



Admission (for Undergraduate and Postgraduate Coursework Courses) Policy

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In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

1.1. The [University of Canberra \(Admission\) Statute 1995](#) and the [University of Canberra \(Admission\) Rules](#) establish and govern the admission of students to the University as delegated by Council.

This policy document sets out principles supporting admission to coursework courses accredited by the University of Canberra (UC).

2. SCOPE:

2.1. This policy applies to UC admission requirements for domestic and international applicants to UC undergraduate and postgraduate coursework courses, including associate degrees and diplomas. Information is also included on admission to non-award and to cross-institutional study at the University.

2.2. Information on admission requirements for higher degrees by research is in the [Admission to Higher Degree by Research \(HDR\) Courses Policy](#).

3. PRINCIPLE:

3.1. The University values education as a transformative experience for all people irrespective of their origins, age and circumstance.

3.2. Admission to University of Canberra courses is determined on the basis of merit and perceived likelihood of being able to complete their course of study.

3.3. For admission to all courses, international students must satisfy Genuine Student and Genuine Temporary Entrant (GTE) requirements in accordance with [Department of Home Affairs \(DoHA\) regulations](#).

3.4. Offers will be issued based on a student's eligibility for the course. If an applicant is not successful in their application for a program, they may be offered a place for which they are eligible.

- 3.5. Admission criteria for a course will be appropriate to the level of the course of study and its expected learning outcomes.
- 3.6. Students admitted to a course should have a sufficient basis of prior knowledge and skills to achieve the course learning outcomes and the learning outcomes.
- 3.7. Where an early offer (prior to year 12 completion) program is implemented it should be designed to provide assurance that students provided with such an offer have a reasonable likelihood of successfully satisfying the academic requirements of their course.
- 3.8. Admission standards support the University’s mission and values and its approach to professional education while emphasising student access, choice and flexibility.
- 3.9. Academic Board determines the general admission requirements set out in this policy and the specific admission requirements for each coursework course.
- 3.10. A faculty may apply to Academic Board for additional or alternative admission requirements at the time a course is accredited or an existing course changed.
- 3.11. The University publishes online the specific admission requirements for each course relevant to each year in which the course is offered (www.canberra.edu.au/courses).

4. RESPONSIBILITIES:

Roles and responsibilities

- 4.1. The Schedules attached to this policy are reviewed annually to reflect relevant strategic, regulatory or other changes.

Who	Responsibility
Admissions Office	<p>The Admissions Office in Global Student Recruitment is responsible for managing the processing of applications for admission in accordance with guidelines set by the Admissions Committee including:</p> <ul style="list-style-type: none"> • arrangements with Tertiary Admissions Centres (TAC) which make assessments and offers on behalf of the University • ensuring admission offer decisions are consistent • notifying students in a timely manner of the outcome of their applications • maintaining records of application decisions and the basis for these decisions so that the effectiveness of admission criteria can be evaluated.

<p>Director, Global Student Recruitment</p>	<ul style="list-style-type: none"> • Is responsible for ensuring the schedules contained in this document are reviewed annually to reflect relevant strategic, regulatory or other changes. • Will provide rolling three year reports annually to VCG and the Admissions Committee on targets, offers and acceptances. Reports will include data on offers and acceptances in the following categories: <ul style="list-style-type: none"> a. Tertiary Admission Centres (such as UAC) b. Direct admission c. Approved undergraduate admission schemes (see Schedule 3) d. Alternative entry – postgraduate courses (see Schedule 2) e. Internal students transferring to new courses f. Excluded students seeking readmission to the same or new courses g. Applicants who defer their offers.
<p>University Admissions Committee</p>	<ul style="list-style-type: none"> • The Admissions Committee oversees the University’s responsibilities on admission under University Statutes and Rules, on behalf of Academic Board. • The University Admissions Committee will approve any changes to the Schedules and Procedures and forwards them to Academic Board for noting.
<p>Academic Board</p>	<ul style="list-style-type: none"> • Considers advice and recommendations from the University Admissions Committee on all aspects of admissions. The Board approves any changes to the Policy.

5. LEGISLATION:

5.1. Admission requirements will comply with government and University legislation and standards, and University policies and procedures.

5.2. Implementation of the policy will be consistent with the Australian Qualifications Framework (AQF) and the Higher Education Standards Framework.

5.3. This policy is governed by the University of Canberra Admission Statute 1995, Admission Statute 1995, University of Canberra Admission Rules 2017, University of Canberra (Courses and Awards) Statute 2010; and University of Canberra Courses and Awards (Courses of Study) Rules 2013.

6. SUPPORTING INFORMATION:

- [Admission \(for Undergraduate and Postgraduate Coursework Courses\) Procedure](#)
- [Australian Qualifications Framework](#)
- [Credit for Non-award Studies Policy](#)
- [Credit Procedures](#)
- [Student Academic and Administrative Matters Delegations Register and Authorisations](#)
- [Enrolment Policy](#)
- [Honours Courses Procedure](#)
- [Higher Education Standards Framework 2011](#)
- [International Student Transfer Assessment Policy](#)

- [International Student Transfer Assessment Procedure](#)
- [Postgraduate Coursework Procedure](#)
- [Undergraduate Courses Procedure](#)
- [Welfare Arrangements for Under 18 International Students Policy](#)

7. DEFINITIONS:

Terms	Definitions
Articulation	Articulation arrangements enable students to progress from a completed qualification to another with admission or credit in a defined qualification pathway. (see also credit transfer)
ATAR	The Australian Tertiary Admission Rank is used by institutions (except those in Queensland) to rank and select students for admission to tertiary courses. Other selection criteria may be used together with the ATAR.
Commonwealth Supported Place	A Commonwealth supported place (CSP) is a place in a course at a university where the Australian government covers part of the cost of a student's studies. If a student offered a CSP course but chooses not to be Commonwealth Supported they must notify the University in writing on or before the census date of the relevant teaching period. The University is not obliged to offer a fee paying place to a student who is eligible for a Commonwealth Supported Place. For further detail please refer to the Enrolment Policy
Conditional Offer	A Conditional Offer of Admission may be made when an applicant has applied for a formal course of study and has not met the academic and/or English requirements for admission.
Confirmation of Enrolment	Refers to a document, provided electronically by the University to intending overseas students as part of their offer for admission. The CoE must accompany an application for a student visa. The CoE confirms the overseas student's eligibility to enrol in the particular course of the University and includes their anticipated completion date.
Credit transfer	Credit transfer is 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. (AQF)
Course	A course is the total program of studies leading to the granting of a university award. (AQF)
Coursework	Coursework is a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.
Entrance or admission rank	An entrance rank is a score allocated to represent particular qualifications, education or other experience of an applicant and used to determine the applicant's eligibility for an admission offer and to rank applicants for competitive selection.

Equivalent Graduate Status	Equivalent Graduate Status is recognition of prior learning approved by Academic Board that enables admission to postgraduate courses on the basis of a combination of pre-tertiary qualifications and work experience or professional membership, in addition to any special requirements of a course.
Non-award studies	Non-award studies take place through a structured program of learning but do not lead to a qualification accredited under the Australian Qualifications Framework.
Packaged Offer	A Packaged Offer of Admission may be granted when an applicant does not meet entry requirements and generally will include an offer to study a relevant pathways program/s to meet academic or English language requirements. Students will need to complete the relevant pathways program before they can progress into the University of Canberra course.
Recognition of Prior Learning	Recognition of Prior Learning (RPL) is the recognition of learning gained outside the AQF, that is, those awards normally offered in universities and TAFE. RPL refers specifically to learning from work or life experience, and from uncredentialed courses. RPL may be used as a basis for admission or as a basis for credit in a course.
Student Transfer	The Australian Government and Australian laws promotes quality education and consumer protection for overseas students. The laws which are known as the Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2007 ensure that education providers are meeting certain obligations as part of their registration and providing the best possible service for international students. Student visa conditions require students to remain for 6 months with the education provider whose course they accepted, and for which the student visa was issued. For further detail please refer to the International Student Transfer Assessment Policy and Procedures.