

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
 - 1.1.1 admission to programs and courses, and
 - 1.1.2 eligibility to be considered for admission in non-award courses.
- 1.2 **Scope**
 - 1.2.1 This procedure applies to:
 - 1.2.1.1 applications for admission to programs and courses of the University
 - 1.2.1.2 applications for admission to courses of the University (non-award, cross-institution, exchange and study abroad enrolments)
 - 1.2.1.3 staff who administer, assess, decide or record such applications, or who oversee the activity of admission to assure its quality
 - 1.2.1.4 applicants and students who apply for admission or readmission and change programs.

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 *Procedure: Credit (Vocational Education and Training)* states requirements for students who have been admitted to a vocational education and training program to receive credit towards the program.
- 2.4 The *General Regulations* state requirements and conditions enrolment.

3 QUOTAS

- 3.1 The DVC International and Partnerships may decide, based on the University's Enrolment Plan, for a given intake:
 - 3.1.1 the number of domestic applicants who will be admitted to the University or to an individual program or offering of a program, and
 - 3.1.2 the number of a type of place (commonwealth supported, domestic full fee) that will be available in an individual program or offering of a program.
- 3.2 The DVC International and Partnerships may decide, for a given intake, the number of international applicants that will be admitted to the University or to an individual program or offering of a program.
- 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 rural or remote areas, equity considerations or other special entry schemes.
- 3.4 The Academic Registrar will lead consultation on quota decisions.

4 ENTRY REQUIREMENTS – OVERVIEW

- 4.1 The purpose of the University's entry requirements is to ensure that applicants for admission are adequately prepared for their studies and have a reasonable likelihood of success in them.

- 4.2** To be eligible for admission to a program, an applicant must meet:
- 4.2.1 minimum age requirements (see section 5)
 - 4.2.2 English language proficiency requirements (see section 6)
 - 4.2.3 academic requirements (see section 7) and
 - 4.2.4 normally provide information about their background and experience relevant to study, and their motivation to study at the University (see section 7).
- 4.3** Entry requirements for a program must be no lower than the university-wide minimum requirements for that type of program as published on the Notre Dame website.
- 4.3.1 Program level admission requirements proposed that exceed University admission requirements, require consultation with the Academic Registrar during program approval process to ensure sector alignment, efficiency and transparency for applicants. See the *Procedure: Program and Course Life Cycle Clause 7.2.4*
- 4.3.1.1 A program may, by the relevant approval process stated in the Procedure: Program and Course Life Cycle, set:
 - 4.3.1.2 a higher age requirement for entry than the university-wide minimum age requirement
 - 4.3.1.3 a higher English language proficiency requirement for entry than the university-wide minimum requirement for that type of program
 - 4.3.1.4 a higher or more specific academic requirement for entry than the university-wide minimum requirement for that type of program, and/or
 - 4.3.1.5 an additional program-specific requirement or task for entry, such as:
 - a form to gather supplementary information about applicants
 - an interview for all applicants or for shortlisted applicants
 - an admission test
 - an audition
 - submission of a portfolio of work
 - requiring evidence of relevant employment or work experience.
- 4.4** The National Director, Admissions and National Director, International will maintain content on the University's website regarding University admission requirements and equivalents, such as:
- 4.4.1 qualifications (secondary education, higher education or vocational education and training) and required results, marks, grade point averages in these
 - 4.4.2 periods of study at a particular level (secondary education, higher education or vocational education and training)
 - 4.4.3 admission tests and required scores in these
 - 4.4.4 English tests and required scores in these
 - 4.4.5 relevant professional and work experience and required periods of this.
 - 4.4.6 Specific program entry requirements. These should be consistent with those approved through academic governance processes (refer to *Procedure: Program and Course Lifecycle*) and following consultation with the National Director, Admissions (or nominee).
- 4.5** Where an applicant for admission to a program or course does not meet a published program entry requirement or a published equivalent to it, the following officers may, with the endorsement of the Faculty Executive Dean, approve the admission if they are satisfied, on the basis of the applicant's qualifications and/or experience, that they have a reasonable likelihood of success in the program:
- 4.5.1 for a domestic applicant, the National Director, Admissions, or
 - 4.5.2 for an international applicant to study on an Australian student visa, the National Director, International.

- 4.5.3 Where such an admission is approved, the decision-maker, in consultation with the relevant Faculty Executive Dean:
- 4.5.3.1 will report the decision to DVC International and Partnerships and Academic Registrar , and record the decision in a register and
 - 4.5.3.2 may set conditions on the admission such as requiring the student to enrol in specific courses.

5 ENTRY REQUIREMENTS – MINIMUM AGE

- 5.1 A domestic applicant for admission to a higher education program or course for award must be 17 years of age at the time of enrolment, for non-award applicants they must be 16 years of age at the time of enrolment.
- 5.1.1 However, an applicant who will be younger than 16 at the time they begin their studies may be admitted to a program or course (award or non-award), where the relevant Executive Dean and Academic Registrar:
 - 5.1.1.1 approves the admission, and
 - 5.1.1.2 confirms they will ensure that the student, while they are on campus or taking part in online learning activities, will be supervised by a staff member who has a current working with children check, and
 - 5.1.1.3 confirms the receipt of signed guardian consent form pertaining to the student, and
 - 5.1.1.4 consults with student experience to ensure appropriate pastoral measures are in place.
- 5.2 An applicant seeking admission to study in any higher education program on an Australian student visa must be 18 years of age at the start of the teaching period in which they will begin their studies.
- 5.3 An applicant who does not meet the relevant minimum age requirement can be offered a place to begin studying in a program in a teaching period when they will meet the age requirement.

6 ENTRY REQUIREMENTS – ENGLISH LANGUAGE PROFICIENCY

- 6.1 Because the University uses English to teach and assess programs and to communicate with students, applicants must meet English language proficiency requirements for admission.
- 6.2 The university-wide minimum English language proficiency requirements for entry to the University are as follows:
- 6.2.1 for an enabling program :
 - 6.2.1.1 for a domestic applicant, no requirement; or
 - 6.2.1.2 for an applicant to study on an Australian student visa, either:
 - having completed Year 11 of an Australian high school curriculum, in an Australian high school, or equivalent, or
 - an overall score of at least 5.5 in an IELTS (Academic) test, with no band score lower than 5.0, or equivalent;
 - 6.2.2 for entry to an **undergraduate program or course (award or non-award)**:
 - 6.2.2.1 for a **domestic applicant**:
 - successful completion of secondary studies in Australia; or
 -
 - successful completion of two subjects/units at undergraduate level

undertaken at an Australian University or; ,.

- successful completion of a Certificate IV or higher from an Australian registered training organisation; or
- completion of 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; or,
- completion of one of the following approved English language tests, with pass results at least equivalent to those published on the University's website:
 - Cambridge English: Advanced (CAE) and Proficiency (CPE); or
 - International English Language Testing System (IELTS);or,
 - Academic Pearsons Test of English (PTE), or
 - Internet Based Test of Test of English as a Foreign Language (IBT TOEFL).

6.2.2.2 for an **applicant to study on an Australian student visa**, either:

- a satisfactory result in a high school English subject that contributed to the applicant's ATAR, or equivalent; or
- have successfully completed study that the University considers to be equivalent (both in the level of study and the English skills it demonstrates) to at least the equivalent of 1.0 FTE; or
- an overall score of at least 6.0 in an IELTS (Academic) test, with no band score lower than 6.0, or equivalent;

6.2.3 for entry to a **postgraduate coursework program or (award or non-award)**:

6.2.3.1 for a domestic applicant:

- successful completion of secondary studies in Australia; or
- successful completion of two subjects/units at undergraduate level undertaken at an Australian University or;
- successful completion of a Certificate IV or higher from an Australian registered training organisation; or
- completion of 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; or,
- completion of one of the following approved English language tests, with pass results at least equivalent to those published on the University's website:
 - Cambridge English: Advanced (CAE) and Proficiency (CPE); or
 - International English Language Testing System (IELTS);or,
 - Academic Pearsons Test of English (PTE), or
 - Internet Based Test of Test of English as a Foreign Language (IBT TOEFL).

6.2.3.2 for an applicant to study on an Australian student visa, either:

- have successfully completed study that the University considers to be equivalent (in the level of study and the English skills it demonstrates) to at least 100 units of credit of undergraduate study at the University itself, or
- an overall score of at least 6.5 in an IELTS (Academic) test, with no band score lower than 6.0, or equivalent;

- 6.2.4 for entry to a **higher degree by research**:
- 6.2.4.1 for a domestic applicant, no requirement; or
- 6.2.4.2 for an applicant to study on an Australian student visa, either:
- have completed the qualification that meets the academic requirement, within the past two years, in an institution where English is the medium of teaching and assessment, or
 - an overall score of at least 7.0 in an IELTS (Academic) test, with at least 7.0 in writing and no band score lower than 6.5, or equivalent.
- 6.3** To be considered in support of an application for admission, an English proficiency test must have been completed within two years before the date the application is submitted. For some programs, the time period of previous study may be an admission criteria found on the relevant program requirements as published on the webpages.
- 6.4** Some programs (in disciplines including Education and Nursing) have specific English language requirements stipulated by the accrediting bodies that are higher than the minimum requirements outlined in Clause 6.2. These are specified in the program requirements published to the University website.
- 6.5** The University reserves the right to request any applicant to sit an English language test or to undertake an Academic English Bridging program.
- 6.6** The National Director, Admissions and National Director, International 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

- 7.1** To be admitted into a program or course (award or non-award) where the course specifies a prerequisite or corequisite, the applicant must:
- 7.1.1 have completed the prerequisite or corequisite, or an equivalent course or
- 7.1.2 provide other evidence that satisfies the National Head of School that they have a reasonable likelihood of success.
- 7.2** The University's minimum academic requirements for entry to types of program are as follows:
- 7.2.1 for entry to an English language intensive course for overseas students, no requirement
- 7.2.2 for entry to an enabling program not undertaken concurrently with secondary studies, no requirement
- 7.2.3 for entry to an enabling program undertaken concurrently with secondary studies in Australia, academic requirements are published on the University's website;
- 7.2.4 for entry to an undergraduate certificate, undergraduate diploma, associate degree, bachelor degree or embedded bachelor (honours) degree program, satisfactory completion of secondary studies in Australia or equivalent
- 7.2.5 for entry to an undergraduate certificate undertaken concurrently with secondary studies in Australia, refer to the approved program requirements for any specific requirement
- 7.2.6 for entry to a graduate-entry undergraduate bachelor degree, satisfactory completion of an undergraduate bachelor degree or equivalent
- 7.2.7 for entry to a bachelor (honours) degree program with a volume of learning of 200 units of credit, completion of a bachelor degree in the same discipline or a closely-related

discipline with a University of Notre Dame Australia grade point average of at least 2.0, or equivalent

7.2.8 for entry to a graduate certificate, graduate diploma or masters by coursework program, completion of a bachelor degree, or equivalent

7.2.9 for entry to a masters by research, doctor of philosophy completion of a bachelor (honours) degree or equivalent

7.2.10 for entry to a professional doctorate, completion of a masters by coursework program.

7.3 The program requirements for each program will state the program academic entry requirements, which may following consultation with the Academic Registrar, be higher than the minimum academic entry requirements for that type of program.

7.3.1 To assess whether an applicant's previous study and results in previous study, gained in a country other than Australia, are equivalent to an Australian high school or Australian Qualifications Framework qualification and level of results, the relevant admissions office will consult the Country Education Profiles and other international qualification equivalence information publications

8 ENTRY REQUIREMENTS – INDIVIDUAL FACTORS

8.1 Every applicant for admission to an Undergraduate program may be asked to complete a supplementary form to provide information about their:

8.1.1 personal attributes, achievements and experience, and

8.1.2 motivation to study.

8.2 Staff of the University who assess admission applications, and staff of a tertiary admission centre who assess admission applications on behalf of the University, may apply adjustment factors on the basis of an applicant's response to this supplementary form.

8.3 An applicant who is currently suspended or excluded from another tertiary education institution is not eligible to be admitted to a University of Notre Dame Australia program until the end of their period of suspension or exclusion.

8.4 An applicant who is permanently excluded from another tertiary institution must disclose the exclusion and relevant details for consideration by Notre Dame. Admission is at the absolute discretion of the University.

9 SPECIAL ADMISSION CONSIDERATION AND ADJUSTMENT FACTORS

9.1 The University uses special entry schemes and adjustment factors to give special admission consideration to applicants:

9.1.1 from equity groups such as:

9.1.1.1 Aboriginal and Torres Strait Islander applicants

9.1.1.2 applicants with a disability,

9.1.1.3 applicants from a low socioeconomic background and

9.1.1.4 applicants from regional or remote areas, and/or

9.1.2 who have been disadvantaged in their studies to meet the program entry requirements by circumstances outside their control.

9.2 The Academic Registrar and admissions, in consultation with faculties and Student Equity, maintains the protocols for assessment of equity groups, special entry schemes and details of how the University will apply adjustment factors.

- 9.3** A special entry scheme:
- 9.3.1 may allow admission of applicants from an equity group through an individual assessment of their likelihood of success in a program, based on non-standard evidence of their likelihood of success, and
 - 9.3.2 may also involve special arrangements to support these students in their transition to university study.
 - 9.3.3 Alternatively, such a scheme may set a lower entry requirement for applicants from an equity group, for admission to a program for which admission 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** For each special entry scheme, a selection committee
- 9.5.1 will select applicants for admission via the scheme based on their academic qualifications and other evidence that they are likely to succeed in the program for which they are applying, and
 - 9.5.2 may recommend to the relevant decision-maker (in accordance with clause 13.2) to offer an applicant a place in an alternative program.
- 9.6** An adjustment factor may be used to:
- 9.6.1 give special admission consideration or extra weighting to an applicant who:
 - 9.6.1.1 is from an equity group
 - 9.6.1.2 is from a University priority group as specified in the Admission section of the Notre Dame website
 - 9.6.1.3 is an elite athlete or performer
 - 9.6.1.4 has been adversely affected in their studies to meet program entry requirements by circumstances outside their control
 - 9.6.1.5 is a current or recent school leaver and achieved outstanding results in a high school subject relevant to a program
 - 9.6.1.6 is assessed as having individual experience and achievements suggesting that the applicant will be well motivated as a student and/or a valuable contributor to the university community
 - 9.6.1.7 is a current or recent school leaver who lived in or attended school in an area classified as being of socio-economic or socio-educational disadvantage
 - 9.6.1.8 is a current or recent school leaver who attended a school in an area classified as rural or regional, or
 - 9.6.1.9 lives in an area classified as regional or remote.

10 GUARANTEED OFFERS AND EARLY OFFER SCHEMES

- 10.1** The University may guarantee that it will offer a place in a program, to students enrolled in:
- 10.1.1 a program of another educational institution, where there is a formal agreement that the program is an admission pathway or a credit pathway to a University of Notre Dame Australia program
 - 10.1.2 an English language intensive course for overseas students program of the University
 - 10.1.3 a program in a sequence of nested awards, a place in the next higher program in the sequence.
 - 10.1.4 Such guaranteed offers:
 - 10.1.4.1 will be conditional on the students' successful completion of the program in

which they are enrolled, and

10.1.4.2 may be conditional on the students achieving

- at least a specified grade point average and/or
- at least specific grades in specific courses.

- 10.2** The University may make early offers to current Year 12 students who have not completed the examinations to decide 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.
- 10.3** The Academic Registrar, in consultation with the Executive Deans, finalises the scope and requirements of the University's early offer schemes.
- 10.4** The National Director, Admissions maintains published information on the University's early offer schemes.

11 APPLYING FOR ADMISSION

11.1 The National Director, Admission will:

11.1.1 establish processes and maintain forms (online or hard copy) for applications directly to the University by domestic applicants for admission; and forms and templates for letters offering admission, acceptance of offers of admission and deferment of these offers.

11.1.2 in collaboration with the Student Administration, establish processes and maintain forms (online or hard copy) for applications by domestic applicants to enrol in a program or course (award or non-award) or as a cross-institutional enrolment.

11.2 The National Director, International will establish processes and maintain forms (online or hard copy) for applications by applicants for admission to study on an Australian student visa, acceptance of such offers of admission and deferment of these offers.

11.3 Forms for applications for admission or enrolment in a program or course (award or non-award) or for cross-institutional enrolment will require the applicant to provide:

11.3.1 their legal name, age and identity documents to confirm these, proof of citizenship and

11.3.2 where the program or type of enrolment has English language and other program-specific entry requirements, evidence that they meet these.

11.3.3 In addition, forms for application for admission will require the applicant to:

11.3.3.1 identify the program or course(s) to which they are applying for admission

11.3.3.2 state their relevant previous study and results, and evidence of these, and

11.3.3.3 provide (at undergraduate level) information on their individual background, qualities and motivation to study.

11.4 Letters offering admission (offer letter) will state, at a minimum:

11.4.1 the fees and charges for the offered enrolment,

11.4.2 program details, including the location and mode of delivery (where relevant) and program commencement date

11.4.3 information about relevant policies and procedures, and links to these

11.4.4 any conditions that apply to the offer

11.4.5 where the program requires students to undertake a work placement, details of this,

11.4.6 instructions on how the applicant can accept the offer, and

11.4.7 the time frame within they must accept it (where relevant).

11.4.8 For an applicant to study on an Australian student visa, the offer letter and offer acceptance form will provide all the information required by section 3 of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

11.5 In setting deadlines for admission applications by students who intend to study on an Australian

student visa, and making offers of admission to these applicants, the National Director, International and other staff involved in these decisions will ensure that such students apply, and their applications are assessed and offers made by, at latest:

11.5.1 in the Bachelor of Nursing, Master of Teaching or Doctor of Medicine program (because of the compressed nature of the curriculum in these programs), no later than the first week of the teaching period, or

11.5.2 in any other program, no later than the second week of the teaching period.

11.6 Applicants for admission must apply using the relevant application form (online or in hard copy), following the form's instructions and providing supporting documents as the form instructs

11.6.1 An applicant who applies directly to the University will use the relevant university admission application form.

11.6.2 An applicant who applies via a tertiary admission centre (TAC) will use the TAC's admission application form.

11.6.3 An applicant must:

11.6.3.1 provide in their application all information relevant to the decision whether to admit them to the program(s) to which they are seeking admission

11.6.3.2 if they have been suspended, excluded or expelled from any tertiary education institution or program (in Australia or another country), give details of the reason for, date and period of the suspension, exclusion or expulsion

11.6.3.3 ensure that the information they provide is accurate, and

11.6.3.4 submit their application by the deadline for the relevant intake published by (as relevant) the University or tertiary admission centre.

11.6.3.5 However, where an applicant misses an application deadline because of circumstances outside their control, they 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.

11.6.4 An applicant to become a higher degree by research candidate must also provide the following information in support of their application:

11.6.4.1 evidence that they have discussed their proposed research with potential supervisors and that these supervisors support their application

11.6.4.2 an initial preliminary research proposal, at least one page long, that includes:

- the title of the research project
- the research problem and questions, their significance
- the theoretical framework for the research
- the research methods
- a brief overview of the current relevant literature in the discipline (with references)
- how the research will offer an original contribution to the field, and
- resources (if any) such as equipment or travel needed to undertake the research.

11.7 The University provides support to applicants who are applying to the University, such as:

11.7.1 advice on completing the application form and on obtaining required supporting documentation

11.7.2 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

- 11.7.3 information on the University's support services for students, and
- 11.7.4 information about reasonable adjustments that may be available to enable a student to undertake a program on the same basis as other students.
- 11.7.5 Where a student studying on an Australian student visa is made an offer of a place so late that they will begin their studies in the second week of the relevant teaching period, the program coordinator of the student's program will:
 - 11.7.5.1 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
 - 11.7.5.2 email this plan to the Student Administration team to be added to the student's file.
- 11.8** 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).
- 11.9** Where an applicant has submitted a digital or hard copy of a supporting document, the relevant admissions office may require an applicant to provide the original document or verification as a condition of taking up their place in a program.
- 11.10** 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.
- 11.11** Documents that an applicant for admission submits in support of their application:
 - 11.11.1 become the property of the University, and
 - 11.11.2 will be retained and disposed of in accordance with the relevant state record retention/disposal requirements.
 - 11.11.3 However, where an applicant to study on a student visa is offered a place and takes it up, the University will retain their completed offer acceptance form until at least two years after they cease to be a student.
- 11.12** An applicant's admission application and the information it provides, and supporting documentation the applicant provides with it, will be handled as confidential personal information.
 - 11.12.1 Staff who administer admission processes, or who are involved in assessing an admission application, will only share applicants' application information and supporting documents with other staff for the purpose of assessing the applicant's admission application and/or considering whether they may be granted academic credit.
 - 11.12.2 application information will be used to create a student record in the student management system.

12 ENTRY TO EMBEDDED HONOURS PROGRAMS

- 12.1** To enter an embedded bachelor (honours) degree program that is not available for direct admission, a student must:
 - 12.1.1 be enrolled in the related bachelor degree program,
 - 12.1.2 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
 - 12.1.3 have been invited by the head of school to transfer to the bachelor (honours) degree program.

- 12.2** A student who has been offered a place in an embedded bachelor (honours) degree program must apply to transfer to the program:
- 12.2.1 using the University's online application form for this purpose
 - 12.2.2 by the deadline for applications stated in the invitation from the head of school.

13 ADMISSION DECISIONS

- 13.1** Depending on the admission channel and whether places in a program are limited, applications for admission to a program may be:
- 13.1.1 decided when they are received, or
 - 13.1.2 held for decision in competition with other applications.
 - 13.1.3 Where applications are assessed in competition with one another, they will be ranked to receive an offer or not, on the basis of:
 - 13.1.3.1 applicants' previous academic qualifications and results
 - 13.1.3.2 applicant's performance in any selection task for the program, such as an interview or admission test
 - 13.1.3.3 additional material required, e.g. portfolio
 - 13.1.3.4 applicants' work experience relevant to the program
- 13.2** The following officers of the University will decide the outcome of applications for admission.
- 13.2.1 The National Director, Admissions will decide the outcome of applications by:
 - 13.2.1.1 domestic applicants to study in a coursework higher education program, and
 - 13.2.1.2 international applicants to study in a coursework higher education program, on a visa other than a student visa.
 - 13.2.2 The Deputy Vice-Chancellor, International and Partnerships, on the recommendation of the National Director, International, will decide the outcome of application by applicants to study on an Australian student visa, in a program other than a higher degree by research.
 - 13.2.3 The Pro Vice-Chancellor, Research, on the recommendation of the relevant Associate Dean, Research will decide the outcome of applications to be a higher degree by research candidate.
 - 13.2.4 Staff of the Admissions Office, or International Office, or staff of the relevant tertiary admission centre, may assess an application on behalf of these decision-makers.
 - 13.2.5 The Head of School of Medicine will recommend outcomes of applications for admission to the Doctor of Medicine to the relevant decision-maker above.
- 13.3** Meeting the entry requirements of a program does not guarantee an applicant admission to the program.
- 13.3.1 Preference may be given in selection to applicants
 - 13.3.1.1 with higher academic qualifications
 - 13.3.1.2 who perform better in selection tasks, or
 - 13.3.1.3 who have been guaranteed an offer of a place in the program.

14 OFFERS OF ADMISSION

- 14.1** The outcome of an admission application will be sent to the applicant in writing, and may be, for a program to which the applicant applied for admission:
- 14.1.1 an unconditional offer
 - 14.1.2 a conditional offer

- 14.1.3 an offer of a place in an alternative program for which the applicant meets the entry requirements or for an enabling program (known as slipback offer), or
- 14.1.4 no offer.
- 14.2** A conditional offer:
 - 14.2.1 may require an applicant to meet one or more of the following conditions before they can take up the offered place in a program:
 - 14.2.1.1 provide evidence of academic results that meet the program academic entry requirements
 - 14.2.1.2 provide evidence of English language proficiency that meets the English language proficiency requirements for entry to the program
 - 14.2.1.3 provide evidence that meets a program-specific requirement for entry
 - 14.2.1.4 provide the original or evidence of any of the above previously provided as a copy
 - 14.2.1.5 perform satisfactorily in a selection task such as an interview.
 - 14.2.2 may state a time frame by which the applicant must satisfy the condition(s).
 - 14.2.3 After the stated time frame has passed, if the applicant has not met one of the conditions, the conditional offer will lapse.
- 14.3** The National Director, International may make an applicant:
 - 14.3.1 an offer of a place in a foundation program or an English language intensive course for overseas students (ELICOS) program, combined with
 - 14.3.2 a guaranteed offer of a place in a higher-level program, on condition that the applicant satisfactorily complete the foundation program or ELICOS program.
- 14.4** 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 relevant national director may offer them admission to an alternative program for which they do meet the entry requirements and which has places available.
- 14.5** An international applicant can only apply for an Australian student visa after they have:
 - 14.5.1 received an unconditional offer and paid the amount of the initial invoice, whereupon
 - 14.5.2 Student Administration will issue them with an electronic confirmation of enrolment, which they must provide with their visa application.

15 ACCEPTING OFFERS

- 15.1** To accept an offer, an applicant must follow the acceptance instructions in the offer letter.
- 15.2** An applicant may reject an offer of admission by notifying the University in writing.
- 15.3** If an applicant does not accept an offer within the time frame stated in the offer letter, the offer will lapse.
- 15.4** Where an applicant for admission has been offered a place in a program, has met any conditions on the offer and has accepted it, to take up the place they must enrol in the program by the process and subject to the conditions stated in the *General Regulations*.

16 CANCELLING OFFERS AND DECLINING ADMISSION

- 16.1** The National Director, Admissions or National Director, International may cancel an offer of admission to an applicant prior to acceptance, where:
 - 16.1.1 the quota of places in the program has already been filled
 - 16.1.2 it is decided not to make offers of admission to the program or relevant offering of the

program in the relevant intake, or

- 16.2** In the instance where the offer of admission was made on the basis of inaccurate, incomplete or misleading information, the National Director, Admissions or National Director, International may cancel that offer whether or not the applicant has accepted it.
- 16.3** The National Director, Admissions or National Director, International may cancel an offer of admission to an applicant, or decline admission to an applicant, who is otherwise eligible for an offer of admission, where they are satisfied (by the applicant's conduct, circumstances, criminal record or capacity), that admitting the applicant would probably:
- 16.3.1 be against the interests of the University or harm its reputation, or
 - 16.3.2 risk someone's safety or wellbeing.

17 DEFERMENT

- 17.1** An applicant for admission may accept an offer of admission to a program, but postpone starting their study in the program to a later teaching period (defer their offer), subject to the following conditions.
- 17.1.1 An executive dean may decide that deferment is not available in a program.
 - 17.1.1.1 In this case, the information about the program for prospective students will state that deferment is not available in the program.
 - 17.1.2 Where deferment is available in a program, an applicant may defer starting study in the program for up to a year (to the start of the same teaching period in which they were offered the opportunity to start their studies, in the following year).
 - 17.1.2.1 A head of school may, however, permit a deferment longer than one year.
 - 17.1.3 The applicant (now a student) must apply for deferment:
 - 17.1.3.1 using the University's form for this purpose, by
 - 17.1.3.2 close of business on the first day of the teaching period in which they were to start their study.
 - 17.1.3.3 A student who has not met this deadline for deferment should contact the Admissions Office or (where the applicant intends to study on an Australian student visa) the International Office to discuss whether a deferment is nevertheless possible.
 - 17.1.3.4 Where a student is too late to be granted a deferment, they may enrol and apply for a leave of absence instead: see the *General Regulations* for the requirements in relation to a leave of absence.
 - 17.1.4 Where a student has deferred their place, they must confirm that they intend to begin their studies in the teaching period to which they have deferred:
 - 17.1.4.1 if the deferment is to semester 2, by the end of June in the year they will begin their studies
 - 17.1.4.2 if the deferment is to semester 1, by the end of January in the year they will begin their studies, or
 - 17.1.4.3 if the deferment is to another teaching period, by the deadline notified to them by the Student Administration.
 - 17.1.5 If during the period of their deferment a student is excluded by, suspended from or has their enrolment terminated by another tertiary institution, the University may withdraw their deferred offer of admission.

18 ADMISSION TO NESTED AWARDS, INCLUDING EXIT AWARDS

- 18.1** 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.
- 18.2** 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.
- 18.3** 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:
- 18.3.1 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.
- 18.3.2 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.
- 18.4** The *Procedure: Credit* states requirements for credit transfer between nested awards.

19 READMISSION AND TRANSFER TO ANOTHER PROGRAM

- 19.1** 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.
- 19.2** A student who is currently enrolled in a program may apply to transfer to a different program: this is considered an application for admission to the other program.
- 19.3** 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 as any applicant for admission.
- 19.4** The following additional conditions apply to applications for readmission or admission by former students.
- 19.4.1 If the applicant owes money to the University, they must pay it before their application can be considered.
- 19.4.2 The relevant admissions office will check the applicant's record as a former student and:
- 19.4.2.1 will consider the merits of the application, on the basis of the applicant's academic record, in competition with other applicants for the same program
- 19.4.2.2 where the applicant was suspended from the University for misconduct (see the General Regulations), will consult the relevant head of school, executive dean and Manager, Student Conduct and Wellbeing about whether to recommend readmission
- 19.4.2.3 where the student's program enrolment was permanently terminated for failing a certain type of course or repeatedly failing a course required for the program, will decline the student readmission to those relevant programs
- 19.4.2.4 where the applicant 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.
- 19.4.3 Where the applicant is offered a place in any program, the relevant admissions team will advise them in the offer letter that their academic status will be the academic status they had at the time they previously ceased to study at the University.
- 19.4.4 Where an applicant is offered a place in the same program, but their further enrolment will be beyond the maximum duration of enrolment in the program, the relevant

executive dean or delegate may place conditions on their readmission and re-enrolment in accordance with the *Procedure: Academic Progress*.

20 TRANSFER TO ANOTHER PROGRAM

- 20.1** A student may apply to transfer to another program where they:
- 20.1.1 have been offered a place in a program, but have not yet begun their studies in the program
 - 20.1.2 are currently enrolled in a program, or
 - 20.1.3 have had their enrolment in a program terminated, but have not been suspended from studying at the University.
- 20.2** To apply to transfer to another program, a student will:
- 20.2.1 submit an application using the University's online form for this purpose, and
 - 20.2.2 apply prior to the start of the teaching period in which the student seeks to begin studying in their new program to enable admission and enrolment processes to be completed.
- 20.3** The relevant admissions office will assess applications to transfer to another program, in consultation with the head of the school that manages the program to which the student seeks to transfer.
- 20.3.1 The head of school may set conditions on the student's admission to the program, such as requiring them to enrol in specific courses.
- 20.4** The relevant admissions decision-maker (as per clause 13.2) may decline such an application where:
- 20.4.1 there is no place available in the program
 - 20.4.2 the student does not meet the program entry requirements, or
 - 20.4.3 the student does not meet academic criteria for transfer to the program.
- 20.5** 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.

21 REVIEW OF ADMISSION DECISIONS

- 21.1** An applicant or student who has been declined admission or readmission to a program, or who has been declined enrolment in a program or course (award or non-award) may appeal the decision in accordance with the *Policy: Student Appeals*.

22 QUALITY ASSURANCE OF ADMISSIONS

- 22.1** An applicant's basis of admission comprises:
- 22.1.1 their academic qualification that met the academic entry requirements of the program to which they were admitted, including:
 - 22.1.1.1 for a tertiary education qualification or partly completed qualification, the institution where they completed it and their grade point average, or
 - 22.1.1.2 for a high school qualification, their ATAR or equivalent overall score in a high school graduation qualification, and their scores in any subjects specifically required for entry to the program; and
 - 22.1.2 their English language proficiency qualification (if required), including:
 - 22.1.2.1 where their academic qualification for entry also met the English language

23.2 Academic Standards and Policy Committee

23.2.1 Academic Standards and Policy Committee will receive reports from domestic and international admission offices of:

23.2.1.1 decisions to admit applicants who do not meet a program entry requirement or published equivalent to it, on the basis of qualifications/experience demonstrating that the applicant has a reasonable likelihood of success in the program, and

23.2.1.2 the subsequent academic performance of these applicants as students (see clause 22.4 and its subclauses).

23.3 Admissions offices

23.3.1 The Admissions Office and International Office:

23.3.1.1 will assess whether an applicant's previous study and results in previous study, gained in a country other than Australia, are equivalent to an Australian high school or Australian Qualifications Framework qualification and level of results (see clause 7.3.1)

23.3.1.2 may require an applicant to provide an original of a document (see clause 11.9)

23.3.1.3 will maintain the confidentiality of admission applications and their supporting documentation (see clause 11.12 and its subclauses)

23.3.1.4 will assess applications for admission on behalf of the decision-maker (see clauses 13.2.5, 20.3)

23.3.1.5 where a former student applies for admission or readmission:

- will carry out the checks and, as relevant, consultation stated in clause 19.4.2 and its subclauses
- where the former student was permanently suspended from the University, will decline them readmission (see clause 19.4.2), and
- where the former student is offered a place, will advise them of their academic status (see clause 19.4.3).

23.4 Applicants and students

23.4.1 Applicants for admission to a program or for entry to enrol in a course, and current or former students applying for admission to a different program, or readmission to the same program:

23.4.1.1 must meet the relevant entry requirements and provide evidence that they do so (see clause 4.2 and its subclauses; full detail on entry requirements in sections 6, 7 and 8; clauses 19.3, 19.4.2; for admission to nested awards, clauses 18.1.1 and 18.3)

23.4.1.2 must meet the application requirements for the relevant type of application (see clause 8.1 and its subclauses, and the detailed application requirements in section 11; clause 12.2 and its subclauses; section 15; clause 20.2. and its subclauses)

23.4.1.3 may defer starting study in a program to which they have been offered admission, on the conditions and subject to the limitations stated in section 17, and

23.4.1.4 where they are seeking a deferment, must apply for it and later take up the place by the processes stated in clauses 17.1.3 and 17.1.4 and their subclauses.

23.5 Associate deans, research

23.5.1 An associate dean, research may recommend to the Pro Vice-Chancellor, Research admission of an applicant to study on an Australian student visa in a higher degree by

research program (see clause 13.2.4).

23.6 Academic Registrar

23.6.1 The Academic Registrar :

23.6.1.1 may decide the number of applicants to be admitted to the University in an intake via a special entry scheme (see clause 3.3)

23.6.1.2

maintains the protocols for assessment of equity groups, special entry schemes and details of how the University will apply adjustment factors (see clause 9.2),

23.6.1.3 decides the scope and requirements of early offer schemes (see clause 10.3), and

23.6.1.4 In consultation with Academic colleagues, consolidate admission protocols for promotional and assessment purposes.

23.7 Deputy Vice Chancellor International and Partnerships

23.7.1 The Deputy Vice-Chancellor, International and Partnerships:

23.7.1.1 may set a quota for,

- each program intake, and
- the number of commonwealth supported, domestic full fee and international full fee places for a program.

23.7.1.2 may, on the recommendation of the Executive Dean and National Director, International

- approve admission to a program of an international applicant who does not meet a program entry requirement or published equivalent to it, on the basis of qualifications/experience, demonstrating that the applicant has a reasonable likelihood of success in the program, and
- set conditions on the admission (see clause 4.6 and its subclauses)

23.7.1.3 will decide outcomes of applications:

- for admission to programs by applicants to study on an Australian student visa, and

23.7.1.4 may decline a student's application to transfer to another program for the reasons stated in clause 20.4 and its subclauses.

23.8 Executive deans

23.8.1 An executive dean:

23.8.1.1 may decide that deferment is not available in a program (see clause 17.1.1), and

23.8.1.2 where a former student is readmitted to a program, but their further enrolment will be beyond the maximum duration of enrolment in the program, may place conditions on their readmission and re-enrolment (see clause 19.4.4).

23.8.1.3 may reserve places in a program for applicants from a specific background (see clause 3.2)

23.8.1.4 may approve admission of a domestic applicant who will be younger than 16 at the time they begin their studies, provided that they confirm arrangements to ensure the student's safety (see clause 5.1.1 and its subclauses)

23.8.1.5 may waive the requirement of recency of previous study to meet academic entry requirements, where they are satisfied that an applicant's previous study remains current (see clause 7.4 and its subclauses)

23.8.1.6

23.9 Heads of school

23.9.1 A head of school:

23.9.1.1 where the school offers an embedded honours degree, may:

- invite students enrolled in the related bachelor degree program, to transfer to the embedded bachelor (honours) program, and
- specify a deadline for such an application (see clause 12.1 and its subclauses)

23.9.1.2 may permit an applicant a deferment longer than one year (see clause 17.1.2.1)

23.9.1.3 where a student has exited from a program with an exit award, and later wishes to resume studying in the program, may require the student to take additional courses or repeat a course under the circumstances stated in clause 18.3 and its subclauses

23.9.1.4 where a student has applied to transfer to a program managed by the school, may set conditions on the student's admission (see clause 20.3.1), and

23.9.1.5 where the school assesses applicants' performance in a selection task, will ensure that:

- a record is kept of applicants' score in the task, and
- students' academic performance in relation to their score in the task is analysed (see clause 22.3 and its subclauses).

23.9.1.6 will recommend outcomes of applications for admission to the Doctor of Medicine to the relevant decision-maker (see clause 13.2 and its subclauses, in particular 13.2.6).

23.10 National Director, Admissions

23.10.1 The National Director, Admissions:

23.10.1.1 will, in consultation with Faculty Manager and expert staff, maintain web pages of equivalents to entry requirements (see clause 4.5 and its subclauses)

23.10.1.2 may, in consultation with the relevant Executive Dean:

- approve admission to a program of a domestic applicant who does not meet a program entry requirement or published equivalent to it, on the basis of qualifications/experience demonstrating that the applicant has a reasonable likelihood of success in the program
- relay conditions on the admission offer letter, and
- where they approve such an admission, will report to the Academic Policy and Standards Committee the initial decision (see clause 4.6 and its subclauses, clause 22.4 and its subclauses)

23.10.1.3 may require an applicant to provide an English test result to demonstrate their English language proficiency (see clause 6.5)

23.10.1.4 maintains published information on the University's early offer schemes (see clause 10.4)

23.10.1.5 will establish processes and maintain forms and templates for admission of domestic applicants (see clause 11.1.1 and detailed requirements in clauses 11.3–11.6)

23.10.1.6 in consultation with the Student Administration, will establish processes and maintain forms and templates for domestic applicants to enrol in not-for-degree courses or as a cross-institutional enrolment (see clause 11.1.2)

23.10.1.7 where an applicant for direct admission will not be offered a place in the program(s) for which they have applied, may offer a place in an alternative

program to (see clause 14.4)

23.10.1.8 may cancel an offer of admission to an applicant under the circumstances stated in section 16

23.10.1.9 may decline a student's application to transfer to another program for the reasons stated in clause 20.4 and its subclauses, and

23.10.1.10 will collaborate with the Office of Analytics and Planning and the Office of Information Technology to establish processes and develop systems to

- record the basis of admission of students
- analyse students' academic performance in relation to their basis of admission, and
- provide data from this analysis to executive deans and heads of school (see clause 22.2 and its subclauses).

23.10.1.11 See also the responsibilities of the admissions offices above.

23.11 National Director, International

23.11.1 The National Director, International:

23.11.1.1 will, in consultation with faculty manager and expert staff, maintain web pages of equivalents to entry requirements (see clause 4.5 and its subclauses)

23.11.1.2 may, in consultation with the relevant Executive Dean:

- recommend that the DVC International and partnerships approve admission to a program of an international applicant who does not meet a program entry requirement or published equivalent to it, on the basis of qualifications/experience demonstrating that the applicant has a reasonable likelihood of success in the program
- set conditions on the admission, and
- where such an admission is approved, will report to the Academic Policy and Standards Committee the initial decision and the student's subsequent academic performance (see clause 4.6 and its subclauses, clause 22.4 and its subclauses)

23.11.1.3 may require an applicant to provide an English test result to demonstrate their English language proficiency (see clause 6.5)

23.11.1.4 will establish processes and maintain forms and templates for admission of applicants to study on an Australian student visa (see clause 11.1.1 and detailed requirements in clauses 11.3–11.7)

23.11.1.5 may recommend to the DVC International and Partnerships admission of an applicant to study on an Australian student visa in a program other than a higher degree by research program (see clause 13.2.3)

23.11.1.6 may make an applicant an offer of a place in a foundation program or an English language intensive course for overseas students, with a guaranteed conditional offer of a place in a higher-level program (see clause 14.3 and its subclauses)

23.11.1.7 where an applicant for direct admission will not be offered a place in the program(s) for which they have applied, may offer a place in alternative program (see clause 14.4)

23.11.1.8 may cancel an offer of admission to an applicant under the circumstances stated in section 16, and

23.11.1.9 will collaborate with the Office of Analytics and Planning and the Office of

Information Technology to establish processes and develop systems to

- record the basis of admission of students
- analyse students' academic performance in relation to their basis of admission, and
- provide data from this analysis to executive deans and heads of school (see clause 22.2 and its subclauses).

23.11.1.10 See also the responsibilities of the admissions offices above.

23.12 Pro Vice Chancellor Research

The Pro Vice Chancellor Research may, on the recommendation of Associate Dean Research, approve:

- admission to higher degree by research programs (see clauses 13.2.3, 13.2.4)

23.13 Program coordinators

23.13.1 A program coordinator may accept other evidence that an applicant for entry to enrol in a course, who does not meet a course prerequisite or corequisite, has a reasonable likelihood of success in the course (see clause 7.1 and its subclauses).

23.14 Staff

23.14.1 Staff who administer admission processes, or who are involved in assessing an admission application, will maintain the confidentiality of the application and supporting documentation (see clause 11.12 and its subclauses).

23.15 Student Administration

23.15.1 The Student Administration will issue international applicants to study on an Australian student visa with an electronic confirmation of enrolment (see clause 14.5 and its subclauses)

23.15.1.1

23.16 Students – see Applicants and students above

23.17 Vice Chancellor

23.17.1 The Vice Chancellor, in consultation with the DVC International and Partnerships may:

23.17.1.1 decide, for an intake:

- the number of applicants who will be admitted to the University, a program or offering of a program, and
- the number of a type of place that will be available in an individual program or offering of a program (see clause 3.1 and its subclauses)

23.17.1.2 .

24 RELATED DOCUMENTS

24.1 English language proficiency requirements web page.

25 DEFINITIONS

25.1 Most terms in this procedure are defined in the definitions section of the *Policy: Admission and Credit*.

25.2 The following additional terms have the meaning stated:

25.2.1 **Access scheme** – see special entry scheme.

25.2.2 **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.

- 25.2.3 **ATAR** is an acronym for Australian Tertiary Admissions Rank.
- 25.2.4 **Corequisite** means, where a student wishes to enrol in a course, another course they must have either completed or be currently enrolled in, as a condition of that enrolment.
- 25.2.5 **Defer an offer** has the meaning stated in clause 4.1.
- 25.2.6 **Deferment** means to defer an offer of admission (see clause 4.1).
- 25.2.7 **Domestic** means, of an applicant for admission, that they are one or more of:
- 25.2.7.1 an Australian citizen
 - 25.2.7.2 a holder of a permanent Australian visa (humanitarian, resident or other)
 - 25.2.7.3 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
 - 25.2.7.4 a holder of an Australian temporary entry permit
 - 25.2.7.5 a diplomat representing a country other than New Zealand or a dependent of such a diplomat, who is living in Australia
 - 25.2.7.6 a person who is not in these categories but will be living outside Australia while they study.
- 25.2.8 **Embedded bachelor (honours) degree** has the meaning stated in the *Policy: Programs and Courses*.
- 25.2.9 **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.
- 25.2.10 **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:
- 25.2.10.1 on an Australian student visa or
 - 25.2.10.2 another type of Australian temporary resident visa.
- 25.2.11 **Offering**, in relation to a program, has the meaning stated in the *Procedure: Program and Course Life Cycle*.
- 25.2.12 **Prerequisite** means, where a student wishes to enrol in a course, another course a they must have completed as a precondition for that enrolment.
- 25.2.13 **Selection** means the process of deciding:
- 25.2.13.1 which applicants for admission to a program meet the entry requirements and can be made an offer, and
 - 25.2.13.2 where there are more eligible applicants than places available, which of the eligible applicants will be made an offer.
- 25.2.14 **Special entry scheme** has the meaning stated in clause 9.3 and its subclauses.
- 25.2.15 **Tertiary admission centre** means a centre that receives and assesses admission application 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.
- 25.2.16 **Unit of credit** has the meaning stated in the *Policy: Programs and Courses*.
- 25.2.17 **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>

