



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

Admission to Higher Education, VET and Enabling Programs and Courses

Effective: 1 May 2019

Audience: Students

Policy Category: Academic

Policy Sub-category: Admissions

Key words:	Admission, application
Procedure Owner:	Deputy Vice Chancellor, Academic
Responsible Officers:	Executive Director, Admissions and Student Services and Director, Admissions and Prospective Students Office
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1 PURPOSE

This Procedure supports implementation of the *Policy: Admissions*.

2 SCOPE

This Procedure applies to all Applicants for admission to any Program at the University, with the exception of the Doctor of Medicine. Applicants to the Doctor of Medicine are subject to a separate process through the Graduate Entry Medical School Admissions System (GEMSAS).

3 CONTEXT - NATIONAL ADMISSIONS FRAMEWORK

The admission procedures of the University operate within a National Admissions Framework (the Framework) as summarised in Schedule 1 to this document.

4 APPLYING TO THE UNIVERSITY

- 4.1 Applicants apply direct to the University using the specified Application Form available on the University's website and from the Admissions Office on each Campus.
- 4.2 The Application Form collects information on:
- a) Applicant details - including the Applicant's full legal name as specified on proof of identity documents;
 - b) study preferences;
 - c) academic background and achievement;
 - d) personal qualities and background; and
 - e) a Personal Statement.
- 4.3 It is the responsibility of Applicants to ensure that the Application Form and all accompanying information is accurate and provided as required.

5 APPLICATION TIMEFRAMES

- 5.1 Key dates for applications will be published on the University's website as well as provided in information sessions, where applicable.
- 5.2 Applicants to Undergraduate Programs who are currently in Year 12 or equivalent, are required to apply within the advertised timeframes.
- 5.3 Mature Age Applicants, International Applicants, Applicants for Postgraduate Degrees by Coursework or Research and Applicants to VET Courses, are able to apply at any time.
- 5.4 The University may extend the due date for an application where circumstances beyond an Applicant's control have impacted submission by the specified due date. In such circumstances, Applicants are required to meet with the Admissions Manager and provide supporting documentation as evidence of the relevant circumstances.

6 APPLICATION FORM

- 6.1 All Applicants are required to submit a complete Application Form plus supporting documentation, as prescribed on the University website and in relevant publications.
- 6.2 Original documents may be requested for sighting at any time for verification purposes.
- 6.3 Certification or verification of original documents is mandatory for International Applicants.
- 6.4 Applicants to a Postgraduate degree by Research must provide additional information including:
- a) An updated Curriculum Vitae or Résumé;
 - b) A one page statement outlining their research background, including any research projects undertaken in either academic or professional contexts, and any dissertations, publications and/or presentations that have resulted;
 - c) Evidence of contact with potential supervisors and their support for the research;
 - d) An initial research proposal of at least one page in length and including preliminary ideas regarding:
 - a draft title;
 - the research problem, significance and question(s);
 - methodological approach;
 - the theoretical or analytic frameworks to be employed;
 - a brief overview of the current literature in the discipline (including relevant references);
 - an indication of how the intended research will offer an original contribution to the field; and
 - any anticipated resources that will be required to undertake the research (such as equipment or travel).
- 6.5 Applicants whose applications are incomplete remain eligible for interview, but any offer that may be made will be conditional on the provision of required information.
- 6.6 International Applicants can only apply for an Australian student visa after they have received an electronic Confirmation of Enrolment (CoE). In order to be issued a CoE, the Applicant must have received a formal unconditional offer from the University, have accepted the offer by completing the University's acceptance form and paid the stated amount on the initial invoice.
- 6.7 Applicants who have been suspended, excluded or expelled from any tertiary institution or Program, whether in Australia or elsewhere, are required to include the details of their suspension, exclusion or expulsion with their completed Application Form.

7 APPLICANT ASSISTANCE

- 7.1 The University is committed to providing an education that is underpinned by respect for the dignity of the individual and pastoral care and support for all students. To this end, various services are available to Applicants, including but not limited to:
- a) assistance with completing the Application Form and with obtaining required information for the application;
 - b) information about the support services available to enrolled students throughout their studies, necessary to assist in making a decision about their application;
 - c) specialised support services for Applicants identifying as having a disability;
 - d) application documents in an accessible or alternative format; and
 - e) information about reasonable adjustments that may be made to enable a student to access and participate in a Program on the same basis as other students.

8 APPLICATION REVIEW

- 8.1 In determining an Applicant's eligibility for consideration, Application Forms are reviewed against the eligibility requirements outlined in Section 5 of the *Policy: Admissions*.
- 8.2 Established quotas, places available in the preferred Program and places available under University Access or Special Entry schemes will be taken into account.
- 8.3 Assessment of eligibility will consider that reasonable adjustments should be made to enable students with a disability to access and participate in a Program on the same basis as other students, in accordance with the *Disability Standards for Education 2005*.
- 8.4 Information available through the Country Education Profiles and/or other relevant international frameworks will be used in assessment of tertiary level qualifications (including awards levels and durations) obtained in another country, for determining equivalence to the Australian Qualification Framework.
- 8.5 An Applicant who has been suspended or excluded from another institution will not be considered as eligible for admission until their suspension or exclusion has elapsed.
- 8.6 Applicants who are assessed as not meeting the minimum academic eligibility requirements for a Program, will be formally notified and may be recommended for an alternative Program including an Enabling Program as part of the notification.

9 RANKING

- 9.1 Where the number of eligible Applicants for an Undergraduate Program exceeds the number of places available, ranking of Applicants may be required. In such circumstances, the number of Applicants to be interviewed and their rank order will be determined by:
- a) the eligibility requirements listed in Section 5 of the *Policy: Admissions*;
 - b) the number of places available; and
 - c) historical conversion rates for interviews to offer to enrolment (if applicable).
- 9.2 In these circumstances, final ranking of students for offer, may also incorporate assessment of the interview.

10 INTERVIEW

- 10.1 Domestic Applicants recommended for interview participate in an interview conducted by the Dean of the School or VET CEO, or their nominee, as appropriate. The Vice Chancellor or Deputy Vice Chancellors may approve alternative interview arrangements if the circumstances require it.
- 10.2 The interview provides:
- a) Applicants with an opportunity to explore additional information about the University and their preferred Program; and
 - b) the University with an opportunity to explore the attributes listed in the Application Form and the overall suitability of the Applicant for the Program.
- 10.3 Interviews are conducted using questions relating to non-academic requirements and questions relating to the specific Program requirements and may be assessed by a School using a scoring regime.
- 10.4 International Applicants requiring a visa to study in Australia, will often undergo additional or separate processes as required, including modification of the interview process.
- 10.5 Eligible International Applicants will discuss their application with the Pro-Vice Chancellor, International or nominee to confirm:
- a) that information about the University and the Applicant's preferred Program is clearly understood; and
 - b) the Genuine Temporary Entrant and student welfare requirements of the Australian Government (where applicable).

11 OTHER SELECTION TASKS

- 11.1 Other selection tasks designed to complement the interview and Application Form may be used to assess a Domestic Applicant's ability to meet the Program specific and/or professional accreditation requirements.
- 11.2 All VET Course Applicants are required to complete a Language, Literacy and Numeracy Assessment. This assists the University in assessing an Applicant's ability to satisfy the Course specific requirements and to identify support services that may be required.

12 LETTERS OF OFFER

- 12.1 Formal offers (Domestic, International, Research and/or VET) are determined in accordance with the University's Delegations Schedule.
- 12.2 The Pro-Vice Chancellor, Research on recommendation of the Dean, determines offers for Postgraduate by Research Applicants. The Pro-Vice Chancellor, Research may also consult or seek recommendations from the Research Committee.
- 12.3 Letters of Offer outline, at a minimum:
- a) fees and charges;
 - b) Program details, including mode of delivery and campus location;
 - c) relevant Policies and Procedures;
 - d) applicable conditions of the offer;
 - e) work placement requirements, as relevant;

- f) for International Applicants, information required under the National Code; and
- g) information required to enable an Applicant to formally accept the offer.

12.4 The Admissions Office formally advises Applicants who are not made an offer.

13 EARLY OFFER SCHEME – SCHOOL LEAVERS

13.1 Early Offer Schemes enable the University to acknowledge the achievements of current Year 12 Applicants prior to completion of their final examinations and to offer them a place in their chosen Program, prior to completing Year 12.

13.2 Early Offer Scheme categories are delivered from time to time and published on the University's website.

14 ACCESS AND SPECIAL ENTRY SCHEMES

14.1 Applicants applying through an Access or Special Entry scheme in accordance with the *Policy: Admissions*, will be required to provide prescribed supporting documentation.

14.2 A selection committee will consider the relative academic merit and likelihood of success of Access or Special Entry scheme Applicants and make recommendations on admission.

14.3 Applicants applying through an Access or Special Entry scheme who are not offered a place in their preferred Program may be offered an alternative Program at the University.

15 ACCEPTANCE OF OFFER

15.1 An Applicant who has received a Letter of Offer for a place in a Program and wishes to accept the offer must submit a written acceptance to the University in accordance with the instructions provided in the Letter of Offer.

15.2 An Applicant must provide evidence of meeting any conditions in a letter of Offer prior to an offer becoming unconditional and subsequent enrolment.

15.3 Applicants may reject their offer to study with the University by formally notifying the University in writing.

15.4 If an Applicant does not accept their offer within the timeframe outlined in their letter of offer, the University will assume that the Applicant has rejected the offer.

16 CANCELLATION OF OFFER

16.1 Where an applicant has been offered a place in the University on the basis of inaccurate, incomplete or misleading information, the Campus Registrar may cancel that offer, whether or not it has been accepted by the applicant.

17 DEFERRED COMMENCEMENT

17.1 An Applicant who accepts an offer may be eligible to apply to defer the commencement of their study in accordance with the *General Regulations*.

18 WITHDRAWAL OF APPLICATION

- 18.1 Applicants may withdraw their application for admission to the University at any time before receiving a formal offer of a place in a Program or Course.

19 RELATED DOCUMENTS

- 19.1 *Policy: Admissions*
19.2 *General Regulations*
19.3 *Program Regulations*
19.4 *Regulations: Research Degree*
19.5 Program Guides

20 DEFINITIONS

For the purpose of this Procedure, the definitions outlined in the *Policy: Admissions* apply. In addition, the following definitions apply:










Admissions Office means the Admissions Office on each Campus of the University.

CRICOS means the Commonwealth Register of Institutions and Courses for Overseas Students

Student with a Disability has the same meaning as the *Disability Standards for Education 2005*.

Version	Date of approval	Approved by	Amendment
1	1 May 2019	Vice Chancellor	Effective date, incorporating relevant aspects of the General Regulations

SCHEDULE 1 – NATIONAL ADMISSIONS FRAMEWORK

 Philosophy & approach  Application elements  Application - Category A, B, C or E (Mature Age, Post-graduate & International)  Application - Category D (Recent Secondary Education)  Application review  Application review  Interview UNDA specific elements  Interview School specific elements  Offer	<p style="text-align: center;">NATIONALLY CONSISTENT</p> <p><i>Focus on each Applicant as an individual using a broad based assessment of suitability for a Program – considers past achievements & potential</i></p> <ul style="list-style-type: none"> Admissions Policy Admissions Procedures 	
	<p style="text-align: center;">DETAILS</p> <ul style="list-style-type: none"> Applicant information Study preferences (3) Academic performance Personal attributes Personal Statement 	<p style="text-align: center;">BASIS OF ADMISSION</p> <ul style="list-style-type: none"> A. Higher Ed. study B. VET study C. Work & Life Experience D. Recent Secondary Ed. (last 2 years) E. International
	<p style="text-align: center;">NATIONALLY CONSISTENT</p> <ul style="list-style-type: none"> Mature Age, Postgraduate and International applications – Applications are encouraged and received at any time. Offers are typically made each month. 	
	<p style="text-align: center;">CAMPUS SPECIFIC</p> <ul style="list-style-type: none"> Early Offer Scheme – dates as advertised & typically prior to main public University Offer rounds. Application types include: <ul style="list-style-type: none"> Academic Achievement (Fremantle & Sydney); Extra-curricular Achievement & Leadership (Sydney) All other offers – dates as advertised 	
	<p style="text-align: center;">NATIONALLY CONSISTENT CONSIDERATIONS</p> <ul style="list-style-type: none"> Minimum age Personal Achievements - beyond Academic Leadership & work experience – roles and experience Service & Involvement – participation in Church, school or community Personal Statement 	
	<p style="text-align: center;">PROGRAM SPECIFIC</p> <ul style="list-style-type: none"> Minimum English language proficiency Minimum Academic requirements – Higher Ed, GPA, WACE, HSC, Indicative ATAR, IB, VET, STAT, or other as relevant 	
	<p style="text-align: center;">SCHOOL SPECIFIC RANKING MECHANISM (IF REQUIRED)</p>	
	<p style="text-align: center;">NATIONALLY CONSISTENT ELEMENTS</p> <ul style="list-style-type: none"> Usually conducted by an academic staff member Within the School of preferred Program of Study for Domestic Applicants Understanding of the Objects & features of the University Exploring the Personal Statement & aspirations Answering Applicant questions 	
	<p style="text-align: center;">SCHOOL OR PROGRAM SPECIFIC ELEMENTS</p> <ul style="list-style-type: none"> Knowledge of & motivation for preferred Program Relevant work experience Capacity to complete preferred Program Overall suitability for preferred Program 	
	<p style="text-align: center;">OFFERS MADE BY CAMPUS ADMISSIONS OFFICE:</p> <ul style="list-style-type: none"> unconditional offer conditional offer offer of an alternate or Pathway program no offer 	<p style="text-align: center;">CONDITIONAL OFFERS BY CAMPUS MAY BE MADE IF AN APPLICANT IS:</p> <ul style="list-style-type: none"> waiting on confirmed academic results meets academic requirements, but not English language proficiency yet to provide required documentation yet to be interviewed yet to satisfy all Program requirements