
- South Africa
- Botswana
- Liberia
- United Kingdom
- Canada
- Malaysia
- United States of America
- Fiji
- New Zealand
- Samoa
- Nigeria
- Trinidad and Tobago
- Guyana
- Papua New Guinea
- Zambia
- Ireland
- Philippines
- Zimbabwe
- Jamaica
- Singapore
- Kenya
- Solomon Islands

All evidence provided and test results must have been officially obtained within two years of the proposed commencement date for the course.

4.3 Advanced Standing/Credit/Recognition of Prior Learning

4.3.1 Students may apply for Advanced Standing (recognition of prior learning) at the time of admission. All applications are assessed under the provisions of the Credit and Recognition of Prior Learning Policy.

4.4 Monitoring the progress of students enrolled in pathway programs: The progress of students admitted under nested pathway courses will be monitored through:

- A report monitoring of the student’s progress presented to the Learning and Teaching Committee at the conclusion of each term in the first year of the student’s enrolment; and
- a “Review of Student Progress” meeting between the student and the Course Coordinator at the conclusion of the first semester of the student’s enrolment to review both the academic progression and student welfare.

5. Applications

Applications for admission to a course shall be made on the prescribed form, with **all** relevant sections completed, and lodged in the manner prescribed on the form.

5.1 Assessment of Applications and Verification of Evidence

5.1.1 All applications for admission to a course will be assessed by a qualified Admissions Officer.



5.1.2 Applicants who apply to undertake a course of study at OneGlobe must submit documentary evidence that demonstrates they meet the published entry requirements for their chosen course. Certified copies of all documentation must be provided, or original documents can be sighted and certified by the Admissions Officer.

5.1.3 Qualifications submitted in a language other than English must be accompanied by a certified official translation.

5.1.4 Where there is any doubt about the authenticity of any documentation provided, the Admissions Officer must correspond with the issuer of the document and make relevant enquiries.

5.1.5 All applications and their assessment will be validated by the Dean. The process for assessing applications is attached as **Appendix 1**.

5.1.6 Students must provide undertaking certified by JP or Notary with witness signature for information and documents submitted to the institute.

5.2 Offers

Subject to the application meeting the published entry criteria and documentation provided, a written offer for admission to the course will be made to the applicant via a Student Offer and Acceptance Agreement. Any conditions of the offer will be detailed in the Agreement.

5.3 Acceptance

5.3.1 Applicants accept the offer of a place in the course by signing and returning a copy of the Student Offer and Acceptance Agreement as directed. Acceptance of an offer of a place shall be taken to constitute acceptance by the applicant of all published policies and procedures of OneGlobe.

5.3.2 Once an offer is accepted, the applicant is enrolled in their chosen course and sent a Confirmation of Enrolment (COE) letter with details about the course and arrangements for student orientation.

5.4 Cancellation of Enrolment

A student's enrolment may be cancelled in accordance with Student Deferral, Suspension or Cancellation of Enrolment Policy

5.5 Appeals

An applicant may appeal against a decision to refuse admission to a course through the *Complaints and Appeals Policy and procedures*

6 Records

Records associated with this policy will be maintained according to the Records Management Policy.

7 Related Documents

- Application Form
- Credit and Recognition of Prior Learning Policy and Procedure
- Confirmation of Enrolment
- Student Offer and Acceptance Agreement
- Change of enrolment policy
- Complaints and Appeals Policy and procedures
- Delegations Policy and Schedule
- Equality of Opportunity Policy
- Equity and Diversity Policy
- Student Fee Policy and Procedure
- Student Deferral, Suspension or Cancellation of Enrolment Policy

8 Related legislation

- Higher Education Support Act 2003
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF).
- National Code of Practice for Providers of Education and Training, 2018
- Privacy Act 1988
- Equal Opportunity Act 2010

9 Review

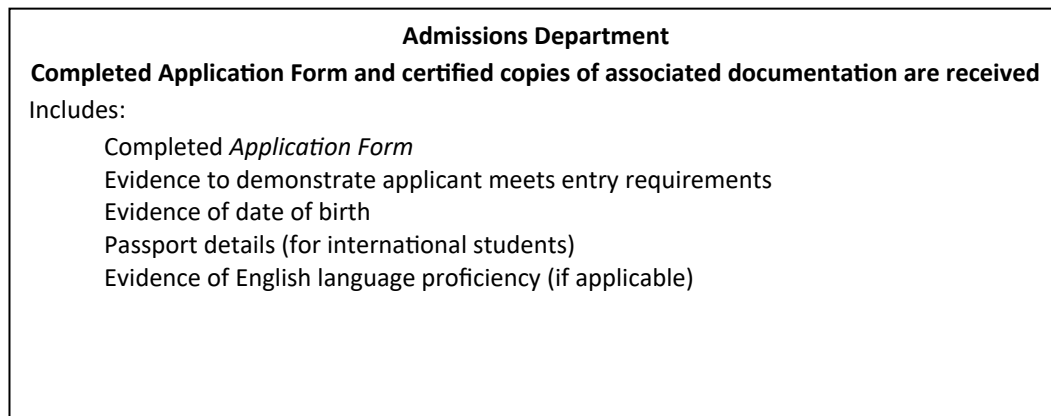
The Student Admission Policy and Procedure will be reviewed every three years, or more frequently if required by Academic Board.

Version Control

Version	Summary of changes	Approval date	Review Date
1.0	Document Established	Academic Board: May 2025	Jul 2028
2.0	Enhanced version	Academic Board: Jun 2026	Jul 2029

APPENDICES

Appendix 1: Procedures for Assessing an Applicant's qualifications, experience, and English Language Proficiency



Admissions Officer
Initial assessment

Create application file
Check documentation is complete
Request any missing documentation

When application is deemed complete:

Assess application against entry requirements
Assess English proficiency (if applicable)
Check student is 18 years or older (if applicable)
Verify documentation where appropriate
If required, arrange interview
Refer application to Dean for decision. Dean advises Registrar of the outcome.



Registrar

Advise on outcome of application

Application successful:

Make written offer of place in the course
Send Enrolment Package to applicant
Finalise documentation

Application unsuccessful:

Advise applicant of outcome of application and right to appeal decision