Admission (Coursework) Procedure

Section 1 - Purpose

(1) This Procedure sets out the procedures for admission to the University of Canberra's (University) coursework courses.

Section 2 - Scope

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

Section 3 - Policy

(3) Refer to Admission (Coursework) Policy.

Section 4 - Procedure

Introduction

(4) This Procedure includes schedules that set out selection 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.

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

(6) A student offered a place in a coursework course must be informed of their rights and obligations, including information relating to fees, credit for prior learning and changes to or withdrawal from offers.

(7) An applicant who provides false or misleading information, or who withholds information relevant to their application for admission to a course, may have their application for admission cancelled or offer of admission withdrawn.

(8) Applicants who want to change their course of study after acceptance must apply for admission to the new course and be re-assessed against the admission requirements and have credit for prior learning assessed for the new course.

Admission requirements

General procedure

(9) To be eligible for selection to a course, all applicants must meet the University's general admission requirements set out in Rule 9(1) of the University of Canberra (Admission) Rules 2022 and any course-specific admission requirements approved by the Academic Board. Meeting the admission requirements does not guarantee admission to

a course.

(10) The University reserves the right to ask applicants from certain countries to appoint an agent for application processing and representation of the student during the visa application process.

(11) The University publishes the specific admission requirements including Selection Rank for each course, relevant to each year in which the course is offered (www.canberra.edu.au/courses). The University also publishes admission equivalencies mapped to qualifications from countries within the University's major markets.

Domestic Students

(12) Admission to undergraduate courses (including Bachelor degrees with an embedded Honours year) is generally based on a selection rank.

(13) Students applying for a single-year, standalone Australian Qualification Framework (AQF) Level 8 Honours course (not an undergraduate Bachelor degree with an embedded Honours year) must have completed a AQF Level 7 Bachelor degree in a related field and meet the minimum Grade Point Average requirement for the course. The availability of an appropriate supervisor for the Honours course will also be considered. The appropriateness or otherwise of a supervisor will be at the discretion of the Course Convener of the Honours course.

(14) Admission to a postgraduate course is based on a completed AQF Level 7 or higher, or international equivalent as determined by the Academic Board.

International Students

(15) 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 or higher.

(16) International students applying for a single-year, stand-alone AQF Level 8 Honours course (not an undergraduate Bachelor degree with an embedded Honours year) must have completed an AQF Level 7 Bachelor degree or equivalent in a related field and meet the minimum Grade Point Average requirement for the course. The availability of an appropriate supervisor for the Honours course will also be considered. The appropriateness or otherwise of a supervisor will be at the discretion of the Course Convener of the Honours course.

(17) 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 completed AQF Level 7 or higher.

(18) International applicants must satisfy any additional requirements as determined by the Australian Government, including in relation to Immigration.

English Proficiency Requirements

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

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

Equity and access

(21) As permitted by the Admission Rules, admission criteria and processes consider equity and access by providing pathway schemes and alternative entry admission schemes (see Schedules 2 and 3).

(22) The Academic Quality and Standards Committee (AQSC) 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 applicants with diverse education backgrounds and enabling flexible qualification pathways; and
c. addressing under-representation of designated groups as detailed in Schedule 3.

(23) Each specific undergraduate admission scheme is approved by the AQSC and is recorded in the Schedules at the end of this Procedure.

(24) The University will monitor academic progress and provide appropriate learning support to students admitted under any admission scheme (see Schedule 3), as detailed through the University of Canberra (Academic Progress) Rules 2022, supported by the Academic Progress Policy and Academic Progress (Coursework Units) Procedure.

Aboriginal and Torres Strait Islander admissions strategy

(25) The University supports the admission and retention of Aboriginal and Torres Strait Islander students through a variety of strategies (see Schedule 5).

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

Recognition of prior learning and equivaent grade status

(27) Recognition of prior learning (RPL) enables admission on the basis of learning acquired through avenues other than formal study.

(28) Equivalent Graduate Status is RPL approved by the Academic Board that enables admission to postgraduate courses based on a combination of pre-tertiary qualifications and work experience or professional membership. An applicant seeking admission to a course on the basis of Equivalent Graduate Status must also meet any special requirements of that course.

(29) Entry to some of the University's courses is facilitated by articulation and credit transfer arrangements, with pathways created for students between courses and qualifications (see Credit for Non-Award Studies Policy and Credit Procedure).

(30) Information on exemption from some of the University units on the basis of previous learning or work experience is covered in the Credit Procedure.

Cross-institutional and non-award study

(31) 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.

(32) 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 pursue study in a small number of units for career enhancement or personal interests. Although there are no minimum qualification or Selection Rank requirement for non-award study, applicants must satisfy the University English language proficiency requirements.

(33) Acceptance into Non-award Studies may be subject to unit quotas or individual unit prerequisites.

Minimum age requirements

(34) Domestic students under 16 years of age at the commencement date of their studies must meet the University's standard admission requirements and have their application supported by the Deputy Vice-Chancellor (DVC).

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

(36) International student applicants who will be under 18 years of age at the commencement date of their studies at the University or UCC must demonstrate that they are either:

a. will live in Australia with a parent or legal custodian;
b. will live in Australia with a relative over 21 years of age who has been nominated by a parent or legal guardian;
c. they will live in Australia under welfare arrangements approved by the University, with the minimum age for accepting international students under those arrangements set at 17 years of age (see the Welfare Arrangements for Under 18 International Students Procedure for further details).

Application closing dates and offer/acceptance deadlines

(37) Unless otherwise stated (such as when earlier closing dates for application are specified) or approved by the Associate Director, Global Admissions, complete applications for admission must be submitted no later than one week prior to the commencement of the given course. Non-standard application dates are to be published on the University website.

(38) Last offers for domestic students who have already applied will be issued on the Thursday of Week One of the teaching period, unless otherwise authorised by the Associate Director, Global Admissions.

(39) Offers made to international students intending study in Australia on a student visa will be made until the point at which it is deemed that they would be unable to arrive or commence on time. This will be determined by a variety of factors, including student location and visa processing times. After this time, applicants will be assessed for an offer for the next available intake.

(40) An applicant receiving an offer of admission must respond to the offer by following the process specified in the offer of admission. Some courses have offer expiry dates for quota management purposes. If an applicant fails to respond to the admission offer by the date specified in the offer, the offer will lapse.

Offers

(41) Offers of admission will be made in writing by an Admissions Officer as per the Admission Rules or by the Universities Admissions Centre (UAC) acting on behalf of the University.

(42) Offers of admission must specify all the requirements set out in Rule 14 of the Admission Rules, including the course, funding status (Commonwealth-supported or fee-paying), study mode, teaching period, location and maximum duration for completion of the course.

(43) When an applicant does not meet the prescribed conditions for admission, the University may make a conditional offer. These requirements will be detailed in the letter of offer. Applicants must provide evidence of meeting prescribed conditions to accept their offer.

Deferring an offer

(44) An applicant may apply for deferral by notifying the Global Admissions Office in writing either by email or through the University's admissions platform. A deferral should be sought on or before the date specified in the letter of offer, which must be no later than the commencement of the relevant study period in the applicant's offer letter.

(45) Offers to undergraduate courses may be deferred once only, typically for one year. The deferral offer is subject to course availability.

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

(47) Deferral of offers to postgraduate coursework courses will depend on course and place availability, as well as fee structure. The Global Admissions Office 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 typically for one year and an offer can only be deferred once.

(48) International applicants requesting deferral will be assessed against the admission requirement and any additional requirements as determined by the Australian Government for the deferred intake. If the Admissions Officer is satisfied that all requirements are met, a new letter of offer will be issued with a new commencement date. For international applicants who have accepted their offer, and a student visa has been granted, applicants must demonstrate compassionate or compelling circumstances which have an impact upon their commencement in the accepted admissions period. Please refer to the Deferring, Suspending or Cancelling an International Student's Enrolment Procedure.

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

a. their eligibility for admission not changing – for example, 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;
c. the fee type status of applicants remains unchanged – such as for example if applicants 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.

(50) 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 to the comparable course when the initial offer of place was made. Applicants must also meet the academic requirements of the new course offering, and any advanced standing that was previously granted is still relevant to the new course learning outcomes.

(51) Applicants intending to take up their deferred offer are required to advise the Global Admissions Office by accepting their new offer letter. A person who has a deferred offer but who wishes to obtain admission to a different course must apply for admission in the usual way and be considered alongside other applicants.

(52) Deferral will not be granted for cross-institutional enrolment, courses with quota limitations, or incoming study abroad or exchange.

Accepting an offer

(53) 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 Associate Director, Global Admissions, agrees otherwise.

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

a. maintain the previous offer/acceptance and not accept the new offer;
b. accept the new offer and withdraw the previously accepted offer; and
c. seek approval to undertake a concurrent enrolment in two degrees.

Cancelled or closed courses

(55) The University reserves the right to cancel an offer to a course where that course has been closed as determined by the Academic Board.

(56) An Admissions Officer must contact any student impacted by a cancelled or closed course and advise the student of their options (for example, an offer for an alternative course).

(57) In the case of international applicants who have accepted an offer for a closed course, the Education Services for Overseas Students Act 2000 requires the University to provide the applicants with a suitable alternative course or a refund of their course costs. Where an alternative course is identified, applicants will be issued with a new letter of offer for acceptance to the new course, or new version of the course, if available.

Management of courses with quotas and sub-quotas

(58) Quotas may be determined by the managing Faculty. Places in courses where quotas apply are filled through a competitive selection process determined by the managing faculty in consultation with the Student Recruitment, Marketing & Media division.

(59) Quotas may be amended during an admission period to meet University requirements. Amendments are approved in writing by the Faculty's Executive Dean.

(60) Where a postgraduate course has both Commonwealth Supported Places (CSP) and full fee-paying places available, the ranking process and selection are competitive and consider the relative academic merit and equity of eligible applicants.

(61) Requests from a Faculty to the Student Wellbeing & International Support division to cease or pause applications and offers for a course in a specific intake can only be made where that course is subject to approved quotas. Other requests to cease applications and offers must be approved by the Faculty Executive Dean. Pauses on offers (for example, for the purpose of checking applications, offers and acceptances against quotas) can be in effect for a maximum of 2 weeks.

Student Conduct Rules and Academic Progress Rules

(62) Students who have been suspended from the University under the University of Canberra (Academic Progress) Rules 2022 must serve the term of their suspension before they can seek readmission to the same course.

(63) Students may be readmitted with conditions relating to their academic progress. See the Academic Progress Rules, Academic Progress Policy and Academic Progress (Coursework Units) Procedure for more information.

(64) Students suspended or excluded from other institutions or students who have been suspended from the University under the Academic Progress Rules may seek admission to a different course of study during their period of suspension. Such students must meet the University's 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.

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

Reviews and appeals

(66) An applicant who is dissatisfied with an admission decision may seek a review of the decision by an Admissions Review Officer under the procedures set out in the Admission Rules.

Section 5 - Roles and Responsibilities

WHO	RESPONSIBILITIES
Global Admissions	Managing the processing of applications for admission in accordance with guidelines set by the Academic Quality and Standards Committee (AQSC) including: • arrangements with Tertiary Admissions Centres (TAC) which make assessments and offers on behalf of the University • ensuring the decisions of Admissions Officer are consistent • ensuring that Admissions Officer 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	• Assessing applications for admission against the Admission Requirements and making decisions in relation to an application.
Associate Director, Global Admissions	• Ensuring the schedules contained in this Procedure are reviewed annually to reflect relevant strategic, regulatory, or other changes. • Providing rolling three-year reports annually to the Academic Quality and Standards Committee (AQSC) on targets, offers and acceptances. Reports will include data on offers and acceptances in the following categories: ◦ Tertiary Admission Centres (such as 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)	• Acting as the University's Admissions Committee and oversees the University's responsibilities on admission under University Statutes and Rules, on behalf of Academic Board. • Approving any changes to the Procedures and the Schedules (included in this Procedure) and forwards them to Academic Board for noting. • Monitoring and reviewing of Admission Requirements for individual courses of study determined by the Academic Board in accordance with Rule 9(1)(b) and (j) of the Admission Rules, 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 Admission Rules, admission schemes (including early entry schemes), with consideration of advice and recommendations from the Academic Quality and Standards Committee (AQSC). • Approves any changes to the Admission (Coursework) Policy.

Section 6 - Schedules

(67) The Schedules attached to this Procedure are reviewed annually to reflect relevant strategic, regulatory, policy and other operational changes.

Schedule 1: Admission to undergraduate courses based on selection ranks

(68) Admission to undergraduate degree courses, including diplomas is based on a selection rank. Some courses may have additional or alternative requirements.

Year 12 students

(69) The Global Admissions Office determines an applicant's selection rank based on their Australian Tertiary Admissions Rank (ATAR) and any adjustment factors where applicable. An ATAR can be achieved by completing Year 12 in an Australian secondary school. Applications from current school leavers are processed through an Australian

Tertiary Admissions Centre or directly by the University.

Other Australian qualifications

(70) Applicants can also receive a selection rank from other study. This study can include tertiary study, special admission tests and enabling programs. The applicant's highest level of success in a qualification (ATAR or tertiary course Grade Point Average) is used to calculate a selection rank.

(71) A minimum of 0.2 years of full-time equivalent study must be undertaken for the tertiary study to be considered. Two years of full-time equivalent study in a tertiary-level course overrides any previous secondary-level or bridging-level qualifications.

(72) These applicants can apply either through an Australian Tertiary Admissions Centre or direct to the University.

Work experience

(73) Work experience can also be considered in determining a selection rank. The skill level of an applicant's work experience is determined by the information available on the Australian and New Zealand Standard Classification of Occupations (ANZSCO) website. These applicants can apply through an Australian Tertiary Admissions Centre or direct to the University.

Overseas qualifications

(74) Study overseas can be used to calculate a selection rank. An applicant's overseas qualification can be assessed using the Country Education Profiles (CEP) online service on the website of the Department of Education.

Pathways

(75) Students who do not meet the selection rank for direct admission to an undergraduate course at the University, or who do not receive an offer under one of the approved undergraduate schemes (refer to Schedule 3) may be offered a pathway through UCC.

Schedule 2: Alternative entry – postgraduate courses

Recognition of prior learning

(76) Applicants who do not possess an Australian Qualifications Framework (AQF) Level 7 or higher may, subject to satisfying any special requirements of that course, qualify for admission to that postgraduate course on the basis of an RPL assessment of their current skills and knowledge.

(77) RPL is the recognition of learning gained outside the AQF, which are those awards typically offered in universities and in the Technical and Further Education (TAFE) sector. RPL-based admission refers specifically to learning derived from work or life experience and may include a combination of credentialed or uncredentialled learning.

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

Equivalent grade status

(79) For the purposes of admission, the Academic Board has approved the following combinations of formal learning and professional experience as being equivalent to an AQF Level 7 Bachelor degree. Additionally, an AQF Level 8 qualification (or higher) is deemed to be a satisfactory alternative to a Bachelor degree for the purposes of meeting coursework entry requirements. Admission granted on the basis of RPL is not transferable to another course. A new application for RPL must be made for each course preference.

Table 1: Equivalent graduate status

QUALIFICATION	LENGTH OF WORK EXPERIENCE	NATURE OF WORK EXPERIENCE
AQF (level 6) Advanced Diploma or Associate Degree (or qualification deemed equivalent by Academic Board)	4 years	Managerial, professional, paraprofessional or clerical role
AQF (level 5) Diploma (or qualification deemed equivalent by Academic Board)	8 years	Managerial, professional, paraprofessional or clerical role
Year 12 or Certificate IV (or qualification deemed equivalent by Academic Board)	10 years	Managerial, professional, paraprofessional or clerical role

(80) 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 the applicant's likelihood of course completion.

(81) 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 the Academic Quality and Standards Committee (AQSC), where that level of membership is normally granted to graduates) as being equivalent to a Level 7 bachelor's degree:

a. Accounting
b. Actuarial Studies
c. Engineering Studies
d. Law
e. Occupational Therapy
f. Pharmacy
g. Physiotherapy
h. Speech Therapy
i. Surveying
j. Urban and Regional Planning.

Other grounds

(82) 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, must provide evidence that they have the skills and knowledge to be able to undertake that course of study. Applicants should contact the relevant Course Convener to discuss their application and obtain details of the type of evidence required.

(83) 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.

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

(85) Documents provided as evidence must be original or certified. If documents are provided electronically, they must be scans of the original or certified copies.

(86) Assessment of applications for admission based on 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.

(87) The head of discipline or Associate Dean, Education (ADE), as determined by the Faculty Executive Dean and noted by Faculty Board, must formally approve a Course Convener's RPL recommendation. The Course Convener's recommendation and associated Faculty approval must be provided to an Admissions Officer prior to the Admissions Officer making a formal decision in relation to a student's admission to the chosen course of study.

Schedule 3: Approved undergraduate admissions schemes

Adjustment factors

(88) Applicants who do not meet the admissions requirements based on their academic qualification/s 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.

(89) The University offers a maximum of 20 points across three categories of adjustment factors. Each category contributes a maximum number of points as follows:

a. Equity Adjustment via Educational Access Scheme (EAS) = maximum 10 points
b. University Priority Group = maximum 5 points, even where the applicant belongs to more than one group
c. Merit-based Subject Adjustment = maximum 10 points.

Educational Access Scheme

(90) 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 admission to the degree course of their choice.

(91) This scheme considers disabilities and/or disadvantages experienced by applicants in Years 11 and 12, or equivalent. If successful, EAS consideration will lead to additional points on an applicant's selection rank. The degree of disadvantage determines the number of additional points awarded.

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

(93) To be considered for additional points under EAS, the applicant must be either:

a. an Australian citizen
b. a New Zealand citizen
c. a permanent resident of Australia
d. a holder of an Australian permanent resident humanitarian visa who applies for admission through an Australian Tertiary Admissions Centre.

(94) The University may award up to 10 additional points under the EAS.

(95) The EAS is administered by an Australian Tertiary Admissions Centre. Students who do not apply for EAS consideration via their application can request 'Special Consideration' through the University's Global Admissions Office.

Merit-based subject adjustment – strong performance in relevant subjects in high school

(96) Applicants currently completing an Australian Year 12 award or International Baccalaureate can be awarded up to 10 additional points based on strong academic performance in subjects relevant to their intended degree of study. Not

all courses are eligible for the same number of additional points.

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

University priority groups

(98) Aboriginal and Torres Strait Islander applicants:

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

(99) Australian Defence Force personnel and reservists:

a. 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, up to a maximum of 5 additional points.
b. In addition to their application for admission, applicants must provide the University with a copy of the Military Service Record.

(100) Elite athletes

a. Elite athletes, including sports coaches and dance artists, whose training and competitive commitments have affected their education may be considered for an adjustment to their admission selection rank, up to a maximum of 5 additional points.
b. In addition to their application for admission, applicants must provide the University with a letter explaining why they believe their sporting commitments have affected their prior studies. The letter should be accompanied by a supporting statement from the relevant sporting body. This statement should include the average hours per week that the applicant has spent on training and competing.

Schools Recommendation Scheme

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

(102) Any applicant completing Year 12 is eligible to apply, provided that it is for admission in their corresponding university admissions year, which is the year following their Year 12 completion. Applicants are permitted to be considered for more than one course through the scheme.

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

(104) Applicants offered a place for study through the scheme are permitted to defer their offer like any other offer holder. If applicants intend to take a gap year before starting university, they must still apply in their corresponding university admissions year to be eligible for the scheme.

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

(106) Individual schools decide whether to participate in the scheme, and which students they wish to recommend.

(107) Schools may determine the total number of recommendations they wish to make in any given year, because the scheme is uncapped.

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

(109) Schools must consider whether to support a student's application and make recommendations 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.

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

(111) The scheme can also be utilised by alternative 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, satisfactory portfolio assessment and achievement of National Standards equivalencies.

Portfolio entry scheme

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

(113) Successful applicants are not granted additional points. Rather, selection to a nominated course is based on a 'pass' or 'fail' premise.

(114) Applicants may be offered alternative course offerings to those which they sought admission to.

Fast Forward – early offer scheme

(115) 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.

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

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

Special consideration

(118) Any applicant who believes that they have been disadvantaged and is not eligible for assistance through one of the above schemes may make written application to the University's Global Admissions Office seeking special consideration.

(119) Applicants requesting Special Consideration will have their application reviewed by the Director, Student Recruitment, Marketing & Media who, if deemed appropriate, may award additional points up to a maximum of 5, and/or refer the case for further discussion to the relevant Executive Dean of the Faculty.

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

Early offer arrangements

(121) Year 12 students seeking university entry may be considered for admission based on their Year 11 results

through a targeted early offer entry scheme.

(122) Students will be assessed on their percentages — minimum 60% requirement (or grades/GPAs if percentages are not available) and banded into selection rank ranges indicative of ‘above average’, ‘good’ and ‘excellent’ academic achievement.

Accelerated pathway program

(123) Year 10 students interested in the accelerated pathway program can apply directly to the University. Selection is based on support from the school and an online interview.

(124) On successful completion, students can receive early entry offers into the University and where eligible, earn credit towards their studies at the University in the subject areas completed.

Schedule 4: English proficiency requirements

(125) All applicants wishing to undertake coursework study (including non-award study, cross institutional study, and study as an exchange student) at the University or UCC must meet the English proficiency requirements for that particular course. The University publishes English proficiency requirements for each course via its website. Applicants born in Australia or New Zealand and presenting an assessable qualification from Australia or New Zealand must also meet English proficiency requirements for all coursework courses, including those courses with higher English proficiency requirements.

(126) In exceptional circumstances, the achievement of English language proficiency may also be reviewed by the Associate Director, Global Admissions and deemed as acceptable on a case-by-case basis. If deemed acceptable, the Admissions Officer handling the case must consider that decision when determining the prospective student’s satisfaction of the relevant Admission Requirement. Any other exemptions or exceptions are otherwise specified within this schedule.

(127) When determining whether a student meets the University’s English language requirements based on exceptional circumstances, the Associate Director, Global Admissions will consider factors from the below table.

Table 2: Factors for considering whether a student meets the University’s English language requirements based on exceptional circumstances.

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 the table in Schedule 4, Division A.
E	Whether the student has resided in a country listed in the table in Schedule 4, Division A.

(128) A student will generally be required to provide evidence of at least two of the above factors so that holistic assessment can be undertaken. It is important to note that consideration by the Associate Director, Global Admissions does not guarantee that a student will be found to satisfy the University’s English language requirements.

(129) Undergraduate coursework courses with ‘standard' English proficiency requirements require an overall academic International English Language Testing System (IELTS) (or equivalent) score of 6.0, with no band score below 6.0.

(130) Postgraduate coursework courses (such as Graduate Certificate, Graduate Diploma or Masters) with ‘standard’ English proficiency requirements require an overall academic IELTS (or equivalent) of 6.5, with no band

score below 6.0.

(131) Coursework (undergraduate and postgraduate) and Honours courses with higher (non-standard) English proficiency requirements are listed below in Division 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.

(132) Entry to the following UCC courses requires the academic IELTS (or equivalent) scores outlined below:

a. UC International Foundation Studies: 5.5 overall, with no band score below 5.
b. UCC Diploma (Standard): 5.5 overall, with no band score below 5.5.
c. UC Prep and UC Connect: 6.0 overall, with no band score below 6.0.
d. Graduate Certificate in Academic Foundations (GCAF): 6.0 overall, with no band score below 6.0.

(133) The University requires documentary evidence of the following as proof that an applicant meets English language requirements:

a. Previous study that meets the English proficiency requirements, outlined below in Division A: Meeting English proficiency requirements through previous study.
b. The required scores in one of the approved English Language tests, outlined below in Division B: Meeting English proficiency requirements through an English Language Test.
c. Completion of recognised qualification or course at a recognised institution, as outlined in Division C: Meeting English proficiency through study at a recognised institution.

Division A: Meeting English proficiency requirements through previous study

(134) 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 the table below:

a. Senior Secondary Study: Successful completion of Year 12 (or equivalent), comparable with the New South Wales (NSW) Higher School Certificate (HSC)
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
c. Tertiary Study: Successful completion of at least one year of full-time study at AQF Level 7 (Bachelor) or above.

(135) The following are countries and territories recognised by the University for the purpose of using previous study to meet English proficiency requirements:

a. Australia (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 including those with higher English proficiency requirements)
b. Botswana
c. Canada
d. Fiji
e. Ghana
f. Guyana
g. Ireland
h. Jamaica

i. Kenya
j. Lesotho
k. Liberia
l. New Zealand
m. Nigeria
n. Papua New Guinea
o. Samoa (American, Independent State)
p. Singapore
q. Solomon Islands
r. South Africa
s. Tonga
t. Trinidad & Tobago
u. United Kingdom
v. United States of America
w. Zambia
x. Zimbabwe

(136) The following are countries and territories recognised by the University for the purpose of using previous study to meet English proficiency requirements, but which have special arrangements:

a. Malaysia - courses with standard IELTS or equivalent requirements.

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

(138) Transnational Education (TNE): 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 full-time equivalent study.

(139) 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.

(140) Articulated Partners: Applicants from offshore articulation partners who have studied their course entirely in the English medium (teaching and assessment) for a minimum of two years meet the English language requirements of their chosen course if:

a. there is a current articulation agreement between the University and the partner for that course; and
b. that agreement has clauses which have approved the English proficiency of the partner institution and its relevant courses.

Division B: Meeting English language proficiency requirements through an English language test

(141) Applicants who do not meet the requirements detailed in Division A above may satisfy the University's English proficiency requirements for the courses referred to the table below by demonstrating the minimum required test results in one of the following tests.

Table 3: List of accepted English language tests and the required minimum scores for UCC and UC Coursework Courses.

UCC and UC courses	IELTS Academic* IELTS ONE SKILL RETAKE (ACADEMIC)	TOEFL iBT	Pearson Test of Academic English	Cambridge English Scale	Occupational English Test	University of Canberra 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 ****	N/A
UCC Diploma (Standard)	5.5 overall with no band score less than 5.5.	Overall score of 46 with R: 8, L: 7, S: 16, W: 18**	42 with no skill score 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
UC 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
UC 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' forUC administered offshore Master courses ONLY
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

* Includes IELTS UKVI (Academic)

** 'R' refers to 'reading', 'L' to 'listening', 'S' to 'speaking' and 'W' to 'writing'. See the TOEFL website for more information.

*** 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.

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

(142) To be valid for the purpose of meeting the University's English proficiency requirements, results from the tests must be no more than two years old at the time of application to the relevant course.

(143) 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 above, the results of the test will supersede any previous English proficiency assessment.

Division C: Meeting English proficiency through study at a recognised institution

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

(145) Study at the University of Canberra College 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:

Table 4: Meeting English proficiency through study at a recognised institution.

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	IELTS 5.0 overall no band less than 4.5 (or equivalent) OR completed ELICOS AE1 course	50% overall and meets assessment requirements as per the unit outline	UCC International Foundation Studies UCC Diplomas
AE3	IELTS 5.5 overall no band less than 5 (or equivalent) OR completed ELICOS AE2 course	60% overall and meets assessment requirements as per the unit outline	UC Undergraduate courses with standard English proficiency requirements Graduate Certificate in Academic Foundations
	IELTS 6.0 overall no band less than 5.5 (or equivalent) (only possible if AE4 course is not available)	65% overall and meets assessment requirements as per the unit outline	UC Postgraduate courses with standard English proficiency requirements
	*IELTS 6.5 overall (or equivalent) (only possible if AE4 course is not available)	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	IELTS 6.0 overall no band less than 5.5 (or equivalent) OR completed ELICOS AE3 course	50% overall and meets assessment requirements as per the unit outline	UC Postgraduate courses with standard English proficiency requirements
	IELTS 6.5 overall (or equivalent)	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.

(146) UCC 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.

(147) 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 an officially recognised English language test for the purposes of meeting the University's English proficiency requirements.

Table 5: Pearson Versant English Placement Test (PVEPT) entry scores.

	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	Contact UCC ELICOS staff	Contact UCC ELICOS staff	32	37	46	51	56

* Under the Department of Home Affairs' 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.

(148) Study at UCC: Applicants can meet the University's standard and higher English proficiency requirements, by completing one of the following qualifications:

Table 6: UCC qualifications to meet English proficiency.

UCC COURSE	REQUIREMENTS TO MEET ENCLISH PROFICIENCY REQUIREMENTS	ELIGIBLE FOR ENTRY TO …
Foundation Program	Must successfully complete the Foundation program	UC undergraduate courses with standard and higher English proficiency requirements.
Diploma – (Standard)	Must successfully complete the Diploma.	UC 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, a full list of which can be found on the University website.

(149) 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:

Table 7: External qualifications to meet English proficiency.

INSTITUTION/COUNTRY	COMPLETED QUALIFICATION (INCLUDING STANDARD REQUIRED, WHERE APPLICABLE)
Australian Education Management Group (AEMG)	Masters Qualifying Program - for standard PG courses, successful completion of the Direct Entry Program with an overall final score of 75%. Bachelor Qualifying Program - for standard UG courses, successful completion of the Direct Entry Program with an overall final score of 70%. For standard PG courses, successful completion of the Direct Entry Program with an overall final score of 75%.

INSTITUTION/COUNTRY	COMPLETED QUALIFICATION (INCLUDING STANDARD REQUIRED, WHERE APPLICABLE)
Australian Health Practitioner Regulation Agency (AHPRA) or Nursing and Midwifery Board of Australia (NMBA)	Applicants of postgraduate Faculty of Health courses who are required to be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or the Nursing and Midwifery Board of Australia (NMBA) are deemed to have met English proficiency requirements by virtue of their AHPRA/NMBA registration.
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 (Reifexeugnis/Reifeprufungszeugnis/Matura/Maturazeugnis): • GPA of 2 in English from the last three years of Austrian High School Diploma
Bhutan	Bhutan English Language Proficiency Certificate - issued by Bhutan Council for School Examinations and Assessment
Denmark	Senior High School (Studentereksamen): • Grade of 6 in English A • Grade of 9 in English B
Finland	Lukionpaastotodistus (the Upper Secondary Examination): Grade of 8 in English A or English (Advanced)
GCE 'A' and 'AS' levels (from UK or Singapore)	• 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)	• Minimum grade of B in any English or Humanities subject For courses with an IELTS 7.5 overall requirement: • 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.
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): • 5 in English language and Literature in English
India (UG)	• 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)	• 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

INSTITUTION/COUNTRY	COMPLETED QUALIFICATION (INCLUDING STANDARD REQUIRED, WHERE APPLICABLE)
International Baccalaureate (IB) - includes IB Career Path Program	• 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: • Grade 5 in English A: literature or English A: language and literature at higher level • Grade 6 in English A: literature or English A: language and literature at standard level For courses with an IELTS 7.5 overall requirement: • Grade 6 in English A: Language & Literature or English A: Literature at higher level • 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
Malaysia	• 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): • 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 Wetenschappellijk 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.
Philippines	• 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.
University English Language Centres Australia (UECA)	From participating member institutions, qualifications where exit scores/outcomes are determined to be equivalent to the required UC College IELTS scores into courses at UC College.
UK Northern Consortium International Foundation Year (NCUK IFY)	Successful completion achieving a minimum EAP score of C.

Division D: Courses with higher English requirements

(150) Coursework courses with English proficiency requirements higher than the standard English proficiency requirements are outlined on the individual course webpage on the University's website.

(151) Unless stated otherwise on the University website, applicants can meet the English requirements for these courses by any of the relevant means outlined above in sections A – C of this schedule (Schedule 4). Exceptions where applicants must meet the exact requirements listed are set out below.

Table 8: Courses in which applicants must meet exact English language requirements.

COURSE CODE	COURSE NAME	ENGLISH PROFICIENCY REQUIREMENT
HLB001	Bachelor of Midwifery	• 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. OR • 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.
364JA	Bachelor of Nursing	• 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. OR • 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.
EDM001	Master of Primary Teaching	• 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. OR • an overall IELTS* Academic score of 7.5, a score of not less than 8.0 in both speaking and listening, and no band score below 7.0. All candidates must present the stated IELTS prior to admission unless they have 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.
EDM101	Master of Secondary Teaching	• 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. OR • an overall IELTS* Academic score of 7.5, a score of not less than 8.0 in both speaking and listening, and no band score below 7.0. All candidates must present the stated IELTS prior to admission unless they have 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.

*IELTS One Skill Retake can be used where an applicant is short in one component of the IELTS test. The IELTS One Skill Retake test must meet the minimum overall individual test scores as specified.

Schedule 5: Aboriginal and Torres Strait Islander admissions strategy

(152) The University supports the admission and retention of Aboriginal and Torres Strait Islander students through a variety of strategies. The University has designated places for Aboriginal and Torres Strait Islander students in competitive-entry high demand undergraduate and postgraduate courses.

(153) 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 who may not be offered places in the standard admissions process.

(154) Aboriginal and Torres Strait Islander applicants who may not meet the course entry criteria for these high demand courses should refer to the alternative entry criteria published on the University's websites and encouraged

to undertake a pathway program such as the Aboriginal and Torres Strait Islander Foundation Program.

(155) Applications are due on 30 November for admission to Semester 1 of the next calendar year, although late applications may be considered up until 15 December.

(156) The Faculty will review applicants' academic histories before making a recommendation to an Admissions Officer about who should receive one of the reserved places in any given course.

(157) Applicants who are not successful in obtaining admission to their preferred high-demand course will be offered an alternative pathway course through UCC. For postgraduate courses, every effort will be made to offer an alternative course. However, not all high-demand courses will be able to accommodate alternative offers.

(158) Records of the decision and basis of successful admission will be recorded in the University's application processing system. Students must be referred to the Ngunnawal Centre for provision of additional support and for referral to other support services at the University, where required.

Section 7 - Definitions

TERMS	DEFINITIONS
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.
Articulation arrangements	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	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.

TERMS	DEFINITIONS
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
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	May be granted when an applicant does not meet admissions requirements and generally will include an offer to study a relevant pathways course/s to meet certain admission requirements, including academic or English language requirements. Students will need to complete the relevant pathways course before they can progress into the University of Canberra course.
Recognition of Prior Learning	Recognition of learning gained outside the Australian Qualifications Framework (AQF), 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 and the National Code of Practice for Providers of Education and Training to Overseas Students 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 details please refer to the International Student Policy and International Student Transfer Assessment Procedure.

Status and Details

Status	Historic
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Approval Authority	Deputy Vice-Chancellor
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Expiry Date	1st April 2025
Custodian	Michelle Moore Chief Operating Officer and Vice-President Operations Michelle.Moore@canberra.edu.au
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