

# University of Canberra (Admission) Rules 2022

made under the

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

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## 1 Name of instrument

These Rules are the *University of Canberra (Admission) Rules 2022*.

## 2 Commencement

These Rules commence on the day they are made.

## 3 Repeal

The *University of Canberra Admission Rules 2017* are repealed. All decisions made under the repealed Rules are taken to be made under these Rules.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 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;

*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 5 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;

*2022*;

**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 involving the method of teaching and learning that leads to the acquisition of skills and knowledge without undertaking a major research component;

**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 or research functions of the University;

**Education Partner** means an organisation or company 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 or online Campus including using Education Partner Staff;

**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;

**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;

**student** has the meaning given by the *University of Canberra (Statutes Interpretation) Statute 2010*;

**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;

***undergraduate course*** means a course leading to the award of a degree of bachelor or an undergraduate diploma or an associate diploma as specified in the Register of Courses kept under the Courses and Awards Statute and includes a course that has been declared by the Academic Board under section 5 of the *University of Canberra Courses and Awards Statute 2010* to be an undergraduate course of study;

***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 Appointment of Admissions Officers and Admissions Review Officers**

- (1) The Academic Board may appoint staff members of the University as Admissions Officers.
- (2) The Academic Board may appoint the following staff of the University as Admissions Review Officers:
  - (a) a Dean;
  - (b) a Deputy Vice-Chancellor; and
  - (c) a Pro-Vice Chancellor.

## **6 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.

## **7 Admission Guidelines**

- (1) The Academic Board may approve guidelines and policies for the purposes of these Rules, including in relation to the admission of persons to a course and the approval of qualifying awards available for admission.

- (2) The Admissions Committee and any officer of the University performing a function under these Rules must comply with any guidelines or policies determined under rule 7(1).

## **8 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 whereupon the application shall 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.

## **9 Admission to a course**

### *Coursework students*

- (1) The admission requirements for coursework students are as follows:
  - (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;
  - (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; 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 as follows:
  - (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;
  - (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.
- (3) Where the applicant applies for admission to the University and, as part of that application, purports 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 9 (1 – 3) have been met, the Admissions Officer may refuse to admit the applicant to the course or withdraw an offer.
- (6) An Admissions Officer may refuse an application for admission if:
  - (a) the course is not available in the teaching period applied for per rule 5(2) of the Courses of Study Rules; or
  - (b) the maximum number of enrolments in a course has been reached in the teaching period applied for.

## **10 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 made readily available 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.

## **11 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, the following:
  - (a) attend an interview with an officer of the University and answer questions about their application; and
  - (b) undertake written or oral examinations or tests.

## **12 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 144(1).
- (2) A determination made under rule 12(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;
  - (c) meet some other requirement that allows the student to continue their enrolment.
- (3) An applicant may only commence a course pursuant to a determination made under rule 12(1), if the applicant agrees to meet the specified conditions to the satisfaction of an Admissions Officer.

- (4) If an Admissions Officer decides it is not satisfied that an applicant has met the conditions set out in a determination made under rule 12(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 12(4).
- (6) The notice given under rule 12(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.

### **13 Special Provisions**

The Academic Board may make special provisions for applicants seeking to undertake courses that promote and facilitate the progressive realisation of substantive equality and, in particular, special measures to assist Aboriginal and Torres Strait Islander applicants.

### **14 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 pursuant to rule 14(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.

### **15 Deferral**

- (1) Upon receiving a notification pursuant to rule 14(1)(a), a student may defer commencement of the course of study.

- (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 subrule (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 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.

## **16 Review of decision**

- (1) An applicant may apply to an Admissions Review Officer for a review of the decision under:
  - (a) rule 9(4) – to refuse to admit the applicant;
  - (b) rule 12(1) – to impose conditions on the applicant's admission; and
  - (c) rule 12(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 60 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 16(2), the Admissions Review Officer must:
  - (a) take into account the information in the application and any other relevant material provided by the applicant in connection with the review;
  - (b) take into account any other information the Admissions Review Officer considers relevant; and
  - (c) as soon as practicable, make a decision on whether the decision under review should be changed or remain in force.
- (4) A decision on review under rule 16(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 16(4) is final within the university.

### **17 Commencing a course after admission**

- (1) A person is eligible to commence or continue a course if the person has 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) if the person does not enrol in any, or withdraws from all, units for the course in a teaching period – has not obtained permission to defer studies in the course before the time for enrolment for that teaching period expires or 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.

### **18 Non-award study**

- (1) A person may apply to the University to study one or more units offered by the University on a non-award basis.
- (2) An Admissions Officer may, at their absolute 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 for the purposes of the Statutes and Rules of the University.

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

Approved by Council on 26 August 2022.