

Admission Procedure (Coursework)

Section 1 - Purpose

(1) This document sets out the procedures supporting admission to coursework courses accredited by the University of Canberra (University).

Section 2 - Scope

(2) This Procedure applies to University admission requirements for domestic and international applicants to University's undergraduate and postgraduate coursework courses, including associate degrees and diplomas.

(3) Information is also included on admission to non-award and to cross-institutional study at the University.

Section 3 - Policy

(4) Refer to [Admission Policy \(Coursework\)](#).

Section 4 - Procedure

Introduction

(5) This document provides details in the form of schedules on entrance ranks, alternative entry for postgraduate courses, admission schemes for undergraduate courses, English proficiency requirements and special provisions for Aboriginal and Torres Strait Islander students in competitive entry high demand undergraduate and postgraduate courses.

(6) The attached schedules set out the various measures that will be used to assess an applicant's likelihood of completing a chosen course.

(7) On offer of a place students are informed of their rights and obligations, relating to fees, credit for prior learning and information on changes to or withdrawal from offers.

(8) An applicant who provides false or misleading information in their application for admission, or who withholds information relevant to their application for admission to a course, may have their application for admission cancelled or, where an offer of admission has been made, have their offer of admission withdrawn by the Director, Future Students or nominee.

(9) Students suspended or excluded from other institutions need to meet University admission requirements or apply for special consideration before they can receive an offer. Students may be admitted with conditions relating to their academic progress.

(10) Applicants, who want to change their course of study at the University after acceptance, need to note that the new application will be re-assessed to meet the admission requirements and advanced standing for the new course.

Admission Requirements

Domestic Students

(11) Admission to undergraduate courses, including associate degrees and diplomas, is generally based on an entrance rank.

(12) Admission to a postgraduate course is based on possession of an undergraduate degree or equivalent as determined by Academic Board, provided that the qualification has been gained in a suitable area of study.

International Students

(13) For admission to undergraduate courses, international students who have not completed an Australian qualification must have appropriate educational qualifications, deemed by the University to be equivalent to an Australian Year 12 certificate.

(14) For admission to postgraduate courses, international students who have not completed an Australian qualification must have appropriate educational qualifications, deemed by the University to be equivalent to a bachelor degree awarded by an Australian university.

English Proficiency

(15) Minimum English language requirements apply to all students for entry to University courses. Some courses may have higher English proficiency requirements than the University's minimum standards.

(16) A course with multiple offerings will have the same English language Requirements regardless of where and how it is delivered.

Equity and Access

(17) As permitted by the [University of Canberra \(Admission\) Rules 2022](#), admission criteria and processes take into account equity and access considerations through provision for pathway schemes and alternative entry admission schemes (refer Schedules 2 and 3).

(18) The University Admissions Committee may approve undergraduate admissions schemes for purposes such as:

- a. paying special attention to the needs of the Australian Capital Territory and the surrounding region;
- b. providing access to the educationally or socially disadvantaged groups; and
- c. addressing under-representation of designated groups as detailed in Schedule 3.

(19) Each specific undergraduate admission scheme is approved by the University Admissions Committee and is recorded in the following Schedules.

(20) The University will monitor academic progress and provide appropriate learning support to students admitted under any admission scheme (refer Schedule 3).

Aboriginal and Torres Strait Islander Admissions Strategy

(21) The University supports the admission and retention of Aboriginal and Torres Strait Islander students through a variety of strategies.

(22) The University has designated places for Aboriginal and Torres Strait Islander students in competitive entry "high demand" undergraduate and postgraduate courses.

Admission based on Recognition of Prior Learning and Equivalent Graduate Status

(23) Recognition of prior learning enables admission on the basis of learning acquired through means other than formal study.

(24) 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.

(25) Entry to some of University courses is facilitated by articulation and credit transfer arrangements, with pathways created for students between courses and qualifications (refer to [Credit for Non-award Studies Policy](#) and [Credit Procedures](#))

(26) Information on exemption from some University units on the basis of previous learning or past work experience is covered in the [Credit Procedures](#).

Cross-Institutional and Non-award Study

(27) Students studying at other universities can apply to study at the University as cross-institutional students. Students must provide written permission from the host university listing the unit(s) approved for study and the fee status of the student.

(28) Applicants can apply to undertake studies in one or more units as a Non-award Studies student. Non-award study is normally undertaken by someone wishing to undertake study in a small number of units for career enhancement or personal interests. Although applicants do not need to meet normal admission requirements they must satisfy the University English language proficiency requirements. Acceptance into Non-award Studies may be subject to unit quotas or individual unit prerequisites.

Underage Students

(29) Domestic students who are under 16 years of age at the commencement date for a University teaching period must meet the University's normal admission requirements and have their application supported by the Deputy Vice-Chancellor.

(30) International students under 17 years of age at the commencement date of their studies are not eligible to study at the University or University of Canberra College (UCC), including UCC's English Language Centre.

(31) International student applicants who will be under 18 years of age at the time of commencing their studies at the University or UCC must demonstrate that:

- a. they will live in Australia with a parent or legal custodian; or
- b. they will live in Australia with a relative over 21 years of age who has been nominated by a parent or legal guardian; or
- c. they will live in Australia under welfare arrangements approved by the University with a minimum age for accepting international students under those arrangements set at 17 years of age.

(32) Refer to [International Student Policy](#), and the [Welfare Arrangements for Under 18 International Students Procedure](#) for further details.

Deferring an Offer

(33) An applicant may seek deferment of an Acceptance of Offer. An applicant's intention to defer should be communicated by the date specified in the Offer of place.

(34) Offers to most undergraduate courses may be deferred, normally for one year. The deferral offer is subject to course availability, is automatic and does not need approval. An offer can only be deferred once.

(35) Offers to honours courses may only be deferred with the approval of the Course Convener.

(36) Deferral of offers to postgraduate coursework courses will depend on course and place availability and fee structure. Admissions will determine, during each admission period, those postgraduate courses that can be automatically deferred. The Course Convener reserves the right to not allow deferrals in a particular admission period. Deferrals are normally for one year and an offer can only be deferred once.

(37) The University Student Services [Welcome](#) website will provide information to both undergraduate and postgraduate students about which specific courses may be deferred.

(38) Applicants with a deferred status are guaranteed enrolment in the following year subject to:

- a. their eligibility for admission not changing e.g. exclusion or expulsion from studies undertaken elsewhere;
- b. the University still offering the course to which they seek admission. The new offer is subject to course availability and may not be at the same location or have the same course structure as the previous one. Where the University no longer offers the course for admission, applicants may be offered a place in a comparable course of their choice, provided they would have been eligible for admission when the initial offer of place was made, and that they still meet the academic requirements of the new course offering and any advanced standing is still relevant to course learning outcomes; and
- c. the fee type status of applicants remains unchanged i.e. if they were initially offered a [Higher Education Contribution Scheme](#) (HECS) liable place they remain HECS liable, and if offered a fee-paying place they remain fee paying.

(39) Persons intending to take up their deferred Offer of Place are required to advise the Admissions by the closing date for new applications for admission. A person who has a deferred Offer of Place but who wishes to obtain admission to a different course must apply for admission in the usual way and be considered with other applicants.

(40) The option to defer acceptance to a course is only available once for that course.

Accepting an offer

(41) Where an applicant has received offers to more than one course to commence in the same study period, only one offer may be accepted, except where the Director, Future Students, or delegate, agrees otherwise.

(42) Applicants who receive and accept one offer but subsequently receive an offer to another course in the same period can choose either to:

- a. keep the previous offer/acceptance and not accept the new offer, or
- b. accept the new offer and withdraw the previously accepted offer.

Admissions and Student Conduct Rules and Academic Progress Rules

(43) Students who have been suspended from the University of Canberra under the [University of Canberra \(Academic Progress\) Rules 2022](#) must serve the term of their suspension (usually 12 months). Students may be readmitted with conditions relating to their academic progress.

(44) Students who have been suspended from the University of Canberra under the [University of Canberra \(Academic Progress\) Rules 2022](#) may seek admission to a different course of study during their period of suspension. Such students need to meet University of Canberra admission requirements or apply for special consideration (see Schedule 3) before they can receive an offer. Such students may be admitted with conditions relating to their academic

progress.

(45) A student who has been excluded or suspended under the [University of Canberra \(Student Conduct\) Rules 2023](#) must not again be admitted to a course of study or enrolled in a unit of study of the University during the period of suspension or exclusion.

Appeals

(46) An applicant can appeal a decision on admission under the procedures set out in the [University of Canberra \(Admission\) Rules 2022](#).

Section 5 - Roles and Responsibilities

Who	Responsibility
Admissions	Admissions, Future Students is responsible for managing the processing of applications for admission in accordance with guidelines set by the University Admissions Committee including: <ul style="list-style-type: none">• arrangements with Tertiary Admissions Centres 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; and• maintaining records of application decisions and the basis for these decisions so that the effectiveness of admission criteria can be evaluated.
Director, Future Students	<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 the Strategy and Planning Group and the University Admissions Committee on targets, offers and acceptances. Reports will include data on offers and acceptances in the following categories:<ol style="list-style-type: none">1. Tertiary Admission Centres (such as the Universities Admissions Centre);2. direct admission;3. approved undergraduate admission schemes (refer Schedule 3);4. alternative entry - postgraduate courses (refer Schedule 2);5. internal students transferring to new courses;6. excluded students seeking readmission to the same or new courses; and7. applicants who defer their offers.
University Admissions Committee	The University 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 forward them to Academic Board for noting.
Academic Board	Considers advice and recommendations from the University Admissions Committee on all aspects of admissions. The Academic Board approves any changes to the Policy.

Section 6 - Schedules

(47) The Schedules are reviewed annually to reflect relevant strategic, regulatory or other changes.

Schedule 1: Undergraduate Courses - Entrance Ranks

(48) Admission to undergraduate degree courses, including associate degrees and diplomas, is based on an entrance rank. Some courses may have additional or alternative requirements. A rank can be achieved by the following means:

- a. Current Year 12 students. Admissions uses the rank from an [Australian Tertiary Admissions Rank \(ATAR\)](#). An ATAR can be achieved by completing Year 12 in an Australian secondary school. Applications from current school leavers are usually processed through an Universities Admissions Centre.
- b. Previous Year 12 qualifications. Results from completing secondary study in Australia in previous years will be

converted to an ATAR equivalent. This rank is used to determine an applicant's eligibility. These students can apply through an Australian Tertiary Admissions Centre or direct to the University.

- c. Other Australian qualifications. Applicants can also receive a rank from other study. This study can include tertiary study, special admission tests and enabling programs. The highest level of success in a qualification (ATAR or tertiary course Grade Point Average) is used to calculate a rank. A minimum of 0.2 years full time equivalent study must be undertaken for the tertiary study to be considered. Two years full time equivalent study in a tertiary level course overrides any secondary level and bridging level qualifications. These students can apply through an Australian Tertiary Admissions Centre or direct to the University.
- d. Work experience. Work experience can also be considered in determining a rank. The skill level of this work experience is determined by the information available on the Australian and New Zealand Standard Classification of Occupations (ANZSCO) website. These students can apply through an Australian Tertiary Admissions Centre, such as Universities Admissions Centre (UAC) or direct to the University.
- e. Overseas qualifications. Study overseas can be used to calculate a rank. The overseas qualification can be assessed using the Australian Education International - National Office of Overseas Skills Recognition (AEI-NOOSR) Country Education Profile (CEP) online service.
- f. Pathways. Students who do not meet the entrance rank for direct admission to an undergraduate program at University, or who do not receive an offer under one of the approved undergraduate schemes (refer schedule 3) may be offered a pathway through the University of Canberra College (UCC).

Schedule 2: Alternative entry - Postgraduate courses

Recognition of Prior Learning

(49) Applicants who do not possess an undergraduate degree may, subject to satisfying any special requirements of a particular course, qualify for admission to that postgraduate course on the basis of a Recognition of Prior Learning (RPL) assessment of their current skills and knowledge.

(50) RPL is the recognition of learning gained outside the [Australian Qualifications Framework \(AQF\)](#), which are those awards normally offered in universities and the Technical and Further Education (TAFE) sector. RPL based admission refers specifically to learning from work or life experience and may include a combination of uncredentialed or credentialed learning (see section 'Educational Access Scheme' below).

(51) Admission granted on the basis of RPL is not transferable to another course. A new application for RPL needs to be made for each course preference.

Equivalent Graduate Status

(52) For the purposes of admission, Academic Board has approved the following combinations of formal learning and professional experience as being equivalent to an [AQF](#) level 7 Bachelor's degree. Additionally, an [AQF](#) 8 qualification (or higher) has been deemed to be a satisfactory alternative to a Bachelor Degree to meet coursework entry requirements.

Qualification	Length of work experience	Nature of work experience
AQF (level 6) Advanced Diploma or Associate Degree #	4 years	Managerial, professional, paraprofessional or clerical role
AQF (level 5) Diploma #	8 years	Managerial, professional, paraprofessional or clerical role
Year 12 or Certificate IV #	10 years	Managerial, professional, paraprofessional or clerical role

or qualification deemed equivalent by Academic Board

(53) Where work experience is required for admission to a course, Equivalent Graduate Status and work experience admission requirements may be considered together taking into account the overall admission criterion of likelihood of course completion.

(54) For the purposes of admission, Academic Board has approved membership of an appropriate professional body in one of the following fields (or any other field as may be approved by University Admissions Committee where that level of membership is normally granted to graduates) as being equivalent to a level 7 bachelor's degree:

Pharmacy	Actuarial Studies
Accounting	Physiotherapy
Speech Therapy	Engineering Studies
Urban and Regional Planning	Law
Occupational Therapy	Surveying

Other Grounds

(55) Applicants who wish to apply for admission to a particular postgraduate course on the basis of RPL and who do not meet the Equivalent Graduate Status criteria in section 'Educational Access Scheme' below, must provide evidence that they have the skills and knowledge to be able to undertake that course of study. Applicants should be advised to contact the relevant course convener to discuss their application and obtain details of the type of evidence required.

(56) Forms of evidence may include:

- a. an employer's letter validating work experience
- b. examples of work, training certificates and course outlines
- c. documented professional qualifications.

(57) Applicants may be required to attend an interview, undertake written tests and/or practical demonstrations.

(58) Documents provided as evidence must be original or certified.

(59) Assessment of applications for admission on the basis of RPL which do not meet the criteria for Equivalent Graduate Status above will be undertaken by the relevant Course Convener. A recommendation to grant admission must be accompanied by a detailed statement from the Course Convener outlining the reasons for the decision.

(60) The Head of Discipline or Associate Dean, Education, as determined by the Dean and noted by Faculty Board, is the delegated authority to formally approve a Course Convener's RPL recommendation.

Schedule 3: Approved Undergraduate Admission Schemes

Adjustment Factors

(61) Applicants who do not meet the normal entry requirements may be eligible for an adjustment to their admission selection rank through the awarding of additional points. These applicants then compete on academic merit for the places available.

(62) There are three categories of available additional points and maximums available for each category as follows:

- a. Educational Access Scheme = maximum 10 points.
- b. University Priority Group = maximum 5 points even when more than one group is applicable.

- c. Merit-based = maximum 10 points.
- d. Overall, the total maximum additional points allowed is 20.

Educational Access Scheme

(63) The Educational Access Scheme (EAS) assists immediate and recent school leavers of good academic potential whose education has been disrupted or disadvantaged and who, consequently, may not gain entrance to the degree course of their choice.

(64) This scheme considers disabilities and/or disadvantages experienced by applicants in Years 11 and 12, or equivalent. If successful, this consideration will lead to additional points on their entrance rank. The degree of disadvantage determines the number of additional points awarded.

(65) Additional points are awarded under this scheme to assist students from remote or regional schools.

(66) To be considered for additional points under EAS the applicant must be an Australian citizen, or a New Zealand citizen, or a permanent resident of Australia, or a holder of an Australian permanent resident humanitarian visa who applies for admission through an Australian Tertiary Admissions Centre such as the Universities Admissions Centre.

(67) The University may award up to ten additional points under the EAS.

(68) The EAS is administered by an Australian Tertiary Admissions Centre such as the Universities Admissions Centre. Students who do not apply for EAS consideration via their Universities Admissions Centre application can request 'Special Consideration' through Admissions.

Merit based - Strong Performance in Relevant Subjects in High School

(69) Students currently completing an Australian Year 12 award can be awarded additional points on the basis of strong academic performance in subjects relevant to their intended degree of study.

(70) Additional points are limited to a maximum of 10 points. Not all courses will award the maximum.

(71) To be eligible students must apply for admission via the relevant Australian Tertiary Admissions Centre.

University priority Group - Aboriginal and Torres Strait Islander applicants

(72) All applicants who are identified as Aboriginal or Torres Strait Islander peoples are automatically awarded five additional points. Applicants are encouraged to contact the Ngunnawal Centre prior to application.

(73) Applicants not competitive for entry on the basis of their current qualifications are encouraged to enrol in the Aboriginal and Torres Strait Islander Foundation Program.

University Priority Group - Australian Defence Force Personnel and Reservists

(74) The University supports Australian Defence Force (ADF) personnel and reservists. ADF personnel and reservists whose commitments have affected their education may be considered for an adjustment to their admission selection rank to a maximum of 5 additional points.

(75) In addition to their application for admission, applicants must provide Admissions, with a letter explaining why they believe their ADF commitments have affected their earlier studies.

University Priority Group - Elite Athletes

(76) Elite athletes, including sports coaches and elite dance artists, whose training and competitive commitments have affected their education may be considered for an adjustment to their admission selection rank to a maximum of

5 additional points.

(77) In addition to their application for admission, applicants must provide Admissions with a letter explaining why they believe their sporting commitments have affected their study in Years 11 and 12, and/or the qualification being used for admission purposes. The letter should be accompanied by a supporting statement from the relevant sporting body. This statement should include the hours per week on average spent training and competing.

Schools Recommendation Scheme

(78) The Schools Recommendation Scheme allows students to be considered for entry to undergraduate courses. The Schools Recommendation Scheme assesses students' likelihood of success being able to undertake their chosen course, through means other than ATAR.

(79) Any student completing Year 12 is eligible to apply, as long as it is for admission in their corresponding university admissions year (i.e. the year following their Year 12 completion). Students are permitted to have consideration for more than one course through the scheme.

(80) The University will, in any given year, provide a list of eligible courses that will be available for application through the scheme.

(81) Students offered a place of study through the scheme are permitted to take deferral like any other commencing student. If students intend to take a gap year before starting university, they must still apply in their corresponding university admissions year in order to be eligible for the scheme.

(82) In order to be considered for this scheme, students will need to have demonstrated to the school that they have the capability of successfully studying at a university level, even though they may not receive the ATAR necessary for their chosen course in their university admissions year.

(83) Schools must give regard to and assess the factors which they believe demonstrate a student's capability to study at a university level and the school's recommendation must highlight the basis on which this has been demonstrated and supported.

(84) It is up to individual schools whether or not they choose to participate in the scheme and which students they wish to recommend.

(85) Schools may determine the total number of recommendations they wish to make in any given year (i.e. the scheme is uncapped).

(86) Students must apply to their school in the manner required and by the date determined by the University in any given year. Students must also apply to the University for admission to the course they are seeking recommendation for, in the manner required and by the date determined by the University in any given year.

(87) Schools must consider whether to support a student's application and make recommendation to the University in the manner required and by the date determined by the University in any given year. The recommendation must be made, or endorsed, by the School Principal or nominated delegate.

(88) All recommendations under the terms of this scheme will be considered but a recommendation does not guarantee admission.

(89) The scheme can also be utilised by alternate secondary education providers and partners, including Big Picture Education Australia, who may likewise endorse their students for admission through the scheme based on Principal's endorsement and satisfactory portfolio assessment and achievement of National Standards equivalencies.

Portfolio Entry Scheme

(90) Applicants for specific degrees are eligible for consideration of admission by way of portfolio and/or interview.

(91) Successful candidates are not granted additional points rather selection to a nominated course is based on a 'pass' or 'fail' premise.

(92) Candidates may be offered alternate course offerings to those which they sought admission to.

Fast Forward - Early Offer Scheme

(93) Fast Forward allows currently enrolled Year 11 students from specified Australian schools and states to apply and receive conditional offers for admission to nominated University courses.

(94) Participants will be selected on a combination of their academic performance and extracurricular activities.

(95) Unconditional offers will be issued to successful candidates undertaking a tertiary (ATAR eligible or equivalent) package who achieve an overall total average mark of 70% (or equivalent) across all graded subjects during Year 11 and mid-way through Year 12.

Special Consideration

(96) Any applicant who believes that he or she has been disadvantaged and is not eligible for assistance through one of the above schemes may make written application to Admissions seeking special consideration.

(97) Students requesting Special Consideration will have their application reviewed by the Director, Future Students (or nominated staff member) who, if deemed appropriate, may award additional points to a maximum of 5 points and/or refer the case for further discussion to the relevant Faculty Dean.

(98) Students will not normally be entitled to assistance from one of the above admission schemes and additionally also be granted Special Consideration.

Early Offer arrangements

(99) Year 12 students seeking university entry, may be considered for admission on the basis of their Year 11 results through a targeted early offer entry scheme.

(100) Students will be assessed on their percentages - minimum 60% requirement (or grades/GPA's if percentages are not available) and banded into selection rank ranges indicative of 'above average', 'good' and 'excellent' academic achievement.

Schedule 4: English Proficiency Requirements

(101) This schedule outlines the English proficiency requirements for University postgraduate and undergraduate coursework courses, including University of Canberra College (UCC) courses.

(102) All applicants wishing to undertake undergraduate or postgraduate coursework study (including non-award study such as cross institutional and study as an exchange student) at the University must meet the English proficiency requirements for that particular course. Students born in, and presenting an assessable qualification from Australia and New Zealand also meet English proficiency requirements for all University coursework courses (both post-graduate and undergraduate) including those with higher English proficiency requirements.

(103) In exceptional circumstances, the achievement of English language proficiency may also be reviewed by the Director, Future Students (or nominated staff member) and deemed as acceptable on a case-by-case basis. Any other exemptions or exceptions are otherwise specified within this schedule.

(104) When determining whether a student meets the University’s English language requirements based on exceptional circumstances, the Director, Future Students (or nominated staff member) will consider factors from the below table. A student will generally be required to evidence a combination of at least two of the below factors so that holistic assessment can be undertaken. It is important to note that consideration does not guarantee that a student will be found to meet the University’s English language requirements.

a.	the student's previous English language test scores
b.	whether the student has previously undertaken tertiary studies in English
c.	the student's Year 12 (or equivalent) English results
d.	any relevant work experience, including whether the student has worked in a country listed in Section A Table 1 below
e.	whether the student has resided in a country listed in Section A Table 1

(105) Undergraduate coursework courses with “standard” English proficiency requirements require an overall academic International English Language Testing System (IELTS) score (or equivalent) of 6.0 with no band score below 6.0. Postgraduate coursework courses (i.e. graduate certificate, graduate diploma, Masters) with “standard” English proficiency requirements require an overall academic IELTS (or equivalent) of 6.5 with no band score below 6.0.

(106) Coursework (undergraduate and postgraduate) and honours courses with higher (i.e. non-standard) English proficiency requirements are listed below in Section D. Courses that have exceptions from some of the broader means of meeting English proficiency requirements covered in the policy and procedure are also identified in this section.

(107) Entry to the following University of Canberra College (UCC) courses require the academic IELTS (or equivalent) scores outlined below:

- a. University of Canberra (UC) International Foundation Studies: 5.5 overall with no band score below 5.
- b. UCC Diploma (Extended – 3 terms): 5.5 overall (no minimum band scores required);
- c. UCC Diploma (Standard): 5.5 overall with no band score below 5.5.
- d. UC Prep and UC Connect: 6.0 overall with no band score below 6.0.
- e. Graduate Certificate in Academic Foundations (GCAF): 6.0 overall with no band score below 6.0.

(108) The University requires documentary evidence of the following from applicants as proof of meeting English language requirements:

- a. Previous study that meets the English proficiency requirements, outlined below in Section A: Meeting English Proficiency Requirements through Previous Study; or
- b. The required scores in one of the approved English language tests, outlined below in Section B: Meeting English Proficiency Requirements through an English Language Test; or
- c. Completion of recognised qualification or course at a recognised institution, as outlined in Section C: Meeting English Proficiency through Study at a Recognised Institution.

Section A: Meeting English Proficiency Requirements through Previous Study

(109) Unless specified as a special arrangement, applicants are regarded as meeting the University’s English proficiency requirements for all University coursework courses (both postgraduate and undergraduate), including those with higher English proficiency requirements, if they have completed one of the following qualifications, where the medium of instruction was English in one of the countries/territories listed in Table 1:

- a. Senior Secondary Study: Successful completion of Year 12 (or equivalent), comparable with the NSW HSC; or
- b. Post-Secondary Study: Successful completion of an equivalent [AQF](#) Diploma or Advanced Diploma; or Australian

(or equivalent) tertiary preparation course (including Australian university foundation courses), with a full-time equivalence of one year; or

c. Tertiary Study: Successful completion of at least one (1) year of full-time AQF Level 7 (Bachelor) and above.

Australia*	Botswana	Canada	Fiji	Ghana	Guyana	Ireland
Jamaica	Kenya	Lesotho	Liberia	New Zealand	Nigeria	Papua New Guinea
Samoa (American, Independent State)	Singapore	Solomon Islands	South Africa	Tonga	Trinidad & Tobago	United Kingdom
USA	Zambia	Zimbabwe				
Countries with special arrangements						
Malaysia - courses with standard IELTS or equivalent requirements						

Table 1: Countries and territories recognised by the University for the purpose of using previous study to meet English proficiency requirements

*Includes Australian qualifications offered overseas. Students born in, and presenting an assessable qualification from Australia and/or New Zealand, also meet English proficiency requirements for all University coursework courses (both postgraduate and undergraduate) including those with higher English proficiency requirements.

(110) Previous study undertaken online or by distance education does not count towards meeting the University's English proficiency requirements.

(111) Transnational Education: Applicants for one of the University's courses offered overseas can also meet the English Proficiency requirements by completing any one of the above mentioned qualifications from any institution where the medium of instruction and assessment was English and that study required at least two years of fulltime equivalent study.

(112) Study Abroad Non-Award short courses: By agreement and with mutual collaboration with partners, students undertaking non-award short courses are not required to provide evidence of meeting the University's English proficiency requirements.

(113) Articulated Partners: Applicants from offshore articulation partners who have studied their course entirely in the English medium only (teaching and assessment) for a minimum of two years meet the English language requirements of their chosen course provided there is a current articulation agreement between the University and the partner for that course, and that agreement has clauses which have approved the English proficiency of the partner institution and its relevant courses.

Section B: Meeting English Proficiency Requirements through an English Language Test

(114) Applicants who do not meet the requirements detailed in Section A above may satisfy the University's English proficiency requirements for the courses referred to in Table 2 below by demonstrating the minimum required test results in the following tests:

Table 2: List of Accepted English Language Tests and the Required Minimum Scores for UCC and UC Coursework Courses

UCC and University courses	IELTS Academic*	TOEFL iBT	Pearson Test of Academic English	Cambridge English Scale	Occupational English Test	University English Language Proficiency Test*
UC International Foundation Studies	5.5 overall with no band score less than 5.0.	Overall score of 46	42	162	No grade lower than 'D' in any of the sub-tests ^[3]	N/A
UCC Diploma (Extended - 3 terms)	5.5 overall (no minimum band score requirement)	Overall score of 46	42	162	No grade lower than 'D' in any of the sub-tests	N/A
UCC Diploma (Standard)	5.5 overall with no band score less than 5.5.	Overall score of 46 with ^[1] R: 8, L: 7, S: 16, W: 18	42 with no skill score ^[2] below 42	162 with no sub-score below 162	No grade lower than 'D' in any of the sub-tests	N/A
Graduate Certificate in Academic Foundations	6.0 overall with no band score less than 6.0.	Overall score of 60 with R: 13, L: 12, S: 18, W: 21	50 with no skill score below 50	169 with no sub-score below 169	No grade lower than 'C' in any of the sub-tests	N/A
University standard UG degree	6.0 overall with no band score less than 6.0.	Overall score of 60 with R: 13, L: 12, S: 18, W: 21	50 with no skill score below 50	169 with no sub-score below 169	No grade lower than 'C' in any of the sub-tests	N/A
University standard PG degree	6.5 overall with no band score less than 6.0.	Overall score of 79 with R: 13, L: 12, S: 18, W: 21.	58 with no skill score below 50	176 with no sub-score below 169	No grade lower than 'C' in any of the sub-tests.	Minimum overall grade of 'C' *UC administered offshore Master courses
Courses requiring IELTS 7.0 with no band score less than 6.0.	7.0 overall with no band score less than 6.0.	Overall score of 94 with R: 13, L: 12, S: 18, W: 21	65 with no skill score below 50	185 with no sub-score below 169	No grade lower than 'B' in any of the sub-tests	N/A
Courses requiring IELTS 7.0 with no band score less than 6.5.	7.0 overall with no band score less than 6.5	Overall score of 94 with R: 19, L: 20, S: 20, W: 24	65 with no skill score below 58	185 with no sub-score below 176	No grade lower than 'B' in any of the sub-tests	N/A
Courses requiring IELTS 7.0 with no band score less than 7.0.	7.0 overall with no band score less than 7.0.	Overall score of 94 with R: 25, L: 25, S: 23, W: 27	65 with no skill score below 65	185 with no sub-score below 185	No grade lower than 'B' in any of the sub-tests	N/A

Courses requiring IELTS 7.5 with no band score less than 7.0.	7.5 overall with no band score less than 7.0	Overall score of 102 with R: 24, L: 24, S: 23, W: 27	73 with no skill score below 65	191 with no sub-score below 185	No grade lower than 'B' in any of the sub-tests	N/A
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* includes IELTS UKVI (Academic)

[1] 'R' refers to 'reading', 'L' to 'listening', 'S' to 'speaking' and 'W' to 'writing'.

[2] The skill score here refers to the common skills of listening, reading, speaking, and writing. The "no skill score below" requirement does not apply to the enabling skills listed in the test results.

[3] Results for all four subtests are required. Results must be from tests taken in one sitting.

(115) To be valid for the purpose of meeting the University's English Proficiency requirements, results from the tests (as per Table 2) must be no more than two years old at the time of seeking admission to the relevant course.

(116) Where a student has obtained a recognised English Language test and the test result post-dates the applicant's qualification or course referred to in sections A or B of this document, the results of the test will supersede any prior English proficiency assessment.

Section C: Meeting English Proficiency through Study at a Recognised Institution

(117) Unless stated otherwise, the information provided in this section only applies for courses up to and including the standard English proficiency requirements.

(118) Study at the University of Canberra College (UCC) English Language Centre (UCCELC) in English Language Intensive Courses for Overseas Students (ELICOS): Applicants are regarded as meeting the University's English proficiency requirements for courses referred to below if they have completed the following courses and obtained the stated scores.

Name of the ELICOS direct-entry pathway program completed	Minimum Academic IELTS equivalent required for entry	Score Required on completion	Eligible for Entry to
AE2	5.0 overall no band less than 4.5	50% overall and meets assessment requirements as per the unit outline	UCC Diplomas
		50% overall and meets assessment requirements as per the unit outline	UCC Extended Diplomas International Foundation Studies
AE3	5.5 overall no band less than 5	60% overall and meets assessment requirements as per the unit outline	UC Undergraduate courses with standard English proficiency requirements Graduate Certificate in Academic Foundations
	*6.0 overall no band less than 5.5	65% overall and meets assessment requirements as per the unit outline	UC Postgraduate courses with standard English proficiency requirements

Name of the ELICOS direct-entry pathway program completed	Minimum Academic IELTS equivalent required for entry	Score Required on completion	Eligible for Entry to
	*6.5 overall	70% overall and meets assessment requirements as per the unit outline	Courses where the English requirements are up to and including academic IELTS equivalent of 7.0 overall with no band score below 7.0
AE4	6.0 overall no band less than 5.5	50% overall and meets assessment requirements as per the unit outline	UC Postgraduate courses with standard English proficiency requirements
	6.5 overall	60% overall and meets assessment requirements as per the unit outline	Courses where the English requirements are up to and including academic IELTS equivalent of 7.0 overall with no band score below 7.0.

*Only possible if AE4 course is not available

(119) UCCELIC provides an Offshore Placement Test (OPT) to some offshore agents and to some applicants already onshore to assist in estimating the length of English studies required for its ELICOS courses. The OPT is not an officially recognised English language test for the purposes of meeting the University's English proficiency requirements.

(120) UCC also accepts the Pearson Versant English Placement Test (PVEPT) for entry to its ELICOS, Foundation, Diploma and GCAF programs as outlined in the table below. The PVEPT is not otherwise an officially recognised English language test for the purposes of meeting the University's English proficiency requirements.

	GE1	GE2	GE3	AE1	AE2	AE3	AE4
IELTS equivalent entry level	3.0	3.5	4.0	4.5	5.0	5.5	6.0
PVEPT Score required for entry	Refer to UCCELIC	Refer to UCCELIC	32	38	46	50	56

(121) Under the Department of Home Affairs's Simplified Student Visa Framework (effective 1 July 2016), the University will process applications for package offers where the applicant has an IELTS equivalent of no lower than IELTS 4.5.

(122) Study at UCC: Applicants are regarded as meeting the University's English proficiency requirements for standard and higher University coursework courses (both postgraduate and undergraduate), if they have completed one of the following qualifications:

UCC Course	Requirements to meet English Proficiency Requirements	Eligible for Entry to
Foundation Program	Must successfully complete the Foundation program.	University undergraduate courses with standard and higher English proficiency requirements.
Diploma - (Extended)	Must successfully complete the Diploma.	University Undergraduate coursework courses with standard and higher English proficiency requirements.
Diploma - (Standard)	Must successfully complete the Diploma.	University Undergraduate Coursework Courses with standard and higher English proficiency requirements.

Graduate Certificate in Academic Foundations (GCAF)	Must successfully complete the GCAF, including results in the following units: Academic Writing and Research Skills G: Requires overall 50% to pass the unit but must achieve 65% on the combined test and final exam scores.	Some aligned postgraduate coursework courses with standard English proficiency requirements.
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(123) Other recognised courses and qualifications in Australia and overseas: The following qualifications meet the English proficiency requirements for undergraduate and postgraduate coursework courses (including UCC) with standard English proficiency requirements unless otherwise stated:

Institution/Country	Completed Qualification (including standard required, where applicable)
Australian Education Management Group (AEMG)	Masters Qualifying Program - successful completion.
Australian Health Practitioner Regulation Agency (AHPRA) or Nursing and Midwifery Board of Australia (NMBA)	For UC Faculty of Health postgraduate courses that require applicants to be registered by the Australian Health Practitioner Regulation Agency (AHPRA), or the Nursing and Midwifery Board of Australia (NMBA) for admission purposes are deemed to have met English proficiency requirements by virtue of their AHPRA/NMBA registration.
Australian Pacific College	EAP (A) course: <ul style="list-style-type: none"> • Overall grade of B+ (direct entry to both undergraduate and postgraduate); • Overall grade of B (direct entry to undergraduate only).
Australian Registered Training Organisations (RTO)	Certificate IV in Spoken and Written English - Further Studies Certificate III in Spoken and Written English (eligible for entry to UCC's Diplomas)
Australian Senior Secondary Studies Year 11	Successful completion of a Year 11 "English" subject with a result of "pass" or a "C grade" is sufficient for english proficiency purposes for entry to UCC's International Foundation Studies
Austrian Secondary Schools	Austrian Maturity Certificate (Reifexzeugnis/Reifeprüfungszeugnis/Matura/Maturazeugnis): GPA of 2 in English from the last three years of Austrian High School Diploma.
ANU College	ANU Access English: Overall grade of 60% (meets English proficiency requirements for undergraduate and postgraduate coursework courses with standard English proficiency requirements and all law courses referred to in Section 4 below). ANU Academic English: AEP 3 with an overall grade of 60% (min. 60% in each skill) meets english requirements for entry to UCC Foundation Studies and Extended Diploma courses. ANU Academic English: AEP 4 with an overall grade of 60% (min. 60% in each skill) meets english requirements for entry to UCC Diploma courses.
Bhutan	Bhutan English Language Proficiency Certificate - issued by Bhutan Council for School Examinations and Assessment.
Canberra Institute of Technology	<ul style="list-style-type: none"> • English for Study and Life (Upper-Intermediate) - for courses requiring IELTS 5.5 (including bands) • English for Study and Life (Advanced) - for courses requiring IELTS 6.0 (including bands) • English for Study and Life (Academic) - for courses requiring IELTS 6.5 (including bands).
Denmark	Senior High School (Studentereksamen): Grade of 6 in English A; OR Grade of 9 in English B.
Finland	Lukionpaastotodistus (the Upper Secondary Examination): Grade of 8 in English A or English (Advanced).

Institution/Country	Completed Qualification (including standard required, where applicable)
GCE 'A' and 'AS' levels (from UK or Singapore)	<ul style="list-style-type: none"> • General Certificate of Education Advanced Level Examination (GCE 'A' Levels): Minimum grade of C in English, English Language, English Studies, English Literature, English as a Second Language, or Humanities subject. • AS Levels: Minimum grade of B in English or Humanities subject. For courses with an IELTS 7.5 overall requirement: A 'C' pass in one of the following humanities subjects at full Advanced (A2) or Higher 2 (H2) level: Ancient History/Classical Studies, Anthropology, Archaeology, Citizenship Studies, Communication Studies, Creative Writing, Critical and Contextual Studies, Economics, English (English Language/English Literature), Film Studies, General Studies, Government and Politics, History, History of Art, Humanities, Law, Media Studies (Media is not a humanities subject), Philosophy, Religious Studies, Social Policies, Sociology, Drama and Theatre, World Development.
GCE 'O' levels/ GCSE/IGCSE (from UK or Singapore)	<ul style="list-style-type: none"> • Minimum grade of B in any English or Humanities subject For courses with an IELTS 7.5 overall requirement: <ul style="list-style-type: none"> • A 'B' pass in General Paper or English Note: Acceptable CIE and Edexcel International IGCSE subjects: English – First Language, English Language, English – Second Language, English as a Second Language (ESL), English – Literature, English Literature.
Germany	Senior High School Diploma (Abitur): English grade of 3 or better (1 highest) in the final two years; or DAAD Certificate of Language Proficiency of English Test: minimum of 'B' grade (with 'A' being the highest) in each category of the test.
Global Business College of Australia	Successful completion of EAP 2 with a score of 70% - undergraduate courses with standard English requirements. Successful completion of EAP 3 with a score of 70% - postgraduate courses with standard English requirements.
Hong Kong	Hong Kong Diploma of Secondary Education (HKDSE): Minimum of Level 3 in English subject. Note: A minimum of Level 2 in English subject meets English proficiency requirements for UCC Diploma (Extended). For courses with an IELTS 7.0 overall requirement (with or without band score requirements): <ul style="list-style-type: none"> • 5 in English language and Literature in English.
India (UG)	<ul style="list-style-type: none"> • All India Senior School Certificate (AISSC): 70% in English • Indian School Certificate (ISC): 70% in English • Indian State Board Higher Secondary Education Examination (Year 12): 70% in English.
India (PG)	<ul style="list-style-type: none"> • All India Senior School Certificate (AISSC): 80% in English • Indian School Certificate (ISC): 80% in English • Indian State Board Higher Secondary Education Examination (Year 12): 80% in English
International Baccalaureate (IB) - includes IB Career Path Program	<ul style="list-style-type: none"> • Nov 2012 session & earlier: Grade 4 in English A1 or A2 at standard or higher level or Grade 5 in English B at higher level; • May 2013 session & onwards: Grade 4 in English A: literature or English A: language and literature at standard or higher level or Grade 5 in English B at higher level For courses with an IELTS 7.0 overall requirement: <ul style="list-style-type: none"> • Nov. 2012 session & earlier: English A2 at higher or standard level; • May 2013 session & onwards: Grade 5 in English A: literature or English A: language and literature at higher level; or Grade 6 in English A: literature or English A: language and literature at standard level For courses with an IELTS 7.5 overall requirement: <ul style="list-style-type: none"> • May 2013 session & onwards (earlier sessions not accepted): Grade 6 in English A: Language & Literature or English A: Literature at higher level; or Grade 7 in English A: Language & Literature or English A: Literature at standard level
European Baccalaureate	60% in English as an Obligatory Subject (Language I or II)
Education First (EF)	University Preparation Program - for standard UG courses, successful passing grade of either the EF Module Two or EF Exam Module. University Preparation Program - for standard PG courses, successful passing grade of EF Exam Module.
La Trobe College Australia	Successful completion of English for Further Studies (EFS 4) is satisfactory for English proficiency purposes to UCC's International Foundation Studies, Diploma and Extended diploma courses.

Institution/Country	Completed Qualification (including standard required, where applicable)
Macquarie Education Group Australia (MEGA)	In all courses listed below, successful students must obtain an overall score of at least 65% with a minimum of 60% in any macro skill: <ul style="list-style-type: none"> • EAP level 1: Eligible for entry to UCC Diploma courses. • EAP Level 2: Eligible for entry to Undergraduate courses. • EAP Level 3: Eligible for entry to Postgraduate courses.
Malaysia	<ul style="list-style-type: none"> • Sijil Tinggi Pelajaran Malaysia (STPM): Grade C in English language subject or English Literature examination. • Sijil Pelajaran Malaysia (SPM): B or better in subjects examined in English, or a grade of C in subject code 1119 'English Language' (Bahasa Inggeris). • Malaysian Independent Chinese Secondary Schools (MICSS) Unified Examination Certificate (UEC): Grade of B3 in English. For courses with an IELTS 7.0 overall requirement (with or without band score requirements): <ul style="list-style-type: none"> • A 'C' pass in 914 English or 920 English.
Monash College (University) Australia	Successful completion of Monash English Upper Intermediate course is satisfactory for entry to UCC's International Foundation Studies, Diploma and Extended Diploma courses.
Netherlands	Voorbereidend Wetenschappelijk Onderwijs (VWO): Overall score of at least 7 in English.
Norway	Vitnemal (Upper Secondary Schools Examinations): English grade of 4 or higher.
NAVITAS Academic English	Academic English 2: Meets English proficiency requirements for UCC Diploma (Extended); Academic English 3: Minimum overall score of 55% - Meets English proficiency requirements for direct entry to UC coursework courses with standard English proficiency requirements.
Oxford English Language Centre	Undergraduate courses: Completion of 12 week block of the English for Academic Purposes (EAP) with a result of at least 50% in all macro skills. Postgraduate courses: Completion of 24 weeks of the English for Academic Purposes (EAP) with a result of at least 50% in all macro skills.
Philippines	<ul style="list-style-type: none"> • Completed Senior Secondary schooling (Yr. 12) within 5 years of UC/UCC commencement - with evidence confirming English as the medium of instruction. • One year of fulltime Australian equivalent tertiary studies within 5 years of UC/UCC commencement - with evidence confirming English as the medium of instruction.
Sweden	Matriculation Certificate (Avgangsbetyg/Slutbetyg fran Gymnasieskolan tion): Grade of 3 (or G) in English A or English B.
TAFE NSW	Certificate IV in English for Academic Purposes.
University English Language Centres Australia (UECA)	From participating member institutions, qualifications where exit scores/outcomes are determined to be equivalent to the required UCC IELTS scores into courses at UCC.
UK Northern Consortium International Foundation Year (NCUK IFY)	Successful completion achieving a minimum EAP score of C.
UTS: INSEARCH Academic English ^[1]	<ul style="list-style-type: none"> • Level 3: eligible for entry to UCC Extended (3 term) diploma • Level 4: eligible for entry to UCC Standard diploma • Level 5: eligible for direct entry to standard UC UG courses • Level 6: eligible for direct entry to standard UC UG and PG courses as well as any course with up to 7.0 overall (no band score) requirement

[1] Refers to UTS: INSEARCH Academic English qualifications completed in Australia and overseas.

Section D: Courses with Higher English Requirements

(124) Coursework courses with English proficiency requirements higher than the standard English proficiency requirements (as per clauses 15 and 16 above) are listed in the table below. Scores indicated are relevant for those applicants electing to use an English proficiency test to meet this requirement.

Undergraduate courses

Course Code	Course	IELTS Requirement
ARB001	Bachelor of Arts (Creative Writing)	Overall Academic IELTS score of 6.0 with band scores of 7.0 in reading and writing.
ARMG02	Bachelor of Arts/Bachelor of Event and Tourism Management	Overall Academic IELTS score of 6.0 with band scores of 7.0 in reading and writing.
MGAR03	Bachelor of Business/Bachelor of Arts	Overall Academic IELTS score of 6.0 with band scores of 7.0 in reading and writing.
SCAR02	Bachelor of Politics and International Relations/Bachelor of Arts	Overall Academic IELTS score of 6.0 with band scores of 7.0 in reading and writing.
266JA	Bachelor of Exercise Physiology and Rehabilitation	Overall Academic IELTS score of 7.0 with no band score less than 7.0
319JA	Bachelor of Medical Radiation Science (Medical Imaging)	Overall Academic IELTS score of 7.0 with no band score less than 7.0
196JA	Bachelor of Midwifery (Honours)	Overall Academic IELTS of 7.0 with no band score below 6.5
364JA HLB001	Bachelor of Nursing Bachelor of Midwifery	<p>Overall Academic IELTS score of 7.0 with no band score less than 7.0</p> <p>This course is an exception to UC's policy and procedure. There are non-standard English language requirements for admission to this course that must be met by all candidates. To be eligible candidates must demonstrate English language proficiency via one of the following:</p> <p>A) English Language Assessment Test results from one of the following English proficiency tests: Overall academic IELTS score of 7.0 with no band score below 7.0, or an OET grade of B including any of the sub-tests, or TOEFL iBT with an overall score of 94 & minimum scores of 24 in Listening, 24 in Reading, 27 in Writing and 23 in Speaking, or PTE Academic score of 65 overall with no skill score below 65.</p> <p>B) Primary Language Pathway having undertaken six years of primary & secondary education taught & assessed in English, including at least two years between years 7 & 12 from one of the following recognised countries: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom, & the USA.</p>
250JA	Bachelor of Pharmacy	Overall Academic IELTS score of 7.0 with no band score less than 7.0
373JA	Bachelor of Occupational Therapy	Overall Academic IELTS score of 7.0 with no band score less than 7.0
202JA	Bachelor of Physiotherapy	Overall Academic IELTS score of 7.0 with no band score less than 7.0
321JA 322JA 323JA 324JA 326JA 327JA 328JA 330JA	All Education courses, including double degrees	Overall Academic IELTS score of 7.5 with no band score below 7 and a score of not less than 8 in both speaking and listening.

Course Code	Course	IELTS Requirement
SCB101 MGSC03 ARSC02 ARSC03 MGSC01 NPSC02 SCAR03 SCSC01 SCSC02 NPSC01	All Law courses, including double degrees	Overall Academic IELTS score of 6.5 with no band score less than 6.0

Postgraduate courses

Course Code	Course	IELTS Requirement
SCG001 SCM001	Graduate Diploma in Legal Studies Master Degree Course in Juris Doctor	Overall Academic IELTS or equivalent score of 6.5, including at least 6.5 for writing, with no band score less than 6.0.
HLM101	Master of Public Health	Overall Academic IELTS score of 7.0 with no band score less than 6.5
HLM201	Master of Applied Clinical Epidemiology	Overall Academic IELTS score of 7.0 with no band score less than 7.0
742AA	Master of Clinical Psychology	Overall Academic IELTS score of 7.0 with no band score less than 7.0
174JA 771AA 772AA	Graduate Diploma in Nutritional Science Master of Nutrition Master of Nutrition and Dietetics	Overall Academic IELTS score of 7.0 with no band score less than 6.0
HLC001 HLM001	Graduate Certificate in Midwifery Master of Midwifery Practice	Overall Academic IELTS score of 7.0
361JA 362JA	Graduate Diploma in Medical Ultrasound Master of Medical Ultrasound	Overall Academic IELTS score of 7.0
342JA 341JA	Graduate Diploma in Counselling Master of Counselling	Overall Academic IELTS score of 7.0 with no band score less than 7.0
340JA	Master of Medical Imaging	Overall Academic IELTS score of 7.0 with no band score less than 7.0
132JA	Master of Occupational Therapy	Overall Academic IELTS score of 7.0 with no band score less than 7.0
767AA	Master of Pharmacy	Overall Academic IELTS score of 7.0 with no band score less than 7.0
768AA	Master of Physiotherapy	Overall Academic IELTS score of 7.0 with no band score less than 7.0
371JA	Master of Speech Pathology	Overall Academic IELTS score of 7.0 with no band score less than 7.0
EDM101 EDM001	Master of Secondary Education Master of Primary Teaching	Overall Academic IELTS score of 7.5 with no band score below 7 and a score of not less than 8 in both speaking and listening. This course is an exception to UC's policy and procedure. All candidates must present the stated IELTS* prior to admission unless they have undertaken senior secondary studies or a minimum of three years of study in a completed undergraduate degree from one of the following countries; Australia, New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland. *Only non-IELTS test variations are International Second Language Proficiency Ratings (ISLPR) score of 4 in all areas, or Professional English Assessment for Teachers (PEAT) assessment of A in all areas.
293JA	Master of Business Administration (Innovation and Leadership)	Overall Academic IELTS score of 7.0 with no band score less than 6.0

Schedule 5: Aboriginal and Torres Strait Islander Admissions Strategy

(125) In high demand courses with limited places, faculties may assign up to two designated places per course for Aboriginal and Torres Strait Islander students who meet Faculty standards for likely completion of the course but may not be offered places in the standard admissions process.

(126) The specific courses will be advertised through the University website and may change each academic year. Any specific entry criteria will also be included in the course information for the designated places.

(127) Aboriginal and Torres Strait Islander applicants who may not meet the course entry criteria for these high demand courses are advised to refer to the alternative entry criteria published on the websites.

(128) All applications must be completed using the appropriate form on the University website (whether completed electronically or on paper) and must be accompanied by a supporting statement from either an employer or school principal.

(129) Applications for undergraduate courses will be due on 30th November for admission to Semester 1 of the next calendar year, although late applications may be considered up until 15th December. For postgraduate courses, application dates will be specified on the University website.

(130) Applicants who meet Faculty standards for likely completion of the course will be interviewed to assist in determining their suitability for the course for which they have applied (whether physical, virtual or through written methods) and provision of other supporting materials will be requested at the discretion of the faculty.

(131) If available, students can provide the panel with predicted ATARs or for postgraduate courses GPAs.

(132) Interviews will usually be held in December of each year for undergraduate courses commencing in Semester 1 and students will be given an offer as soon as is practicable, normally before the end of December.

(133) All suitable applicants will be considered on a case-by-case basis and should be assessed.

(134) On determination of a suitable applicant and in the subsequent allocation of a designated place, faculties are required to keep a record of the entry determination.

(135) Students must be referred to the Ngunnawal Centre for provision of additional support and referral to other support services at the University, where required.

Section 7 - Policies

(136) Refer to [Admission Policy \(Coursework\)](#).

Section 8 - 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 definition of credit transfer)
The Australian Tertiary Admission Rank (ATAR)	The Australian Tertiary Admission Rank (ATAR) 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.

Terms	Definitions
Commonwealth Supported Place (CSP)	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 CSP. 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 (CoE)	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. (Australian Qualifications Framework)
Course	A course is the total program of studies leading to the granting of a university award. (Australian Qualifications Framework)
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 (RPL)	Recognition of Prior Learning (RPL) is the recognition of learning gained outside the Australian Qualifications Framework , 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 Act 2000 and the 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 Transfer Assessment Policy and the International Student Transfer Assessment Procedure .

Status and Details

Status	Current
Effective Date	31st March 2023
Review Date	31st July 2027
Approval Authority	Academic Quality Standards Committee
Approval Date	31st March 2023
Expiry Date	To Be Advised
Responsible Executive	Michelle Lincoln Deputy Vice-Chancellor
Responsible Manager	James Armit Director, Future Students
Author	Katie Bhagat Admissions Manager
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