

STUDENT SELECTION AND ADMISSIONS POLICY (Postgraduate Students)

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1 Purpose

All candidates for a qualification must have been formally admitted to the Institute before commencing to study for that qualification. The granting of Academic Credit is subject to the Institute's Academic Credit and RPL Policy for postgraduate students.

2 Scope

All applicants for postgraduate study at Top Education Institute.

3 Definitions

Applicant includes both domestic (onshore) and international (offshore) students

4 Procedures

4.1 Basis for Selection

Selection criteria for and conditions of admission are determined by the Academic Board.

4.2 Eligibility for Selection

Masters Programs

4.2.1 Australian Bachelor Degree

The entry requirement for all students is an Australian Bachelor degree or its equivalent and for international students the conditions consistent with the visa requirements. Students with international qualification must be assessed as equivalent to an Australian Bachelor degree by NOOSR.

4.2.2 Non Graduate Entry

Students who complete either a related Graduate Certificate or Graduate Diploma Program at credit level or better may enrol in the relevant Masters Program and receive advanced standing for their previous studies. Please refer to the TOP Policy on Advanced Standing.

Graduate Diploma Programs

4.2.3 Australian Bachelor Degree

The entry requirement for all students is an Australian Bachelor degree or its equivalent and for international students the conditions consistent with the visa requirements. Students with international qualification must be assessed as equivalent to an Australian Bachelor degree by NOOSR.

4.2.4 Non Graduate Entry

Students who complete a related Graduate Certificate at credit level or better may enrol in the relevant Graduate Diploma and receive advanced standing for their previous studies. Please refer to the TOP policy on Advanced Standing.

Graduate Certificate Programs

4.2.5 Australian Bachelor Degree

The entry requirement for all students is an Australian Bachelor degree or its equivalent and for international students the conditions consistent with the visa requirements. Students with international qualification must be assessed as equivalent to an Australian Bachelor degree by NOOSR.

4.2.6 Non Graduate Entry

- Advanced Diploma, Diploma or higher-level vocational Certificate together with a minimum two years relevant work experience in finance, business, accounting or marketing
or
- Five years minimum work experience in finance, business, accounting or marketing and the demonstrated potential to undertake work at postgraduate level
or
- Completion of a three year post secondary Diploma in a relevant field plus successful completion of an approved Pre-Masters qualifying program.

4.3 English Language Proficiency

4.3.1 The medium of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission. For students enrolling from non-English speaking countries directly, the condition of admission is the IELTS (Academic) test with a minimum score of 6.5 with no sub band scores less than 6.0 or its equivalent.

4.3.2 When an IELTS score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

4.3.3 Students with IELTS (Academic) 6.0 may enrol after successful completion of the English for Academic Purposes; EAP 2 program or its equivalent; authorised and approved by NEAS and the Institute. Successful completion of the EAP program requires a pass mark in all assessment tasks.

4.4 Admission of Educationally Disadvantaged People

4.4.1 Students with disabilities or special needs will not be excluded on the basis of pre-judgements about their ability to cope with the demands of the course.

4.4.2 The same conditions and procedures apply to the admissions of students with a disability as to all other students. However, potential students who believe they have been disadvantaged in attempting to reach the required level for the Business course are entitled to request special consideration.

4.4.3 Students who are seeking admission into the degree through this criterion are strongly advised to discuss their plans with the Director of Business Programs.

4.5 Records

Electronic records are retained in a systematic fashion on the basis for admission in respect of each student.

5 Related Documents

- i. Academic Credit and RPL Policy
- ii. Application for Academic Credit