ADMISSIONS POLICY AND PROCEDURE
(Incorporating English Language Proficiency Requirements)

Responsible Officer	Executive Dean Academic Affairs
Approved by	Academic Board
Date Approved	07 December 2022
Commenced	07 December 2022
Review by	December 2025
Relevant Legislation	Australian Qualifications Framework (AQF)
	Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2019
	Higher Education Standard Framework (HESF) 2021
	Higher Education Support Act (HESA) 2003
	National Code of Practice for Providers of Education and Training to Overseas Students (The National Code) 2018
	National Standards for Foundation Programs
	Tertiary Education Quality and Standards Agency (TEQSA) ACT 2011
Responsible Division	Student Recruitment

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1. Policy Statement
1.1 Authority
The Australian Institute of Music Limited (AIM), known as 'the Institute,' is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

Selection processes are applied fairly and openly and recognise that formal qualifications are not the only measure of the capacity to succeed.

The Institute encourages a diverse and representative student population and is committed to non-discrimination when recruiting and selecting. During its recruitment and admission processes, AIM complies with equal opportunity and anti-discrimination legislation at all times.

1.2 Application
This policy and procedure applies to the delivery of accredited AIM programs offered online and at the Sydney and Melbourne campuses. This policy will also apply in the future, wherever accredited AIM programs are approved for delivery.

1.3 Context and Purpose
The purpose of this policy and procedure is to:
* Establish clear guidelines and evidence-based admission criteria for AIM's programs
* Ensure clear and consistent admission criteria in line with the Australian Qualifications Framework (AQF)

1.4 Scope and Coverage
This policy and procedure applies to all domestic and international applicants for admission into AIM's Foundation Program and Higher Education programs.
This policy and procedure applies to AIM's Foundation Program and Higher Education Programs offered at the Sydney and Melbourne campuses and online.

2. Admission Criteria
2.1 Foundation Program
Entry into AIM's Foundation Program is based on achievement of a satisfactory level of secondary Year 11 schooling (or its overseas equivalent as assessed in the Australian Government's Country Education Profiles[1]) and a minimum English language achievement (refer to Section 3 below).

Students who successfully complete AIM's Foundation Studies program will receive a guaranteed place into an AIM degree. Additional undergraduate entry requirements may be required for some courses (an audition or submission of a portfolio). Information is provided in Section 2.2.2 below.

2.2 Undergraduate Programs
Entry requirements for Bachelor of Music degrees
Applicants are required to attend an interview or live audition, or provide a portfolio of items appropriate for the award they are applying for. For details, please refer to Appendix A - Additional Entry Requirements. In addition,

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[1] https://internationaleducation.gov.au/services-and-resources/services-for-organisations/pages/services-for-organisations.aspx

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applicants to Bachelor of Music should provide a resume outlining any previous musical study, and/or practical music experiences and achievements.

Entry requirements for Associate Degrees of Music
Entry requirements for Associate Degrees are identical to their related Bachelor degrees.

Entry requirements for Diploma of Music
Applicants to Diploma of Music should provide a resume outlining any previous musical study, and/or practical music experiences and achievements. Successful applicants will be offered a place in a Diploma program with a conditional offer into AIM's Bachelor program (if desired). AIM reserves the right to exit a student with a Diploma based on their academic performance at the end of Year 1.

2.2.1 School Leavers
All applicants for admission into an undergraduate degree course must meet the following entry requirements. Additional English language requirements are required for international students at Section 3 below.

Applicants must:
- have successfully completed an Australian Year 12 qualification (or equivalent) in the last 2 years;
- be under the age of 21; *AND*
- satisfy minimum standard English requirements equivalent to:
  - NSW HSC English Standard with a Band 3, *OR*
  - VCE (Victorian Certificate of Education) satisfactory completion of Units 3 and 4 English. Any of the four VCE English studies - English, English as an Additional Language, Literature or English Language - satisfies the requirement for English; however, Units 3 and 4 must be completed in sequence and in the same calendar year.
  - Where the minimum standard English requirements were not achieved, and the student is a domestic student, the completion of a writing task or submission of a completed assessment task from other units at Year 12 level is required.
- Have achieved an ATAR as listed below:

Name of award	ATAR required
Bachelor of Arts and Entertainment Management	60 or above
Diploma of Arts and Entertainment Management	60 or above
Bachelor of Music (Arts Management)	N/A
Bachelor of Music (Composition)	N/A
Bachelor of Music (Creative Technology)	N/A
Bachelor of Music (Musicology)	N/A
Bachelor of Music (Performance)	N/A
Bachelor of Music Theatre	N/A
Diploma of Music	N/A

OR
- gained the equivalent overseas qualification at a recognised institution (a detailed list of overseas equivalent entry qualifications can be found in Section 3 below).

Applicants who are 21 years or older are entitled to mature-age consideration as outlined in section 2.3.2.

Alternative entry pathways into undergraduate degrees are outlined in section 2.3.

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2.3 Alternative entry pathways

2.3.1 Applicants with tertiary study

To be eligible for admission into an undergraduate degree based on tertiary studies, applicants need to have:

- completed at least 6 months of full-time Higher Education (HE) study (or the part-time equivalent) at AQF level 5 degree or higher (or its overseas equivalent).
- successfully completed an AQF VET qualification Certificate IV or above (or its overseas equivalent).

Applicants who have not completed 6 months of tertiary (HE) studies or a Certificate IV or above will be assessed on their secondary results (as above). Please note that other selection criteria, including English proficiency, will be considered (see Section 3 below).

2.3.2 Mature aged entry

Applicants who are 21 years or older at the time of application are entitled to mature-age consideration. Applicants may obtain entry by meeting the undergraduate requirements and/or the alternative entry pathways (as above); or meeting the additional entry requirements listed in Appendix A.

2.3.3 Special needs/educationally disadvantaged students

AIM may give special consideration for admission to courses to applicants who have suffered an educational disadvantage. In particular, applicants with disabilities, from geographically isolated areas or economically disadvantaged backgrounds may apply for special consideration. Application for special consideration should be made in writing to the Executive Dean of Academic Affairs or nominee. Applications will be assessed on prior academic achievements, musical ability, relevant work experience, and a personal interview with the Executive Dean of Academic Affairs or their nominee. English language proficiency requirements apply to all applicants.

2.3.4 Aboriginal and Torres Strait Island Applicants

Prospective students of Aboriginal or Torres Strait Island (ATSI) descent may apply for special consideration for admission to the Institute. Application for special consideration should be made in writing to the Director of Academic Affairs or nominee. Applications will be assessed on prior academic achievements, musical ability, relevant work experience, and a personal interview with the Executive Dean of Academic Affairs or their nominee. ATSI applicants who do not request special consideration will be subject to the Institute's standard entry requirements.

2.4 Postgraduate Programs

Entry into AIM's postgraduate programs is a transparent process based on the categories of assessment as outlined below.

2.4.1 Applicants with Tertiary Study

To be eligible for admission into the postgraduate **Music** program on the basis of tertiary (HE) studies, applicants need to have completed (or its overseas equivalent):

- A Bachelor of Music Degree, or
- A non-music bachelor degree and have relevant musical professional practice experience.

To be eligible for admission into the postgraduate **Arts and Entertainment Management** program on the basis of tertiary (HE) studies, applicants must have completed (or its overseas equivalent as assessed by DESE):

- A Bachelor of Arts and Entertainment Management (or equivalent), or
- A Bachelor degree in a related field, with 1 year relevant work experience.

2.4.2 Applicants with work and life experience

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Applicants without tertiary qualifications may be granted admission to the postgraduate program by the Executive Dean of Academic Affairs or nominee on the basis of extensive relevant work experience and demonstrated potential to undertake the program of study and to achieve course learning outcome.

All applicants must meet the additional requirements outlined in 2.2. These include English language proficiency, submission of a portfolio, and participation in an audition process and interview (which can be online).

Applicants may be eligible for credit transfer or recognition of prior learning for their tertiary studies including completed or partially completed Higher Education awards. Specified credit will be granted towards specific units of an AIM course on the basis of prior learning in a completed or partially completed HE course if it is assessed to be comparable in terms of learning outcomes, volume of learning, content and learning and assessment approaches. Applicants should submit an *Application for Recognition of Prior Learning* together with all required supporting documentary evidence.

3. English Language Proficiency for International Students
All students must be sufficiently competent in the English language to participate effectively in the course of study. All students must meet specified English language entry requirements prior to admission.

3.1 Applicants will be deemed to have sufficient English proficiency if they:
- Were born in one of the following countries and have completed secondary studies or at least one undergraduate or vocational qualification in one of those countries, and the language in which the qualification was undertaken was English

OR
- Were not born in one of the following countries but have completed senior secondary study or at least one year of full-time undergraduate study in one of these countries, and the language in which the qualification was undertaken was English.

American Samoa	New Zealand
Australia	Nigeria
Botswana	Papua New Guinea
Canada	Singapore
Fiji	Solomon Islands
Ghana	South Africa
Guyana	Tonga
Ireland	Trinidad and Tobago
Kenya	United Kingdom (including Northern Ireland)
Lesotho	USA
Liberia	Zambia

- Have successfully completed one year of full-time (or part-time equivalent) post-secondary study at an Australian University or other higher education provider with English as the medium of instruction and assessment.

3.2 All other applicants must have documented evidence of English language proficiency to meet the requirements listed below:

Foundation Program
- IELTS Academic: overall band score of 5.5 or better with no band below 5.0; *or*
- an equivalent qualification as outlined in Appendix B - IELTS equivalence.

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Undergraduate Programs including Diploma and Associate Degrees
- IELTS Academic: overall band score of 6.0 or better with no band below 5.5; *or*
- an equivalent qualification as outlined in Appendix B - IELTS equivalence*.*

Postgraduate Programs
- IELTS Academic: overall band of 6.5 or better with no band below 6.0; *or*
- an equivalent qualification as outlined in Appendix B - IELTS equivalence*.*

International students must also meet any English language requirements advised by the Department of Home Affairs for visa purposes. For more details, please refer to the [Department of Home Affairs](#) website.

4. Additional Information

4.1 Genuine Temporary Entrant (GTE) (International Students)

The GTE requirements apply to all international students applying for a student visa. International students may be required to provide the following information to indicate that their intention for a temporary stay in Australia is genuine.
- Statement of Purpose (SOP):
  - Curriculum Vitae (details education backgrounds, employment history, and ties to family and community)
  - Why the student chose to study a particular course at AIM?
  - How will the course(s) add value to students' future employment?
  - Future career plan after completing studying at AIM?
- Financial Requirements:
  - Payslips/Income statements (only if applicable)
  - Bank statements/ Business Registration statements (if under company a/c)
  - Financial sponsorship letter
  - Proof of relationship to the Financial sponsor (when applicable/e.g., Birth Certificate/Household registration Certificate)

A GTE interview will be conducted if required.

For more details, please refer to the [Department of Home Affairs](#) website and Document Checklist Tool.

4.2 Recognition of prior learning

Applicants may be eligible for credit transfer or recognition of prior learning for their post-secondary studies, including completed or partially completed Higher Education awards and completed Vocational Education & Training (VET) qualifications (AQF Diploma and above). Refer to AIM's *Recognition of Prior Learning Policy and Procedure* for details.

5. Application Process

To apply for admission to an AIM program, the applicant must:
- Complete the Application for Admission
- Submit application with relevant certified documents: To be considered officially certified copies, all documents must be certified by a Justice of Peace or by an authorised agent.
  - Birth certificate (domestic applicants)
  - Australian Citizenship Certificate or Permanent Resident Visa, if applicable (domestic applicants)

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- o   Passport (domestic and international applicants)
- o   Academic records (if in a foreign language, must be translated by an accredited translator)
- o   Proof of English language proficiency
- o   GTE requirements (international applicants)
- Submit a portfolio that covers all relevant music, entertainment, and business experience (if applicable).

Once the application has been received and is complete, it will be assessed. The applicant will be contacted within an outcome within 14 days. If successful, the applicant will be issued a *Letter of Offer*.

6. Accountabilities

6.1 Policy Owner
a.   **Executive Dean Academic Affairs:** Policy owner

6.2 Responsible Officers
a.   **Head of Learning and Teaching** to ensure the policy provides suitable rigour to ensure students' effective participation in their course of study; may approve applicants who do not meet the standard entry criteria
b.   **Quality and Compliance Officer** to ensure the Admissions policy meets regulatory requirements and monitor the policy's implementation.
c.   **Head of Student Recruitment** to ensure that prospective students are advised on Admissions, English language proficiency requirements and evidence requirements and responsible for the day-to-day administration of the policy, in consultation with the Admissions Officer and Head of Student Recruitment.

7. Supporting Information

7.1 Supporting Documents
- Appendix A – Additional Entry Requirements
- Appendix B – IELTS equivalence

7.2 Related Documents
- Letter of Offer template
- Recognition of Prior Learning (RPL) Policy and Procedure

8. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute.'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Applicant	A person who has already lodged an application to study a specific course.
Australian Qualifications Framework (AQF)	Australia's national policy for regulated qualifications. The AQF encompasses higher education, vocational education and training and school education. It provides for national recognition and a consistent understanding of what defines each qualification type. The Qualification Standards enshrined in the TEQSA Act strongly reflect the AQF which requires awards issued to be quality assured, protected against fraudulent use and to serve as pathways for further learning. The Qualification Standards incorporate by reference the following AQF policy documents: • AQF Levels Criteria and AQF Qualification Type Descriptors • AQF Qualifications Issuance Policy • AQF Qualifications Pathways Policy

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TERM/ACRONYM	DEFINITION
	• AQF Qualifications Register Policy • AQF Qualification Type Addition and Removal Policy. More information on the AQF is available on from the AQF website.
Credit transfer	A process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition).
English Language Proficiency	The ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study.
Foundation Program	Nationally recognised course that equips students with the skills and capabilities to seek entry into a higher education program. They provide an academic entry pathway to first year undergraduate study or its equivalent.
Prospective Student	A person who is thinking about lodging an application to study a particular course but has not yet done so.
Prospective Student – Domestic	A person thinking about applying to study who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories or permanent resident visas including Humanitarian Visas)
Prospective Student – International	A person thinking about applying to study in Australia, who is not a domestic person and who may be granted a student visa as defined by the ESOS Regulations 2001
Postgraduate Program	Higher education qualifications at AQF levels 8-10
Recognition of Prior Learning (RPL)	A process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification.
Undergraduate program	Vocational and higher education qualifications at AQF levels 1-7

9. Approval and Review Details

Version	Date Endorsed by the Academic Board	Date Approved by Board of Directors	Amendment Details
2.0	07/06/2018	21/06/2018	Updated: • Terminology in line with *Admissions Transparency Phase 2* requirements • Responsibilities • Deleted reference to 'pre-semester proposal'
2.1			Updated: • Undergraduate program applicants with HE Studies to 'AQF level 5 degree' • Responsibilities • Included Admission Requirements for the MAEM
2.2	19/09/2018 (AB Chair)	27/09/2018	• Under 'Admissions Criteria UG' moved 'Applicants with recent secondary education (within the past two years)' to 'A'

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			• MAEM section, is now broken down into Master entry and Graduate Certificate entry, with consistent wording for relevant experience
3.0	25/02/2019	07/03/2019	• Included information on Foundation Program • Deleted information on AIM Senior Secondary College
3.1			• Updates as per Academic Board recommendations
3.2	06/06/2019	20/06/2019	• Year 12 English requirements • Application Process • Responsibilities
3.3	22/10/2019 (Via MoCR)	05/12/2019	• Updated entry requirements for the *Bachelor of Entertainment Management* for applicants with a recent secondary education (within the past two years) to minimum ATAR 65, with no portfolio or interview required • Deleted reference to *Bachelor of Performance* and *Diploma of Music*
3.4	24/04/2020	14/05/2020	• Included information for audition requirements for all music programs • Included further information under all other states & territories. • Reformatted onto new template • Responsible Officers updated to reflect current positions
3.5	20/11/2020	04/12/2020	• Minor changes to template • Amendment to the Admissions Criteria Postgraduate Programs (Graduate Studies) • Amendment to the admission audition/interview requirements
3.6	18/03/2022		• Consistent ATAR requirements added for Undergraduate applications • Addition of Foundation Program and IELTS Equivalence table • Clarity provided regarding alternate entry pathways • Enhanced procedural clarity • Minor administrative amendments to reflect institutional and legislative currency, e.g., updates to list of related legislation (titles and weblinks) • Minor template changes
3.7	07 December 2022 (AB Chair)	15 December 2022	• Minor amends to Diploma Entry Requirements (2.2.4) to enhance clarity. • Amended ATAR requirements (2.2.1) • Addition of Appendix A – Additional Entry Requirements (Bachelor and Associate Degree programs)

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Appendix A: Additional Entry Requirements (Bachelor and Associate Degree Programs)

Applicants for Bachelor of Music and Associate Degree of Music should prepare two contrasting items. These may take the form of:

- A live music performance
- A recorded video or audio performance
- A recorded original composition including a credit list (for example: composer, lyricist, arranger, producer, musicians, engineer)
- A pdf score of an original composition or arrangement
- A handwritten score of an original composition or arrangement
- An original audio mix of a musical work including a credit list (for example: composer, lyricist, arranger, producer, musicians, engineer)
- An analytical essay about music or the music business. Topics may include a music artist, composer, musical work, genre, or aspect of the music business.

Applicants for Bachelor of Music **(Arts Management)** and Associate Degree of Music (Arts Management) should include at least one analytical essay.

Applicants for Bachelor of Music **(Composition)** and Associate Degree of Music (Composition) should include at least one original composition score, recorded composition or arrangement, or original audio mix of a musical work.

Applicants for Bachelor of Music **(Musicology)** and Associate Degree of Music (Musicology) should include at least one analytical essay.

Applicants for Bachelor of Music **(Performance)** and Associate Degree of Music (Performance) should prepare two live or recorded music performances.

Applicants for Bachelor of Music **(Creative Technology)** and Associate Degree of Music (Creative Technology) should include at least one original composition score, recorded composition or arrangement, or original audio mix of a musical work.

Applicants for **Bachelor of Music Theatre** should prepare items for a live audition that demonstrate their ability to sing, dance and act.

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Appendix B - IELTS equivalence

	Foundation	Undergraduate	Postgraduate
IELTS	5.5 overall with no band less than 5	6.0 overall with no band less than 5.5	6.5 overall with no band less than 6
PTE	43-50 with no band less than 34	50-57 with no band less than 42	58 -64 with no band less than 50
TOEFL	46-59 with a minimum of: • 4 in reading, • 4 in listening • 14 in writing and • 14 in speaking	60 – 78 with a minimum of: • 8 in reading, • 7 in listening • 18 in writing and • 16 in speaking	79-93 with a minimum of: • 13 in reading, • 12 in listening • 21 in writing and • 18 in speaking
Duo Lingo	85-90 with no band less than 75 -80	95-100 with no band less than 85 – 90	105-110 with no band less than 95 - 100
GCE O Levels	Grade C in GCE O Level English	Grade C in GCE O Level English	n/a
GCE A Levels	C in GCE A-Level/AS-Level in English Language or English Language & Literature	C in GCE A-Level/AS-Level in English Language or English Language & Literature	n/a
Hong Kong Diploma of Secondary Education	Level 3 in the English core component of the Hong Kong Diploma of Secondary Education.	Level 4 in the English core component of the Hong Kong Diploma of Secondary Education.	n/a
Indian Standard XII English	60% or above in the English component of the CBSE or ISC Indian Standard XII examinations.	65% or above in the English component of the CBSE or ISC Indian Standard XII examinations.	n/a
BC English	English 12 with pass or higher	English 12 with 50% pass or higher	English 12 with 67% pass or higher
Cambridge C1 Advanced Test	162	169	179
IB English	• 4 in English A at Higher or Standard Level or • 5 in English B at Higher Level or • 5 in English B at Standard Level.	• 5 in English A at Higher or Standard Level or • 6 in English B at Higher Level or • 6 in English B at Standard Level.	• 6 in English A at Higher or Standard Level or • 6 in English B at Higher Level • 7 in English B at Standard Level.
Maple Leaf World Schools Program	n/a	• Above 50 in English 12	n/a

English language evidence must be completed within two years of the application to AIM.

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