

Procedure:

Admission

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1 PURPOSE

- 1.1 This procedure supports the *Policy: Admission and Credit* by stating requirements of the University of Notre Dame Australia (the University) for admission to higher education award programs, enabling programs, and enrolment in not for degree courses.
- 1.2 Refer to the *Procedure: Admission to the Doctor of Medicine Program* for the process and requirements that specifically apply for admission to the Doctor of Medicine at the University.

2 RELATED POLICIES AND REGULATIONS

- 2.1 This procedure should be read alongside the *Policy: Admission and Credit*, which it supports.
- 2.2 The *Procedure: Credit* states requirements for students who have been admitted to a higher education program to receive credit towards the program.
- 2.3 The *General Regulations* state requirements and conditions for program and course enrolment.

3 QUOTAS

- 3.1 The University may determine quotas or set limits on the number of applicants admitted to specific programs.
- 3.2 Where a quota is set for a specific program intake, the University will assess and may rank applicants who meet the entry criteria and make offers based on the ranked order and number of places available.
- 3.3 The University may reserve places in programs for applicants from a specific background such as Aboriginal or Torres Strait Islander applicants, or applicants from government equity categories as defined by the Australian Commonwealth Department of Education.

4 ENTRY REQUIREMENTS – OVERVIEW

University's minimum admission requirements

- 4.1 To be eligible for admission to a higher education award program or higher education pathway program, an applicant must meet the University's minimum admission requirements which include:
 - 4.1.1 minimum age requirements (see section 5)
 - 4.1.2 English language proficiency requirements (see section 6), and
 - 4.1.3 academic requirements (see section 7).
- 4.2 Applicants must also meet any program specific admission requirements and/or inherent requirements that are documented in the program requirements for the program. To support their application, applicants may be given an opportunity to provide information about individual factors, including personal qualities, experience, and contribution to community life (see section 8).
- 4.3 The University will publish information about its admission requirements and application processes on its website.

- 4.4** Subject to the endorsement of the Executive Dean of the relevant faculty (for coursework programs), the Executive Director, Academic Innovation (for enabling programs), or the Pro Vice Chancellor, Research (for higher degree by research programs), the University may admit an applicant who does not meet a published program entry requirement on the basis of the applicant's qualifications and/or experience, where they have a reasonable likelihood of success in the program. In these cases, the University may set conditions on admission such as requiring the student to enrol in specific courses.
- 4.5** Where an applicant is admitted under clause 4.4, Admissions will maintain a formal record of the decision, which will be reported to the Pro Vice-Chancellor, Recruitment and Marketing.

Additional requirements for admission

- 4.6** The program requirements for a program may include specific program requirements for admission that are additional to the minimum academic requirements in this section. Program-specific admission requirements are approved in accordance with the *Procedure: Program and Course Life Cycle*.
- 4.7** Previous study and / or qualifications completed in a country other than Australia will be assessed for equivalence to Australian qualifications based on the Australian Qualifications Framework.
- 4.8** An applicant who is currently suspended or excluded from another tertiary education institution will not be eligible for admission until their period of suspension or exclusion has ended.
- 4.9** An applicant who is permanently excluded from another tertiary institution must disclose the exclusion and relevant details at the time of application. Admission is at the absolute discretion of the University.
- 4.9.1.1 for a domestic applicant, the National Director, Admissions, or
 - 4.9.1.2 for an international applicant to study on an Australian student visa, the National Director, International.
- 4.9.2** Where such an admission is approved, the decision-maker, in consultation with the relevant Faculty Executive Dean:
- 4.9.2.1 will report the decision to the DVC International and Partnerships and Academic Registrar, and record the decision in a register and
 - 4.9.2.2 may set conditions on the admission such as requiring the student to enrol in specific courses.

Inherent Requirements

- 4.10** In accordance with the *Procedure: Program and Course Information*, the University will publish any inherent requirements that apply to specific programs.
- 4.11** Where inherent requirements apply to a program, the University expects that an applicant's decision to apply will be informed by an understanding of these requirements and that, as students they will be required to meet them to successfully complete their program.
- 4.12** The University supports the right of all people to pursue studies and the support it provides for applicants will include information about reasonable adjustments that may be available to enable a student to undertake the program on the same basis as other students.

5 ENTRY REQUIREMENTS – MINIMUM AGE

- 5.1 Domestic applicants for admission must normally be at least 17 years of age at the time of commencing study with the University. However, the University may decide to accept younger students in the specific circumstances as set out below.
- 5.2 Parental / guardian consent is required for all domestic applicants who are younger than 17 years of age at the time of applying.
- 5.3 Domestic applicants who will be younger than 17 years of age at the time of commencing study with the University and are completing an Australian senior secondary education qualification at the time of applying may be accepted.
- 5.4 The minimum age requirement in clause 5.1 does not apply where admission is part of a formal arrangement.
- 5.5 Domestic applicants who will be younger than 17 years of age at the time of commencing study, and are not completing an Australian senior secondary education qualification at the time of applying, may be accepted where the Associate Deputy Vice Chancellor, Academic has approved admission, subject to the relevant Executive Dean (for coursework programs) or the Executive Director, Academic Innovation (for enabling programs) confirming that:
 - 5.5.1 the applicant has the academic capability and maturity required to succeed in a university environment
 - 5.5.2 staff who will be supervising the student while on campus or taking part in online learning activities possess a current Working with Children Check (WCC) Card or WWC Clearance, and
 - 5.5.3 student support arrangements will include providing access to a student advisor / mentor.
- 5.6 International applicants for admission must be at least 18 years of age at the time of commencing study with the University.
- 5.7 International applicants who meet the requirements in clause 5.6 but are younger than the minimum age for admission at the time of applying for admission must include a signed parental / guardian consent form with their application.

6 ENTRY REQUIREMENTS – ENGLISH LANGUAGE PROFICIENCY

Minimum English language proficiency requirements

- 6.1 Applicants may satisfy the University's minimum English language proficiency requirements for admission based on completion of recognised previous education (see clauses 6.3 and 6.4) or by achieving the requisite scores in an approved English language test completed within two years before the application submission date (see clause 6.5).
- 6.2 Minimum English language proficiency requirements do not apply to domestic applicants for admission to pathway programs.

Previous education – enabling programs

- 6.3 International applicants to study in a enabling program on an Australian student visa, may be considered as meeting the University's minimum English language proficiency requirements where they have successfully completed of Year 11 of a senior secondary qualification, or equivalent with English as the sole language of instruction and assessment.

Previous education – higher education programs

- 6.4** Successful completion of any of the following where English was the sole language of instruction and assessment may be considered as meeting English language proficiency requirements for a higher education program:
- 6.4.1 an Australian senior secondary education qualification or an equivalent overseas qualification
 - 6.4.2 a recognised higher education pathway or enabling program
 - 6.4.3 a Certificate IV or higher from an Australian registered training organisation or an equivalent overseas qualification as published on the University's website
 - 6.4.4 two higher education subjects / units of study completed at a registered Australian higher education provider
 - 6.4.5 higher education study completed at an overseas institution that meets the required number of subjects / units of study for the country location as published on the University's website, or
 - 6.4.6 a Special Tertiary Admissions Test (STAT) with a suitable score in written English as indicated in the STAT score requirements published on the Notre Dame website.

Approved English language tests

- 6.5** English language tests that can be used to meet the University's English language proficiency requirements are approved by the Academic Registrar and published to the University website. Approval will be subject to the test being accepted by the Department of Home Affairs for student visas.
- 6.6** English language test scores required to satisfy the University's minimum English language proficiency requirements for admission are based on equivalency to the minimum International English Language Testing System (IELTS) scores stated below.
- 6.6.1 For international applicants to study in an enabling program on an Australian student visa, an IELTS Academic score of 5.5 overall, with no individual band score lower than 5.0.
 - 6.6.2 For admission to an undergraduate program, an IELTS score of 6.0 overall, with no individual band score lower than 6.0.
 - 6.6.3 For admission to a postgraduate coursework program, an IELTS Academic score of 6.5 overall, with no individual band score lower than 6.0.
 - 6.6.4 For admission to a higher degree by research program, an IELTS score of 7.0 overall, with no score lower than 7.0 in writing and no other individual band score lower than 6.5.
- 6.7** The University will publish information about approved English language tests and the test scores required for admission on its website.
- 6.8** English language test scores for some programs are higher than the University minimum English language proficiency requirements. These are specified in the program requirements published to the University website.
- 6.9** To be considered in support of an application for admission, an English language test must have been completed within two years before the date the application is submitted. For some programs, the time limit for prior completion of an English language test may be included specific program requirements for admission included in the relevant program requirements.
- 6.10** The University reserves the right to request any applicant to sit an English language test or to undertake an Academic English Bridging program.

- 6.11** The University may require any applicant to provide, at their own cost, as a precondition for receiving an offer of a place in a program, an English test result to demonstrate their English language proficiency.

7 ENTRY REQUIREMENTS – ACADEMIC

Undergraduate programs

- 7.1** Applicants may be admitted to undergraduate programs based on the following:
- 7.1.1 academic achievement in an Australian senior secondary education qualification or equivalent overseas qualification measured by ATAR or ATAR equivalent
 - 7.1.2 an ATAR plus relevant adjustment factors
 - 7.1.3 an assessment of non-ATAR academic potential , or
 - 7.1.4 completion of a recognised (non-ATAR) pathway program.
- 7.2** Applicants may also be considered for admission to an undergraduate program based on any of the following:
- 7.2.1 Completion of a minimum of one standard semester of full-time study (0.5 years full-time equivalent) and passed at least two subjects. Specific programs may require the successful completion of more than two subjects, and/or a minimum GPA
 - 7.2.2 A completed Vocational Education and Training (VET) qualification, which depending on the specific program may be at certificate IV or diploma level. VET completion does not provide a pathway for admission to some programs.
 - 7.2.3 For certain programs, two years of relevant work experience with evidence demonstrating the academic capability to undertake undergraduate studies.
 - 7.2.4 Completion of the Skills for Tertiary Admissions Test (STAT) with achievement of the minimum scores in the written English and multiple-choice sections applicable to the specific program. STAT completion does not provide a pathway for admission to some programs.

Embedded honours programs

- 7.3** For admission to an embedded bachelor (honours) degree program that is not available for direct admission, a student must:
- 7.3.1 be enrolled in the related bachelor degree program
 - 7.3.2 in their study in the bachelor degree program, have met the academic requirements to be considered for entry to the bachelor (honours) degree, stated in the program requirements of the bachelor (honours) degree, and
 - 7.3.3 have been invited by the head of school to transfer to the bachelor (honours) degree program.

Postgraduate coursework programs

- 7.4** Applicants may be considered for admission to postgraduate coursework programs where they have completed a bachelor degree qualification (AQF level 7) or equivalent.
- 7.5** For some postgraduate coursework programs, applicants without a completed a bachelor degree qualification, or equivalent may be considered for admission based on relevant work and life experience. These requirements are stated in the program requirements for the relevant programs.

Higher degree by research programs

- 7.6** Applicants may be considered for admission to a masters by research or a doctor of philosophy program where they have completed a bachelor (honours) degree (AQF Level 8) or equivalent, or a masters by research program (AQF level 9) or equivalent.
- 7.7** Applicants may be considered for admission to a professional doctorate program where they have completed a masters by coursework program, a masters by research program or a bachelor honours degree (AQF level 8) or equivalent.
- 7.8** The academic requirements for admission to higher degree by research programs are stated in the program requirements for each program, which may include additional requirements and be higher than the minimum academic entry requirements outlined above for that type of program.
- 7.9** The academic requirements for admission to the Doctor of Medical Science are stated in the program requirements and will take precedence over those stated in this procedure.

8 ENTRY REQUIREMENTS – INDIVIDUAL FACTORS

- 8.1** Applicants for admission to an undergraduate program may be asked to complete an Individual Factors form to provide information about their personal qualities, experience and contribution to community life.
- 8.2** Adjustment factors may be applied based on an applicant's responses on their Individual Factors form.

9 SPECIAL ADMISSION CONSIDERATION AND ADJUSTMENT FACTORS

- 9.1** The University uses special entry schemes and adjustment factors to give special admission consideration to identified applicants in priority cohorts and/or applicants who have experienced circumstances beyond their control that have adversely affected their academic performance.
- 9.2** A special entry scheme may allow admission of identified applicants through an individual assessment of their likelihood of success in a program, based on non-standard evidence of their likelihood of success, and may also involve special arrangements to support these students in their transition to university study.
- 9.3** A special entry scheme may set a lower entry requirement for program admission for identified applicants, where admission to the program is competitive.
- 9.4** Applicants for admission via a special entry scheme must provide supporting documentation to confirm that they are eligible for the scheme.
- 9.5** Adjustment factors are additional points applied to an applicant's ATAR score (or equivalent) to calculate their selection rank for admission to undergraduate programs. Adjustment factors are awarded in categories to recognise different circumstances that may affect an applicant's academic performance, to otherwise give priority to an identified group of prospective students or to recognise an applicant's individual factors (see section 8).
- 9.6** The categories of adjustment factors available to applicants for admission are published to the University's website.

- 9.7** An applicant may receive a maximum of 10 adjustment factor points across the categories applicable to their circumstances.
- 9.8** The Pro Vice-Chancellor, Recruitment and Marketing, in consultation with relevant areas of the University, will determine and maintain protocols for the assessment of educational disadvantage, including equity factors, special entry schemes and details of how the University will apply adjustment factors.

10 GUARANTEED OFFERS AND EARLY OFFER SCHEMES

- 10.1** The University may guarantee that it will offer a place in a program where admission is covered by a formal agreement with another educational institution or the program is part of a sequence of nested awards.
- 10.2** Guaranteed offers for a place will be conditional on the students' successful completion of the program in which they are enrolled and may be conditional on the students achieving at least a specified grade point average and/or at least specific grades in specific courses.
- 10.3** The University may make early offers to current Year 12 students who have not completed the examinations to determine their ATAR, or have not had their ATAR released, but who are assessed as having a reasonable likelihood of success in an undergraduate degree program.
- 10.4** The Pro Vice Chancellor, Recruitment and Marketing in consultation with the Director, Admissions and the Executive Deans, finalises the scope and requirements of the University's early offer schemes.
- 10.5** The University will publish information about early offer schemes on its website.

11 APPLYING FOR ADMISSION

Applications for admission to coursework programs

- 11.1** Applications for admission to the University can be made either:
- 11.1.1 by a direct application to the University to a specified course of study, program or other academic offering
 - 11.1.2 indirectly via application through a Tertiary Admissions Centre, or
 - 11.1.3 for international applicants, indirectly via an authorised education agent.
- 11.2** Dates for application deadlines and offers for admission for each intake / offer round will be published (as relevant) on the University or tertiary admission centre websites.
- 11.3** For international applicants who intend to study on an Australian student visa, the dates for application deadlines and offers are determined to ensure accepted students are able to commence their program no later than the first week of the teaching period for the Bachelor of Nursing, Master of Teaching or Doctor of Medicine program, or in any other program, no later than the second week of the teaching period.
- 11.4** Applications for admission to coursework programs must be made by submitting the relevant application form and any required supporting documentation by the deadline for the relevant intake published by the University or tertiary admission centre.
- 11.5** Applicants who miss an application deadline because of circumstances outside their control, should contact the relevant admissions office or tertiary admission centre as soon as possible

to find out whether, if they provide evidence of the circumstances, it may be possible for a late application to be considered.

- 11.6** An applicant who is applying directly to the University may withdraw their application for admission at any time until the University informs them of the outcome of the application.
- 11.7** Where an application is incomplete, the applicant may be made a conditional offer, with a condition that they provide the missing information or document(s).

Applications for admission to higher degree by research programs

- 11.8** Applicants for admission to higher degree by research programs are required to submit an expression of interest and, where this is accepted by the relevant school, develop a preliminary research proposal in consultation with the school postgraduate research coordinator for approval by the faculty.
- 11.9** Following approval of an applicant's preliminary research proposal, an application for admission can be made by submitting the University's application form, which must include evidence of approval of their preliminary research proposal and confirmation that appropriate supervision and resources can be offered, and the required supporting documentation.

Support for applicants

- 11.10** The University provides support to applicants who are applying to the University, such as:
 - 11.10.1 advice on completing their application
 - 11.10.2 specialised support for an applicant who identifies themselves as having a disability, which may include providing the application form and information in an accessible format
 - 11.10.3 information on the University's support services for students, and
 - 11.10.4 information about reasonable adjustments that may be available to enable a student to undertake a program on the same basis as other students.
- 11.11** Where a student studying on an Australian student visa accepts a late offer and will begin their studies in the second week of the relevant teaching period, the program coordinator of the student's program will develop a written plan to ensure the student will not be disadvantaged by their late start, and setting out what support services such as Student Success will support the student, and email this plan to the Student Administration team to be added to the student's file.

Application documentation and information

- 11.12** Applicants must disclose, as part of their application, all previous secondary and, where relevant, post-secondary studies undertaken.
- 11.13** Where an applicant has submitted a digital or hard copy of a supporting document, the University may require an applicant to provide the original document or verification as a condition of taking up their place in a program.
- 11.14** Documents that an applicant for admission submits in support of their application become the property of the University, and will be retained and disposed of in accordance with the *Policy: Records Management Framework* and the Retention and Disposal Schedule for University records.
- 11.15** An applicant's application for admission and supporting documentation will be treated as confidential personal information and will only be used for the purpose of assessing the

applicant's eligibility for admission application, considering whether they may be granted academic credit, and to create a student record in the student management system.

12 ADMISSION DECISIONS

- 12.1** Depending on the admission channel and whether places in a program are limited, applications for admission to a program may be decided when they are received, or where a quota applies, may be held for decision in competition with other applications.
- 12.2** Where applications are assessed in competition with one another, they will be ranked to receive an offer or not, on the basis of:
- 12.2.1 applicants' previous academic qualifications and results
 - 12.2.2 applicant's performance in any selection task for the program, such as an interview or admission test, where relevant
 - 12.2.3 additional material required, e.g. portfolio, or
 - 12.2.4 applicants' work experience relevant to the program.
- 12.3** The outcome of applications for admission will be decided in accordance with Schedule C3 Admission and Enrolment of the *Standing Delegations of Authority*.
- 12.3.1 Staff of the Admissions Office, the International Office, Research Services, or staff of the relevant tertiary admission centre, may assess an application on behalf of these decision-makers.
 - 12.3.2 The Dean of School of Medicine will recommend outcomes of applications for admission to the Doctor of Medicine in accordance with the *Procedure: Doctor of Medicine Program Admission*.
- 12.4** Meeting the entry requirements of a program does not guarantee an applicant admission to the program. Preference may be given in selection to applicants with higher academic qualifications, or applicants who perform better in selection tasks, applicants from special entry schemes, or who have been guaranteed an offer of a place in the program.
- 12.5** Applicants will be notified of the outcome of their application for admission in writing, which may be:
- 12.5.1 an unconditional offer for admission to the program
 - 12.5.2 a conditional offer for admission to the program
 - 12.5.3 an offer of a place in an alternative program for which the applicant meets the entry requirements or for an enabling program, or
 - 12.5.4 no offer.

13 OFFERS OF ADMISSION

- 13.1** A conditional offer may require an applicant to meet one or more of the following conditions before they can take up the offered place in a program:
- 13.1.1 provide evidence of academic results that meet the program academic entry requirements
 - 13.1.2 provide evidence of English language proficiency that meets the English language proficiency requirements for entry to the program
 - 13.1.3 provide evidence that meets a program-specific requirement for entry
 - 13.1.4 provide the original or evidence of any of the above previously provided as a copy, or
 - 13.1.5 perform satisfactorily in a selection task such as an interview.

- 13.2** A conditional offer may state a time frame for the applicant to satisfy the condition(s), after which, if the applicant has not met the condition(s), the conditional offer will lapse.
- 13.3** Letters offering admission will state, at a minimum:
- 13.3.1 the fees type for the offered enrolment
 - 13.3.2 program details, including the location and program commencement date
 - 13.3.3 information about relevant policies and procedures, and links to these
 - 13.3.4 any conditions that apply to the offer
 - 13.3.5 instructions on how the applicant can accept the offer, and
 - 13.3.6 the time frame within they must accept it (where relevant).
- 13.4** For an applicant to study on an Australian student visa, the offer letter and offer acceptance form will provide the information required by Standard 3 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 13.5** Where an applicant who has applied directly to the University will not be offered a place in the program(s) for which they have applied, the University may offer them admission to an alternative program for which they do meet the entry requirements and which has places available.
- 13.6** An international applicant can only apply for an Australian student visa after they have received an unconditional offer and paid the amount of the initial invoice, whereupon Student Administration will issue them with an electronic confirmation of enrolment, which they must provide with their visa application.

14 ACCEPTING OFFERS

- 14.1** To accept an offer, an applicant must follow the acceptance instructions in the offer letter.
- 14.2** An applicant may reject an offer of admission by notifying the University in writing.
- 14.3** If an applicant does not accept an offer within the time frame stated in the offer letter, the offer will lapse.
- 14.4** Where an applicant for admission has accepted an offer of a place in a program, to take up the place they must enrol in the program by the process and subject to the conditions stated in the *General Regulations*.

15 CANCELLING OFFERS AND DECLINING ADMISSION

- 15.1** The National Director, Admissions or National Director, International may cancel an offer of admission to an applicant prior to acceptance, where:
- 15.1.1 the quota of places in the program has already been filled
 - 15.1.2 it is decided not to make offers of admission to the program or relevant offering of the program in the relevant intake
 - 15.1.3 the offer of admission was made on the basis of inaccurate, incomplete or misleading information, or
 - 15.1.4 an error has been made in assessing and processing the application.
- 15.2** Where an offer of admission has been made on the basis of information that is inaccurate, incomplete, fraudulent or misleading, or the applicant has used non-authorised materials to complete a task used to assess their suitability for admission, such as an admissions interview

or test, the National Director, Admissions or National Director, International may cancel that offer whether or not the applicant has accepted it.

- 15.3** Where a deadline has been set for enrolment in a specific program, the University may cancel an offer for any applicant who has accepted their offer and failed to meet the deadline for program enrolment.
- 15.4** The National Director, Admissions or National Director, International may cancel an offer of admission to an applicant or decline admission to an applicant, where they consider (by the applicant's conduct, circumstances, criminal record or capacity) that it is likely that their admission would be against the interests of the University or harm its reputation, or risk someone's safety or wellbeing.

16 DEFERRED COMMENCEMENT

- 16.1** An applicant for admission may accept an offer of admission to a program, but request to defer their commencement in the program for a maximum period of one year from the commencement date in their offer letter, subject to the requirements of this section.
- 16.2** Deferred commencement is not available for some programs. The University will publish a list of programs where deferment is not permitted on its website.
- 16.3** Where an applicant decides to defer their commencement, they must accept their offer within the time frame stated in their offer letter and include with their acceptance a completed Deferred Commencement Application form.
- 16.4** Deferred Commencement Applications must be submitted before the close of business on the last day to enrol for the relevant study period. Late requests for deferment will not be accepted.
- 16.5** Where a deferred commencement is not permitted for a program, a leave of absence will not be approved to facilitate deferment.
- 16.6** An applicant with an approved deferment who wishes to defer their commencement beyond their initial period of deferment must submit a request to extend their deferment before the close of business on the last day to enrol for the relevant study period.
- 16.7** Any extension to deferred commencement is subject to the University's maximum deferment period and approval by the University. If an extension is not approved, or the applicant does not enrol in the program by the required deadline, their offer will lapse and they will be required to submit a new application for a future intake.
- 16.8** An applicant's approval to enrol in a program following an approved deferment will be subject to the program being available for intake to commencing students.
- 16.9** Where a student who is intending to study on an Australian student visa defers their offer, the University will advise the student to seek advice about the potential impact on their student visa from the Department of Home Affairs in accordance with Standard 9 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*. The University will report the change to the international student's enrolment under Section 19 of the *Education Services for Overseas Students Act 2000*.
- 16.10** If during the period of their deferment an applicant is excluded by, suspended from or has their enrolment terminated by another tertiary institution, the University may withdraw their deferred offer of admission.

17 ADMISSION TO NESTED AWARDS, INCLUDING EXIT AWARDS

- 17.1** Where a student has successfully completed a program leading to a lower award within a set of sequenced nested awards, and has had that award conferred, they may apply for admission to a higher program in the sequence.
- 17.2** A student whose enrolment in a program has been terminated as a penalty for student misconduct is not eligible to exit from the program with an exit award.
- 17.3** Where a student has exited from a program and has been conferred with an exit award, and then wishes to resume their studies in the higher program from which they exited:
 - 17.3.1** Where the requirements of the higher program have changed, the head of the school that manages the program may require the student to complete additional courses.
 - 17.3.2** Where the student's study for the exit award was so long ago that the head of school considers it is no longer current, they may require the student to repeat a course or undertake an equivalent course.
- 17.4** The *Procedure: Credit* states requirements for credit transfer between nested awards.

18 READMISSION AND TRANSFER TO ANOTHER PROGRAM

- 18.1** A former student who was enrolled in a program or course, but is no longer enrolled for any reason, may apply for readmission to that program or for admission to a different program, subject to the following process and conditions.
- 18.2** A student who is currently enrolled in a program may apply to transfer to a different program. This is considered to be an application for admission to the other program.
- 18.3** Former students applying for readmission to the same program, or for admission to a different program, and current students applying for admission to a different program, must meet the same conditions and admission requirements as any applicant for admission for that intake.
- 18.4** The University will consider the merits of the application, on the basis of the applicant's academic record as a former student, in competition with other applicants for the same program.
- 18.5** Where an applicant for readmission was suspended from the University for misconduct (see the *General Regulations*), the relevant head of school and executive dean (for coursework programs), the Director, Equity and Access and the Executive Director, Academic Innovation (for enabling programs) or the Pro Vice Chancellor, Research (for higher degree by research programs) and the Manager, Student Conduct and Wellbeing will be consulted about whether to recommend readmission.
- 18.6** Where an applicant for readmission had their program enrolment permanently terminated for failing a certain type of course or repeatedly failing a course required for the program, the University will decline the student readmission to the program.
- 18.7** Where an applicant for readmission was permanently terminated from the University for having failed a Core Curriculum course three times (see the *Procedure: Academic Progress*), the University will decline to admit the applicant to any program.
- 18.8** Where an applicant for readmission or admission owes money to the University, they must pay it before their application can be considered.

- 18.9** Where an applicant for readmission is offered a place in the program, the applicant will be advised in writing that their readmission has been approved. In the event the applicant's further enrolment will be beyond the maximum duration of enrolment in the program, the relevant executive dean or delegate, or the Pro Vice Chancellor, Research (for higher degree by research programs) and may place conditions on their readmission and re-enrolment in accordance with the *Procedure: Academic Progress*.
- 18.10** Where an applicant for readmission is offered a place in a different program, they will receive an offer letter that outlines any conditions (where relevant).

19 TRANSFER TO ANOTHER PROGRAM

- 19.1** A student may apply to transfer to another program where they:
- 19.1.1 have been offered a place in a program, but have not yet begun their studies in the program
 - 19.1.2 are currently enrolled in a program, or
 - 19.1.3 have had their enrolment in a program terminated but have not been suspended or permanently terminated from studying at the University.
- 19.2** Applications to transfer to another program must be submitted using the University's online form for this purpose prior to the start of the teaching period in which the student seeks to begin studying in their new program. This is required to enable admission and enrolment processes to be completed. Late submission of an application may result in approval being delayed until the subsequent teaching period.
- 19.3** A student who intends to transfer to another program and complete that program at the end of the teaching period must ensure they are correctly enrolled prior to the start of the teaching period. A delay in approval of a program transfer application until the subsequent teaching period due to late submission will result in the deferral of the student's graduation until they are marked as complete in that subsequent period. Backdating of a program transfer after the census date to facilitate graduation in the current teaching period will not be permitted.
- 19.4** The relevant admissions office will assess applications to transfer to another program. Where relevant, the admissions office will consult with the relevant head of the school (for coursework programs) or the Pro Vice Chancellor, Research (for higher degree by research programs) who may set conditions on the student's admission to the program, such as requiring them to enrol in specific courses.
- 19.5** The relevant admissions decision-maker (as per clause 12.3) may decline such an application to transfer to another program where:
- 19.5.1 there is no place available in the program
 - 19.5.2 limited places are available in the program and the student is not ranked high enough to receive an offer
 - 19.5.3 the student does not meet the program entry requirements, or
 - 19.5.4 the student does not meet academic criteria for transfer to the program.
- 19.6** Program transfer is not available for students who have had their enrolment suspended or terminated in accordance with the *Procedure: Academic Progress*. Where a student has conditional academic standing, any offer for transfer to a different program may be withdrawn if a decision to suspend or terminate their enrolment is made after they have received the offer.

- 19.7 The *Procedure: Credit* states requirements in relation to credit transfer from one higher education program of the University to another, and the conditions on which this may be granted.

20 REVIEW OF ADMISSION DECISIONS

- 20.1 An applicant or student who has been declined admission or readmission to a program, or who has been declined enrolment in a program or not-for-degree course may appeal the decision in accordance with the *Policy: Student Appeals*.

21 QUALITY ASSURANCE OF ADMISSIONS

- 21.1 Monitoring and review of admission requirements for the University's programs is informed by the analysis of student progress, retention and success, cohort characteristics and basis of admission as part of annual program monitoring and reporting and comprehensive program review and reaccreditation, in accordance with the *Procedure: Program and Course Quality*.
- 21.2 Academic Council and its sub-committees, in accordance with their charters, provide oversight for institutional self-assurance and the management of risks to quality and standards that relate to admission and admissions transparency through the following.
- 21.2.1 Review and endorsement for the University's admission policy, related procedures and other requirements, including minimum admission requirements, academic requirements, English language proficiency requirements, and program specific entry requirements.
- 21.2.2 Reports provided by Deputy Vice Chancellor, Academic and other academic leaders on the implementation of University plans and initiatives for promoting student retention and success and increasing higher education participation of equity cohorts and other priority groups.
- 21.2.3 Reports on education agent recruitment practices and international student admission provided by the Deputy Vice Chancellor, Research, Partnerships and International in accordance with the *Procedure: International Education Agent Management*.
- 21.2.4 Oversight for standards relating to admission and admission transparency in the *Higher Education Standards Framework (Threshold Standards) 2021* through annual compliance reports.

22 DEFINITIONS

- 22.1 Most terms in this procedure are defined in the definitions section of the *Policy: Admission and Credit*.
- 22.2 The following additional terms have the meaning stated:
- 22.2.1 **Adjustment factor** means a notional addition to an applicant's ATAR or grade point average for the purpose of ranking the applicant higher in selection.
- 22.2.2 **ATAR** is an acronym for Australian Tertiary Admissions Rank.
- 22.2.3 **Deferment** means to defer an offer of admission (see clause 4.1).
- 22.2.4 **Domestic** means, of an applicant for admission, that they are one or more of:
- 22.2.4.1 an Australian citizen
- 22.2.4.2 a holder of a permanent Australian visa (humanitarian, resident or other)
- 22.2.4.3 a New Zealand citizen, or diplomatic or consular representative of New

- Zealand, or a member of the staff of such a representative, or the spouse or dependent relative of such a representative
- 22.2.4.4 a holder of an Australian temporary entry permit
- 22.2.4.5 a diplomat representing a country other than New Zealand or a dependent of such a diplomat, who is living in Australia
- 22.2.4.6 a person who is not in these categories but will be living outside Australia while they study.
- 22.2.5 **Embedded bachelor (honours) degree** has the meaning stated in the *Policy: Programs and Courses*.
- 22.2.6 **Inherent requirements** has the meaning stated in the *Procedure: Program and Course Information*.
- 22.2.7 **Intake** means the period during which applications are accepted for admission to programs, for the applicants to begin their studies in a specific teaching period.
- 22.2.8 **International** means, of an applicant for admission, that they do not meet the criteria to be a domestic applicant: mainly, students who are studying either:
- 22.2.8.1 on an Australian student visa or
- 22.2.8.2 another type of Australian temporary resident visa.
- 22.2.9 **Offering**, in relation to a program, has the meaning stated in the *Procedure: Program and Course Life Cycle*.
- 22.2.10 **Prerequisite** means, where a student wishes to enrol in a course, another course they must have completed as a precondition for that enrolment.
- 22.2.11 **Selection** means the process of deciding:
- 22.2.11.1 which applicants for admission to a program meet the entry requirements and can be made an offer, and
- 22.2.11.2 where there are more eligible applicants than places available, which of the eligible applicants will be made an offer.
- 22.2.12 **Selection rank** means an applicant's ATAR (or equivalent) with the addition of any applicable adjustment factors.
- 22.2.13 **Special entry scheme** has the meaning stated in clause 9.3 and its subclauses.
- 22.2.14 **Tertiary admission centre** means a centre that receives and assesses admission applications on behalf of tertiary education institutions, such as the Tertiary Institutions Service Centre in Western Australia, or the University Admissions Centre in New South Wales.
- 22.2.15 **Unit of credit** has the meaning stated in the *Policy: Programs and Courses*.
- 22.2.16 **Teaching period** has the meaning stated in the *Policy: Programs and Courses*.

Version	Date of approval	Approved by	Amendment
1	1 May 2023	Vice-Chancellor	New procedure. Replaces <i>Procedure: Admissions to HE, VET and Enabling Programs and Courses</i>
2	13 August 2026	Vice Chancellor	Major changes following scheduled policy review.