

University of Canberra (Admission) Rules 2026

made under the

University of Canberra Act 1989, s 40 (Statutes), University of Canberra Admission Statute 1995

1 Name of instrument

These Rules are the *University of Canberra (Admission) Rules 2026*.

2 Commencement

These Rules commence on the day they are made.

3 Repeal

The *University of Canberra Admission Rules 2022* are repealed. All decisions made under the repealed Rules are taken to be made under these Rules.

4 Definitions

In these Rules:

Academic Board means the board established by section 19 of the Act;

academic staff has the meaning set out in section 2 of the Act and the Enterprise Agreement;

academic requirements has the same meaning as defined in the *University of Canberra (Courses of Study) Rules 2022*;

address includes email address;

Admissions Committee means the committee established in accordance with rule 6 of these rules, and existing for the purpose set out in rule 6 whether as a standalone committee or otherwise;

Admissions Officer means the positions established in accordance with rule 5 of these rules;

Admissions Review Officer means the positions established in accordance with rule 6 of these rules;

Appropriate research committee means the University Research Committee or other committee established by the Academic Board for this purpose;

award means a degree, diploma or certificate that may be awarded by the university under the Courses of Study Rules;

course has the same meaning as the Courses of Study Rules;

Courses of Study Rules means the *University of Canberra Courses and Awards (Courses of Study) Rules 2022*;

Courses and Awards Statute means the *University of Canberra (Courses and Awards) Statute 2010*;

coursework course means a course of study approved by the Academic Board and is of a type specified by the Australian Qualification Framework (AQF) 2013 as follows:

- (a) diploma;
- (b) advanced diploma;
- (c) associate degree;
- (d) undergraduate certificate;
- (e) bachelor degree;
- (f) bachelor honours degree;
- (g) graduate certificate;
- (h) graduate diploma;
- (i) masters degree (coursework); or
- (j) masters degree (extended).

coursework student means a person who is undertaking a coursework course as defined in the University register of courses, as published at the relevant time;

Dean means an Executive Dean of a University Faculty and a Dean of Graduate Research.

Deputy Vice-Chancellor means a person appointed as Deputy Vice-Chancellor having responsibility either for academic, education and/or research functions of the University;

Education Partner means an organisation, contractor, or company, including Online Program Management (OPM), that has entered into an agreement with the University to provide services to enable University of Canberra courses to be provided by the Education Partner at the Education Partner's physical campus or online, including using Education Partner Staff;

general staff has the meaning set out in section 2 the Act, and includes professional staff as defined in the Enterprise Agreement.

genuine student means an international student whose circumstances indicate that they intend to stay in Australia specifically for study on a student visa, as specified by the Australian Government's Genuine Student (GS) requirement;

graduate course means a course leading to the award of a degree of master, a degree of doctor, a graduate diploma, a graduate certificate or a post graduate degree of bachelor as specified in the Register of Courses kept under the Courses and Awards Statute;

microcredential means a non-award course that is a certification of assessed learning or competency with a volume of learning less than an AQF award qualification, that is additional, alternate, complementary to or a component part of an AQF award qualification;

non-award means a microcredential or other subject or unit that may usually form part of a course of study, instruction, tuition or training, but that the student is undertaking outside a course of study.

participant means an individual who is undertaking a short course of the University and is registered as such;

qualifying award means a degree granted by the university or such other award granted by a university or a tertiary institution in a suitable area of study and approved by the Council or Academic Board as being equivalent to a degree;

Records Officer means the officer of the university appointed as the Records Officer under the Courses and Awards Statute;

research student means a person who is undertaking a higher degree by research course as defined in the University register of courses, as published at the relevant time;

short course means a package of learning provided by the University that does not lead to an award and does not meet the characteristics of a microcredential or other form of non-award study as defined in these rules, excluding ELICOS, Enabling Programs, International Foundation Studies and Study Abroad Exchange Programs;

senior staff means a member of the academic or general staff at Band 4 or above.

student means a person (including a member of staff employed by the University) who is:

- (b) undertaking any course for higher education provided by the University, including:
 - (iii) any course leading to the award of a degree, diploma or certificate of the University; or
 - (iii) a unit forming part of such a course; or
 - (iii) any other course not leading to the award of a degree, diploma or certificate of the University, including non-award courses and microcredentials, but not including short courses;
- (b) seeking admission to the University; or
- (b) admitted to and enrolled with the University.

teaching period means a semester, term or such other period that corresponds to the way in which the course or unit is offered;

tertiary institution has the same meaning as in the *University of Canberra Courses and Awards (Courses of Study) Rules 2022*.

the Act means the *University of Canberra Act 1989* and includes statutes and rules made under that Act;

University means the University of Canberra ABN 81 633 873 422.

Note A reference to a statute or rule includes a reference to that statute or rule as repealed and remade since the reference was made, see the *Legislation Act*, s 102.

Note Terms used in these Rules have the same meaning that they have in the Act, see the *Legislation Act*, s 148. For example, the following terms are defined in the Act:

- academic board
- chancellor
- council
- university
- vice-chancellor

5 Application

- (1) These Rules apply to admission of a person (**applicant**) to award and non-award courses, but do not apply to applicants to short courses or microcredentials.
- (2) Admissions to short courses or microcredentials is governed by the relevant policy, procedure or other instrument made by the Academic Board from time to time.

6 Appointment of Admissions Officers and Admissions Review Officers

- (1) The Academic Board may appoint senior staff members of the University as Admissions Officers for the purposes of these Rules.
- (2) The Academic Board may appoint the following staff of the University as Admissions Review Officers:
 - (a) a Dean;
 - (b) a Deputy Vice-Chancellor;
 - (c) a Pro Vice-Chancellor, and
 - (d) any other member of University staff at the Band 3 level or above for such purposes.

7 Admissions Committee

- (1) The Academic Board shall establish or nominate a body to act as the Admissions Committee for the purposes of these Rules.

- (2) The Academic Board shall appoint staff of the University to membership of the Admissions Committee.
- (3) The functions of the Admissions Committee are:
 - (a) to manage the admission of persons to courses offered by the university; and
 - (b) such other functions as are conferred on the Admissions Committee by these Rules, the Academic Board or the Council.

8 Admission Policies, Procedures, Guidelines or other determinative instruments

- (1) The Academic Board may approve policies, procedures, guidelines or any other instrument under these Rules, including in relation to the admission of persons to a course and the approval of qualifying awards available for admission. The Admissions Committee and any officer of the University or their delegate performing a function under these Rules must comply with all relevant legislation, policies, procedures, guidelines or other determinative instrument under rule 8(1).

9 Application for admission

- (1) The Admissions Committee may, at any time, call for applications for admission to a course offered by the University.
- (2) A person (**the applicant**) wishing to undertake a course offered by the University must:
 - (a) apply to the University for admission where upon the application must be assessed by the Admissions Officer; or
 - (b) apply through a central office outside the University that receives and processes applications on behalf of the University and other tertiary institutions.
- (3) An application for admission must:
 - (a) be made in a form approved by the Admissions Committee (if any); and
 - (b) include such information as the Admissions Committee requires to be included or accompany the application.

10 Admission to a course

Coursework students

- (1) The admission requirements for coursework students are:
- (a) the applicant has a reasonable likelihood of successfully satisfying the academic requirements of the course;
 - (b) the applicant meets the admissions requirements for that course as determined by the Academic Board (for award courses) and the Curriculum Committee (for non-award courses) from time to time;
 - (c) the applicant has a sufficient knowledge of the English language to enable the applicant to undertake the course;
 - (d) the applicant has submitted a valid application;
 - (e) the documents supporting the application have been verified as true;
 - (f) the applicant holds a valid visa or will be eligible to hold a valid visa upon an offer of admission being made (where applicable);
 - (g) the applicant meets any additional requirements as determined by the Australian Government from time to time;
 - (h) the applicant meets any additional requirements for a course that is delivered in partnership with an Education Partner;
 - (i) the applicant has not been issued with a certificate under the *Obligations Rules 2022*;
 - (j) the applicant meets any additional requirements determined by the Academic Board (for award courses) or Curriculum Committee (for non-award courses); and
 - (k) if the course is a non-research graduate course – the applicant:
 - (i) has been granted a qualifying award; or
 - (ii) has sufficient academic or professional experience and status in the area of study suitable for the purposes of admission.

Research students

- (2) The admission requirements for research students are:

- (a) the applicant has submitted a valid application;
- (b) the applicant meets any bridging requirements for that course;
- (c) the applicant meets the admissions requirements for that course as determined by the Academic Board from time to time;
- (d) the documents supporting the application have been verified as true;
- (e) the applicant holds a valid visa (where applicable) or will be eligible to hold a valid visa upon an offer of admission being made;
- (f) the applicant meets any additional requirements as determined by the Australian Government from time to time;
- (g) there are appropriate research and teaching facilities available for the course;
- (h) the applicant has a sufficient knowledge of the English language to enable the applicant to undertake the course;
- (i) the applicant has a reasonable likelihood of successfully satisfying the academic requirements of the higher degree research course;
- (j) the applicant has not been issued with a certificate under the *Obligations Rules 2022*;
- (k) the applicant meets any additional requirements for the course determined by the Academic Board under rule 99(2); and
- (l) the applicant:
 - (i) has been granted a qualifying award; or
 - (ii) has sufficient academic or professional experience and status in the area of study suitable for the purposes of admission; and
 - (iii) has been accepted for candidature by the appropriate research committee in accordance with the procedures determined by the Academic Board; and
 - (iv) there is appropriate supervision available.

General

- (3) Where the applicant applies for admission to the University and, as part of that application, claims to hold an award of another tertiary institution, a further requirement of admission to a course is that the applicant must provide evidence of that award, consisting of:
 - (a) a copy of the certificate (if any) received by the student; or
 - (b) confirmation from the appropriate authority of that tertiary institution that the student holds that award; or
 - (c) if the Admissions Officer thinks fit, both.
- (4) Subject to rules 12 and 13, an Admissions Officer may admit an applicant to a course only if satisfied that all of the admission requirements are met.
- (5) If an Admissions Officer is not satisfied that the requirements in rule 10(1)-(3) have been met, the Admissions Officer may:
 - (a) refuse to admit the applicant to the course or withdraw an offer; or
 - (b) where the requirement is that set out in rule 10(1)(b) or 10(2)(c), admit the applicant to the course subject to any conditions set out in the relevant instrument approved by the Academic Board.
- (6) In relation to the requirements set out in rule 10(1)(b) and 10(2)(c), the Academic Board may, in policies, procedures, guidelines or any other instrument and not inconsistently with these Rules, provide for the waiver of those requirements in exceptional circumstances.
- (7) An Admissions Officer may refuse an application for admission if:
 - (a) the course is not available in the teaching period applied for per the Courses of Study Rules; or
 - (b) the maximum number of enrolments in a course has been reached in the teaching period applied for.

11 Availability of requirements for admission

- (1) The University must ensure that:
 - (a) the requirements for admission to a course under these Rules as well as the inherent requirements for the course are provided to a person who may apply, or has applied, for admission to that course; and

- (b) proper records of the course requirements are kept in accordance with legislative requirements.

12 Requests for Additional Information

- (1) An Admissions Officer may, at its absolute discretion, seek additional information from the applicant verbally or in writing to determine if the admission requirements, including any inherent requirements of the course, have been met. Any verbal request must be followed by a formalised request in writing.
- (2) Requests for additional information may include, but are not limited to:
 - (a) attending an interview with an officer of the University and answering questions about their application; and
 - (b) undertaking written or oral examinations or tests.

13 Conditional admission

- (1) An Admissions Officer may determine that an applicant is to be admitted to a course subject to meeting conditions specified in a notice given under rule 15(1)(b).
- (2) A determination made under rule 13(1) may include one or more conditions requiring the applicant to:
 - (a) attain a specified standard of work in specified subjects or units of study;
 - (b) complete specified subjects or units of study within a specified timeframe; or
 - (c) meet other requirements that allow the student to continue their enrolment.
- (3) An applicant may only commence a course under rule 13(1) if the applicant agrees to meet the specified conditions to the satisfaction of an Admissions Officer.
- (4) If an Admissions Officer decides they are not satisfied that an applicant has met the conditions set out in rule 13(1), the applicant is no longer eligible to undertake that course.
- (5) An Admissions Officer must give a notice to the applicant of a decision made under rule 13(4).
- (6) The notice given under rule 13(5) must:

- (a) be sent to the address of the applicant shown in the records of the University;
- (b) set out the reasons why the Admissions Officer was not satisfied that the applicant had met the conditions; and
- (c) set out how the applicant may apply for a review of the decision.

14 Special Provisions

- (1) The Academic Board may make special provisions for applicants seeking to undertake courses that promote and facilitate equity and equality, and in particular for:
 - (a) Aboriginal and Torres Strait Islander applicants;
 - (b) applicants from low socioeconomic backgrounds;
 - (c) applicants with disabilities; and
 - (d) applicants from rural and regional communities.

15 Notification of admission to a course

- (1) An Admissions Officer must notify an applicant under these Rules in writing that the applicant is:
 - (a) granted admission to that course;
 - (b) granted admission to that course subject to meeting specified conditions under rule 13(1); or
 - (c) refused admission to that course.
- (2) Any notification made under rule 15(1) must be sent to the email address of the applicant shown in the records of the University.
- (3) If an applicant is admitted to the course, the notification under rule 15(1) must include the following:
 - (a) the name of the course;
 - (b) the teaching period for the course (if applicable);
 - (c) the year for which admission is granted;
 - (d) the maximum duration for completion of the course; and
 - (e) any conditions determined under rule 12(1).

- (4) If an applicant is refused admission to the course, the notification under rule 15(1) must include the following:
 - (a) the reasons why the applicant was refused admission to the course;
and
 - (b) how the applicant may apply for a review of the decision.

16 Deferral

- (1) Upon receiving a notification under rule 15(1)(a), a student may request deferral of commencement of the course of study if deferral is available.
- (2) If a student wishes to defer commencement, the student may apply in writing to the Admissions Officer stating the period for which, and the grounds on which, the student desires the deferral.
- (3) On receipt of an application under rule 16(2) and considering any procedures, conditions or restrictions determined by the Academic Board relating to the deferral of courses of study, the Admissions Officer may approve the deferral request for a period of no longer than 12 months and on such terms and conditions as determined by the Admissions Officer.
- (4) Upon the expiration of the 12-month deferral period:
 - (a) if the University continues to provide the course to which the student was offered admission, the student may commence that course of study; or
 - (b) if the University no longer provides the course to which the student was offered admission, the student may be offered admission to another comparable course of study.
- (5) Approval of a deferral does not bind the University to continue to provide the course to which the student was originally offered admission.

17 Review of decision

- (1) An applicant may apply to an Admissions Review Officer for a review of the decision under:
 - (a) rule 10(4) – to refuse to admit the applicant;
 - (b) rule 13(1) – to impose conditions on the applicant's admission; and
 - (c) rule 13(4) – that the applicant failed to satisfy specified conditions.
- (2) An application for review:

- (a) must be in writing;
 - (b) must be given to an Admissions Review Officer within 20 business days of the applicant being notified of the decision; and
 - (c) is limited to the grounds that the decision-maker:
 - (i) did not take all relevant material into account; or
 - (ii) took irrelevant material into account; or
 - (iii) demonstrated bias that disadvantaged the person in the making of the decision.
- (3) If an application is received under rule 17(2), the Admissions Review Officer must:
- (a) consider the information in the application provided by the applicant; and
 - (b) take into account any other information the Admissions Review Officer considers relevant; and
 - (c) as soon as practicable, decide whether the decision under review should be changed or remain in force.
- (4) A decision on review under rule 17(3) is to be taken under these Rules to be the decision of the original decision-maker.
- (5) The Admissions Review Officer must give written notice of the decision on review to the applicant and the original decision maker within 28 days of the decision.
- (6) Any decision on review under rule 17(4) is final within the University.

18 Commencing a course after admission

- (1) A person is eligible to commence or continue a course if the person has accepted an offer and been admitted to that course, for the relevant teaching period and year, in accordance with these Rules, unless the person:
 - (a) has been prevented by another statute, rule, policy, direction or decision of the University from undertaking that course; or
 - (b) does not enrol in any, or withdraws from all, units for the course in a teaching period; and

- (i) has not obtained permission to defer studies in the course before the time for enrolment for that teaching period expires; or
 - (ii) has not obtained permission to withdraw from the units; or
 - (c) has transferred to another course; or
 - (d) has provided false or misleading information in relation to their application.
- (2) A person's period of enrolment in a course is to be taken to have commenced on the day on which the person was admitted to the course.

19 Non-award study

- (1) A person may apply to the University to study one or more units or non-award courses offered by the University.
- (2) An Admissions Officer may, at their discretion, determine an application for non-award study.
- (3) An applicant granted permission to undertake non-award study under rule 18(2) is taken to be a student when enrolled into one or more units or non-award courses.

20 Delegation by Admissions Officer

- (1) The Admissions Officer may, by written instrument, delegate its functions and powers under these Rules, in whole or in part, to a member of academic staff or general staff of the University.
- (2) When making a delegation, the Admissions Officer:
 - (a) specify any circumstances or conditions, limitations or directions which affect the exercise of the delegation;
 - (b) must maintain a register of current delegations,
 - (c) may, at any time and at their absolute discretion, amend or revoke the delegation completely or in part.
- (3) A function or power delegated under this rule must not be delegated further by the delegate.

- (4) The Admissions Officer, despite having made the delegation, will not be relieved of their obligation to ensure that the function is properly exercised and otherwise will be accountable for the exercise of the functions and powers as though they were performed by the Admissions Officer.
- (5) The delegate must exercise the delegated functions and powers subject to any conditions, limitations or directions in the delegating instrument, and otherwise in accordance with this Rule and the *Legislation Act 2001* (ACT).

Rules approved at Council on 3 September 2026.

In making these Rules, the University had regard to the provisions of section 40B(1)(b) of the *Human Rights Act 2004* (ACT).