



POLICY DOCUMENT

E1.3 ACPE POST GRADUATE ADMISSIONS POLICY

1 Policy

The Australian College of Physical Education will endeavour to make admissions accessible to a diversity of students who demonstrate potential for success in post-graduate study. Special consideration will be given to applicants who have been disadvantaged in their education but who exhibit good academic potential.

2 Purpose and Scope

The College is committed to ensuring that its admissions policies and practices support its mission and functions. Part of this commitment is the formulation of this policy which will provide a framework to ensure that admission of students is supported by fair, transparent, consistent and timely procedures which are consistent with the requirements of an AQF Level 8 course.

This policy provides information about admissions policy, practice and requirements for all College post-graduate award courses which may be introduced from time to time.

3 Definitions

3.1 Admissions

Admissions means the process of applying for, being made an offer, accepting the offer of admission and being admitted for candidature to an award course or a program of study at the College. This process is triggered by a candidate by submitting to the College a completed *Application Form*.

3.2 Advanced Standing

See Recognition of Prior Learning.

3.3 Applicant

Applicant means a candidate who has applied to the College or its agent for admission to an award course or a program of study at the College.

3.4 Award Course

Means a program of study, specified in course rules and formally approved by TEQSA which leads to an academic award granted by the College.

3.5 Course Credit

Recognition of Prior Learning means credit towards a course in recognition of prior learning in another award course at the College or at another institution or in other non-educational contexts. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit.

Specific Credit means the recognition of previously completed studies as directly equivalent to units of study.

Non-specific credit means 'block credit' for a specified number of credit points at a particular level. These credit points may be in a particular subject area but are not linked to a specific unit of study.

3.6 Cross-Institutional Study

Cross-institutional study means the enrolment of a student in a unit or units offered at one (or more) higher education institutions for the purpose of attaining credit that can be transferred to an award course that he or she is admitted into at another higher education institution.

The higher education institution at which the award course is to be completed is referred to as the 'home' institution. The higher education institution at which a unit or units of study are being undertaken for the purpose of attaining transferable credit is referred to as the "host" institution.

3.7 Domestic Student

Domestic students are Australian citizens, New Zealand citizens including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative) or holders of a permanent visa. (*Administrative information for providers: student support, April 2006*).

3.8 International Student

See Overseas Student.

3.9 Local Student

See Domestic Student.

3.10 Overseas Student

An overseas student is a person who is not an Australian citizen, a New Zealand citizen including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative) or the holder of a permanent visa, and is enrolled in a course of study with a provider. Students who are in Australia on a temporary visa, including a temporary protection visa, are overseas students (*Administrative information for providers: student support, April 2006*).

3.11 Unit of Study

A unit of study means the smallest stand-alone component of a student's award course for which a grade is assigned on a student's transcript. Units of study have an integer credit point value, normally in the range 3-24.

4 Background and Context

- 4.1 The College's post-graduate admissions policy is the responsibility of the College Board. The Academic Board has been delegated responsibility for the provision of advice on the policy to the College Board, and the authority for monitoring the performance of the implementation of the policy. The Academic Board has resolved that selection criteria should be clearly expressed so that, as far as possible, decisions can be taken by administrative staff.
- 4.2 Recognition of institutions, programs and courses is the responsibility of the Academic Board. Programs and courses may generally be recognised for the purposes of admission to candidature where the applicant's academic or professional background is consistent with relevant principles described in the Australian Qualifications Framework.

5 Admission Requirements: General Principles

- 5.1 Processes for the selection and admission of students shall be governed by the following overarching principles:
 - i. Fairness
 - ii. Consistency
 - iii. Transparency
 - iv. Timeliness
 - v. Merit
- 5.2 Processes shall be in accord with the College's Mission Statement, Philosophy and Strategic Plans.
- 5.3 The College reserves the right to place an admissions quota on any course it offers.
- 5.4 The College shall take into account the educational disadvantage experienced by a particular applicant when determining selection and admission.
- 5.5 The Academic Board has resolved that weightings applied to selection criteria must be made public and be the same for all applicants in a course.
- 5.6 Applications shall be assessed by the appropriate Department Head.

6 General Admission Criteria

6.1 Graduate Certificate

Applicants must provide evidence that demonstrates that he or she meets at least one of the following criteria to be considered for admission to a Graduate Certificate:

- i. a bachelor degree in a cognate area.
- ii. an advanced diploma, diploma or higher-level vocational certificate together with extensive relevant work experience.
- iii. on the basis of extensive relevant work experience demonstrating potential to undertake studies within the cognate area.
- iv. a recognised overseas qualification and demonstrating potential to undertake studies within the cognate area at Graduate Certificate level and can demonstrate proficiency in English (if the qualification is from a country where English is not the standard language of instruction) that satisfies the Special English Requirements specified at Item 14.2.

6.2 Graduate Diploma

Applicants must provide evidence that demonstrates that he or she meets at least one of the following criteria to be considered for admission to a Graduate Diploma:

- i. a Bachelor Degree in a cognate area.
- ii. an Advanced Diploma, Diploma or higher-level vocational certificate in a cognate area with additional relevant work experience
- iii. on the basis of extensive relevant work experience demonstrating potential to undertake studies within the cognate area
- iv. a recognised overseas qualification and demonstrating to potential to undertake studies within the cognate area at Graduate Diploma level and can demonstrate proficiency in English (if the qualification is from a country where English is not the standard language of instruction) that satisfies the Special English Requirements specified at Item 14.2.
- v. Students entering through these admission criteria are required to complete the nested Graduate Certificate before undertaking the final four units that comprise the Graduate Diploma.

6.3 Masters (Coursework)

Applicants must provide evidence that demonstrates that he or she meets at least one of the following criteria to be considered for admission to a Masters degree (coursework):

- i. Bachelor Degree, a Bachelor Honours Degree or a Graduate Diploma.
- ii. a professional coursework Masters Degree program, which may involve a work-based project, specifically designed for entry on the basis of a relevant qualification and professional experience or extensive relevant professional experience
- iii. a recognised overseas qualification and demonstrating the potential to undertake studies within the cognate area at Masters level and can demonstrate proficiency in English (if the qualification is from a country where English is not the standard language of instruction) that satisfies the Special English Requirements specified at Item 14.2.

7 Assessment of Applications

- 7.1 The Department Head is responsible for assessing applications of admission and is delegated the authority to approve admissions or recommend further assessment by the Dean and Head of College.

8 Special Degree Requirements

- 8.1 The College reserves the right to specify pre-requisite requirements for any award that it offers. Any special entry requirements will appear in a schedule attached to this policy.

9 Provisional Admission Criteria

- 9.1 An applicant seeking admission who is unable to demonstrate that he or she satisfactorily meets the General Admission Criteria will be considered by Dean/HOC for provisional admission.
- 9.2 The Dean/HOC has the authority to admit an applicant under the terms of *“Provisional Admission Criteria”*.
- 9.3 An applicant should be aware that if he or she is being considered for provisional admission that he or she may be requested to:
- i. provide evidence that will demonstrate to the Dean/HOC’s satisfaction that he or she has a reasonable likelihood of success in their studies with the College; and
 - ii. attend an interview with the Dean/HOC.
- 9.4 An applicant should also be aware that conditions, as determined by the Dean/HOC, would normally be attached to a provisional admission.
- 9.5 An applicant’s special circumstances shall be considered in the determining of provisional admission and the conditions of provisional admission.
- 9.6 An applicant shall be advised of any conditions that apply to his or her provisional admission at the time of offer of admission in a course on a provisional basis.
- 9.7 An applicant who has been admitted to a course on a provisional basis will have his or her academic progress reviewed at the end of each semester of enrolment and his or her provisional admission status reviewed at the end of the advised provisional admission period. These reviews will be undertaken in accordance with Item 7 of the College’s *Academic Board Coursework Rules* policy.

10 Reporting

As part of the annual reporting process the Associate Dean (Programs and Quality) will provide a report to the Academic Board with specific reference to candidates admitted under provisional conditions (Section 9).

11 Recognition of Prior Learning (RPL)

- 11.1 An applicant may apply for an assessment of their prior learning at the time of applying for entry to an award course of the College. The College will assess the RPL application in accordance with the *SGA Higher Education Recognition of Qualifications for Entry and Institutional Credit Policy and Procedures*.

12 Recognition of Elite Athlete Status

- 12.1 ACPE is recognised as Elite Athlete Friendly Institution as part of the Australian Sports Commission's (ASC) Elite Athlete Friendly University Program (EAFU). An applicant seeking recognition by the College of his or her Elite Athlete status should indicate this at the time of applying for admission to the College through submission of an Elite Athlete Identification form. The College will seek advice from the Personal Excellence section of the Australian Institute of Sport who will act as a representative from the Australian Sports Commission (the parent body of the AIS) to investigate, verify and make a recommendation. Under the contractual agreement, ACPE is expected to and will provide Flexible Study Options. It is expected that that EAFU member institutions incorporate the student athlete needs including but not limited to the following:
- i. Enrolment related needs such as tailored study loads, negotiating timetables, and representative leave allowances among other provisions.
 - ii. Course related needs such as access to distance education materials, and/or class notes for missed lectures, tutorials or practicals.
 - iii. Assessment related needs such as flexible deadlines, external or delayed exam conditions.

13 Failure and Exclusion

- 13.1 An applicant who has been excluded from an award course of any institution, such as a diploma, advanced diploma, associate degree or degree of bachelor, and who has successfully completed at least one semester of study at degree level subsequent to the exclusion or can provide a satisfactory explanation of the circumstances for the exclusion may be allowed to compete for admission.
- 13.2 An applicant with a record of failure and/or exclusion at tertiary study and who can demonstrate his or her studies have been affected by circumstances beyond their control may be allowed to compete for admission.

14 International Applicants

14.1 International Applicants – General Provisions

- i. An international applicant will be considered for entry to the College on admission criteria equivalent to that applying to domestic students.

14.2 English Language Requirements

An international applicant who has not completed an Australian educational qualification must provide proof of proficiency in English through:

- i. a record of satisfactory achievement in secondary/tertiary studies in which the language of instruction was in English; or

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- ii. a record of the attainment of an overall band score of 6.5 in the International English Language Testing System (IELTS), with a minimum of 6.0 in each of the subtests; or an equivalent record of English proficiency attainment in an English language test that is recognised by the College. (Scores older than two years are not accepted).

15 Cross-Institutional Study (ACPE Home Institution)

- 15.1 The Dean/HOC may permit a student to complete a unit or units of study at another university or institution and have that unit or those units of study credited to the student's award course.
- 15.2 The Dean/HOC has authority to determine the conditions applying to cross-institutional study, where the ACPE is the Home Institution.

16 Cross-Institutional Study (ACPE Host Institution)

- 16.1 The Dean/HOC may permit a student enrolled in an award course or program of study at an Australian Higher Education Provider other than the ACPE to complete a unit or units of study at the ACPE, where the student can provide evidence of his or her home institution's permission for cross-institutional enrolment into the requested unit or units of study at the ACPE.
- 16.2 The Dean/HOC has authority to determine the conditions applying to cross-institutional study, where the ACPE is the Host Institution.

17 Non-Award Studies

- 17.1 Applications may be made to ACPE for admission as a non-award student in order to undertake certain units from an award course without being admitted to the course itself. An application for admission as a non-award student will be assessed according to the applicant's educational background (including English proficiency) appropriate to the unit/s applied for.

18 Verification of Qualification

- 18.1 An applicant seeking admission to the College must submit evidence of his or her qualifications and/or relevant work experience, such as certified copy of the academic transcript and degree/diploma/certificate, which will be verified by the College at its discretion.
- 18.2 The College admissions staff must sight a certified copy of the academic transcript and the degree/diploma/certificate, as well as a certified official translation of any document not in English and/or any relevant work experience documentation.
- 18.3 An applicant seeking admission who is a refugee who cannot provide documentation of previous educational qualifications due to circumstances existing in their home country must provide a statutory declaration stating the qualification and his or her inability to obtain documentation.

18.4 The Registrar's Office may engage external experts to provide assistance with cases of document verification.

19 Associated Policies and Procedures

SGA Higher Education Recognition of Qualifications for Entry and Institutional Credit Policy and Procedure.

ACPE Procedures for Recognition of Prior Learning.

20 Administration

20.1 Approval and Review

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Approved By	Dr Brian Nook, Dean and Head of College, ACPE		