Admission (Coursework) Policy

Section 1 - Purpose

(1) The University of Canberra (Admission) Rules 2022 govern the admission of students to the University of Canberra (the University). This Policy and its supporting Admission Procedure (Coursework) support the Admission Rules and must be read in conjunction with them.

(2) This Policy sets out the principles supporting admission to coursework courses accredited by the University.

Section 2 - Scope

(3) This Policy applies to the admission of applicants to University and University of Canberra College (UCC) coursework courses, including non-award and cross-institutional study at the University.

(4) Information on admission requirements for higher degrees by research is in the Higher Degree by Research Admission Policy.

Section 3 - Principles

General principles

(5) The University is committed to fair, transparent, and consistent admission processes that comply with legislative and regulatory requirements.

(6) The University is committed to diversity and inclusion, and provides alternative admission pathways for certain prospective students, including prospective Aboriginal and Torres Strait Islander students. The University monitors the academic progress of students admitted under alternative admission pathways to ensure those pathways are appropriate.

(7) Admission to University courses is determined following an assessment by an Admissions Officer of an application against the admission requirements for coursework students set out in Rule 9(1) of the Admission Rules (Admission Requirements). Admission Requirements consider academic merit, academic potential, and equity. The Academic Board determines the specific admission requirements applicable to each coursework course that a student must meet to satisfy Rule 9(1)(b) and (j) of the Admission Rules.

(8) For admission to any course, international applicants must satisfy any additional requirements as determined by the Australian Government, including in relation to Immigration.

Admission standards

(9) The Admission Requirements are designed to ensure that students, including students who are admitted through an early entry program prior to completion of Year 12, have the academic preparation and English language proficiency needed to participate in their intended studies and therefore have a likelihood of success in their chosen program.

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(10) When setting admission requirements, the University is guided by the principles of:

a. evidence-based admission requirements;
b. admitting applicants with academic suitability;
c. encouraging broad access to the University's courses by eliminating unfair or unnecessary barriers to student access and enabling flexible qualification pathways; and
d. consistency with the Australian Qualifications Framework (AQF), the Higher Education Standards Framework (Threshold Standards) 2021, and any other relevant policies, regulations and legislation.

(11) When assessing a prospective student's application against the Admission Requirements in Rule 9(1) of the Admission Rules, the University may consider the following t in determining whether a student satisfies the Admission Requirements:

a. academic merit, determined by achieving a minimum level of academic achievement (for example, expressed as equivalent selection rank);
b. English language proficiency equivalency;
c. prior learning, other experience and attainments;
d. special factors, including residency, performance at interview, portfolios and auditions; and
e. any other factors that the University considers to be relevant.

(12) If a Faculty requires additional admission requirements to be added to a particular course in accordance with Rule 9(1)(b) or (j), the Faculty may apply to the Academic Board for additional or alternative admission requirements (for example, interview, audition or portfolio) at the time a course is approved, or an existing course has changed. Any additional admission requirements will be appropriate to the level of the course of study and its expected learning outcomes.

(13) Any changes to approved individual course selection ranks require approval by the relevant Faculty Executive Dean. Any change to Admission Requirements will not be applied to an applicant who has received an existing unconditional offer from the University.

Quotas (limit on places) and sub-quotas

(14) The University may set quotas for an intake to any course.

(15) The University may also impose sub-quotas to ensure there is a diverse cohort of students. In this instance, the University may apply separate selection criteria for sub-quotas to ensure equity of access. Applicants can only compete for a place in a sub-quota if they meet the eligibility criteria for that sub-quota. Applicants can compete for a place in more than one sub-quota if they are eligible.

(16) Each year, the University reviews and determines the number of places available for courses with a quota or sub-quota through its load planning process. Any course that is subject to quota will be made available on the specific Course page.

Admission decisions and outcomes

(17) Admission offers are made based on merit to applicants who are assessed by an Admissions Officer to have satisfied the Admission Requirements in Rule 9(1), including that applicants have the background and abilities to have a reasonable likelihood of success in the course to which hey are being admitted.

(18) Admission is at the discretion of the University. Following an assessment against the Admission Requirements, an Admissions Officer may make one of the following admission decisions:

a. full offer (unconditional);
b. conditional offer;
c. packaged offer of qualifying course/s leading to the principal course;
d. an offer into an alternative course; or
e. no offer (rejection).

(19) The Admissions Officer must make an offer in writing and provide all information necessary for applicants to accept the offer as set out in Rule 14(3) of the Admission Rules.

Deferrals

(20) Domestic applicants who have received an offer may request to defer their offer for up to 12 months. Not all coursework offers can be deferred; for example, offers for a Commonwealth Supported Place (CSP) in a postgraduate course cannot be deferred.

(21) International applicants may request to defer their offer for up to 12 months. Not all deferrals will be approved.

Withdrawal of offer by the University

(22) The University can rescind an offer of admission if:

a. an offer was made in error;
b. the course is no longer offered;
c. an applicant does not meet legislative requirements, such as requirements of a student visa; or
d. an applicant behaves in a way that may be considered a breach of the University of Canberra (Student Conduct) Rules 2023.

Readmission

(23) Students whose enrolment lapses may reapply for admission to their course and will be subject to the same requirements as other applicants at the time of applying. Students should also refer to the Course Procedure - Courses and Course Components for maximum period or periods of study permitted. Applicants who fail to accept their offer or accept their offer but are not enrolled as at the census date of the intake outlined on the offer letter, may reapply for admission to the course and will be subject to the same requirements as other applicants.

Equivalencies and special consideration

(24) The Global Admissions team, in consultation with Faculties and with approval from the Academic Board, has responsibility for determining equivalencies between university admission requirements and specific qualifications, tests or basis of admission, both domestic and international.

(25) For applicants to non-research graduate courses, Admissions Officers may approve an application for admission on the basis that a student has been granted a Qualifying Award or otherwise has sufficient academic or professional experience and status in an area of study suitable for the purposes of admission (equivalence or uncredentialled learning).

(26) When making such decisions, an Admissions Officer may consider whether applicants have achieved the required level of knowledge and skills to have a reasonable prospect of success in the course. Decisions must be evidence-based, transparent and fair.

Reviews and appeals

(27) A person who is dissatisfied with an admission decision may seek a review of the decision by an Admissions Review Officer in accordance with the process set out in Rule 16 of the Admission Rules.

Section 4 - Responsibilities

Roles and responsibilities

Who	Responsibilities
Global Admissions	• The Global Admissions Team within the Student Recruitment & Marketing division is responsible for managing the processing of applications for admission in accordance with guidelines set by the Academic Quality and Standards Committee including: ◦ arrangements with Tertiary Admissions Centres (TAC) which make assessments and offers on behalf of the University ◦ ensuring the decisions of Admissions Officers are consistent ◦ ensuring that Admissions Officers are notifying students in a timely manner of the outcome of their applications ◦ maintaining records of admission decisions and the basis for these decisions so that the effectiveness of admission criteria can be evaluated ◦ determining the equivalencies between the Admission Requirements and specific qualifications, tests or basis of admission, both domestic and international.
Admissions Officer	• Responsible for assessing applications for admission against the Admission Requirements and making decisions in relation to an application.
Associate Director, Global Admissions	• Is responsible for ensuring the schedules contained in the Admission Procedure (Coursework) are reviewed annually to reflect relevant strategic, regulatory or other changes. • Will provide rolling three-year reports annually to the Academic Quality and Standards Committee on targets, offers and acceptances. Reports will include data on offers and acceptances in the following categories: ◦ Tertiary Admission Centres, such as Universities Admissions Centre (UAC) ◦ Direct admission ◦ Approved undergraduate admission schemes (see Schedule 3) ◦ Alternative entry – postgraduate courses (see Schedule 2) ◦ Internal students transferring to new courses ◦ Excluded students seeking readmission to the same or new courses ◦ Applicants who defer their offers ◦ Approved English equivalency Cases based on exceptional circumstances.
Academic Quality and Standards Committee (AQSC)	• Acts as the University's Admissions Committee and oversees the University's responsibilities on admission under University Statutes and Rules, on behalf of Academic Board. • Approves any changes to the Admission Procedure (Coursework) and forwards them to Academic Board for noting. • Monitoring and review of admission requirements for individual courses of study determined by the Academic Board in accordance with Rule 9(1)(b) and (j) of the University of Canberra (Admission) Rules 2022, admission schemes and approved pathways.
Academic Board	• Responsible for determining admission requirements for individual courses of study in accordance with Rule 9(1)(b) and (j) of the University of Canberra (Admission) Rules 2022, admission schemes (including early entry schemes), with consideration of advice and recommendations from the Academic Quality and Standards Committee.

Section 5 - Procedures

(28) Refer to the Admission Procedure (Coursework).

Section 6 - Definitions

Term	Definition
Admissions Officer	As defined in the Rule 5 of the University of Canberra (Admission) Rules 2022.
Admission requirements	For coursework students has the same meaning as in Rule 9(1) of the University of Canberra (Admission) Rules 2022 and specifies the prior learning that an applicant must demonstrate to be eligible to apply for admission to a program. May also be referred to as 'entry requirements'.
Admissions Review Officer	As defined in the Rule 5 of the University of Canberra (Admission) Rules 2022.
Adjustment factors	Additional points that may be used in combination with an applicant's Australian Tertiary Admission Rank (ATAR) to derive an applicant's course Selection Rank. Adjustments do not change applicants' ATARs but change their Selection Rank for a particular course or courses. • Equity adjustment: Adjustment available on the basis of characteristics associated with disadvantage. • Subject adjustment: Adjustment available on the basis of the particular relevance to the academic requirements of a higher education course of a secondary subject that the applicant undertook. • Maximum adjustment: The maximum total adjustments possible to an applicant's Selection Rank from the combination of all adjustments they are eligible for.
Applicant	A person who has applied to a course at the University, either directly or via an approved agent or body (such as Universities Admissions Centre). • Domestic applicants are applicants who are citizens or permanent residents of Australia, holders of Australian Permanent humanitarian visas, or citizens of New Zealand. • Other applicants are considered international applicants.
Articulation	Arrangements that enable students to progress from one completed qualification to another with admission or credit in a defined qualification pathway. (see also credit transfer)
Australian Tertiary Admission Rank (ATAR)	The ATAR is used by institutions to rank and select students for admission to tertiary courses. Other selection criteria may be used together with the ATAR.
Commonwealth Supported Place (CSP)	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 is 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	Has the same meaning as in Rule 12 of the University of Canberra (Admission) Rules 2022.
Confirmation of Enrolment (CoE)	A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider.
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.
Course	Has the same meaning as in the University of Canberra Courses and Awards (Courses of Study) Rules 2023 and includes non-award courses offered by a Third-Party Provider.
Coursework	A method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.
Selection rank	A score allocated to represent particular qualifications, education or other experience of an applicant. It is used to determine the applicant's eligibility for an admission offer and to rank applicants for competitive selection. An applicant's course Selection Rank can include: • their ATAR, any adjustments they are eligible for, such as equity or subject adjustments, • rank calculated based on work experience or previous non-secondary study, • portfolio assessments, • results of the Special Tertiary Admissions Test, or • other supplementary tests, etc

Term	Definition
Equivalent Graduate Status	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	Studies that take place through a structured program of learning but do not lead to a qualification accredited under the Australian Qualifications Framework (AQF).
Packaged Offer of Admission	May be granted when an applicant does not meet Admission Requirements and generally will include an offer to study a relevant pathways course to meet certain Admission Requirements, including academic or English language requirements. Students are required to complete the relevant pathways course before they can progress into the University of Canberra course.
Recognition of Prior Learning (RPL)	Recognition of learning gained outside the Australian Qualifications Framework, which means awards normally offered in universities and TAFE. RPL refers specifically to learning from work or life experience, and from uncredentialled courses. RPL may be used as a basis for admission or as a basis for credit in a course.
International Student Transfer	Refers to those international students who seek to transfer between providers. The Australian Government and Australian laws promote quality education and consumer protection for overseas students. The laws which are known as the Education Services for Overseas Students Act 2000 (ESOS Act 2000) and The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) 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 Policy and International Student Transfer Assessment Procedure.

Status and Details

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