



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

Policy:

Admission and Credit

Effective: 13 August 2026

Audience: staff, students

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Policy Sub-category: admission

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Contents

1	OBJECTS OF THE UNIVERSITY	3
2	PURPOSE.....	3
3	SCOPE.....	3
4	PRINCIPLES.....	3
5	ROLES AND RESPONSIBILITIES	5
6	RELATED DOCUMENTS	5
7	DEFINITIONS	5

1 OBJECTS OF THE UNIVERSITY

The Objects of the University of Notre Dame Australia (the University) are defined in section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of –
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

- 2.1** This policy states the University's objectives and standards for:
 - 2.1.1 admitting students to higher education programs and enabling programs
 - 2.1.2 allowing students entry to the University to enrol in courses (not-for-degree, cross-institutional, exchange and study abroad enrolments)
 - 2.1.3 granting academic credit for students' prior learning.

3 SCOPE

- 3.1** This policy applies to:
 - 3.1.1 staff and students of the University
 - 3.1.2 applicants for admission to a higher education program, an enabling program or a course (as a not-for-degree, cross-institutional, exchange or study abroad student)
 - 3.1.3 assessment of applications for admission to a program or course
 - 3.1.4 assessment of applications for academic credit towards programs, and the granting of such credit.

4 PRINCIPLES

Objectives for admission and credit

- 4.1** Admission and credit processes will:
 - 4.1.1 be consistent, fair and transparent
 - 4.1.2 utilise a combination of academic and non-academic criteria, including strengths, attributes and experiences, and comply with the following:
 - 4.1.3 the *Disability Discrimination Act 1992* (Cth) and *Disability Standards for Education 2005*, and
 - 4.1.4 the standards of the *Higher Education Standards Framework (Threshold Standards) 2021* relevant to admission and credit, namely:
 - 4.1.4.1 section A.1.1 Admission
 - 4.1.4.2 section A.1.2 Credit and Recognition of Prior Learning
 - 4.1.4.3 standard A2.2.2 (special consideration to admission of Aboriginal and Torres Strait Islander people)

- 4.1.4.4 standard A2.2.3 (monitoring of students' participation, progress and completion in relation to admission policies)
- 4.1.4.5 standard A.3.1.1.d. (course design specifies entry requirements and pathways)
- 4.1.4.6 standard A.7.1.3 (clarity of information on credit for not-for-degree courses)
- 4.1.4.7 standard A.7.2.2 information that must be available to prospective students before they accept an offer of admission), and
- 4.1.4.8 standard A.7.3.2g. (publicly available information on articulation and credit arrangements for each program)
- 4.1.5 the standards of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* relevant to admission and credit, namely:
 - 4.1.5.1 standard 2 (Recruitment of an overseas student)
 - 4.1.5.2 standard 3 (Formalisation of enrolment and written agreements)
 - 4.1.5.3 standard 4 (Education agents), and
 - 4.1.5.4 standard 5 (Younger overseas students) , and
 - 4.1.5.5 the Qualification Pathways Policy of the *Australian Qualifications Framework 2013*.

Admission standards

- 4.2** The University establishes eligibility requirements to be considered for admission to all programs.
- 4.3** Each program will have entry requirements to ensure that students admitted to the program have a reasonable likelihood of success in the program, which will include:
 - 4.3.1 a minimum age requirement
 - 4.3.2 an English language proficiency requirement, and
 - 4.3.3 a minimum level and standard of previous study (the academic entry requirement), and
 - 4.3.4 may include program-specific requirements of experience and/or performance of selection tasks.
- 4.4** A program's academic entry requirement will be no lower than the minimum university-wide academic entry requirement for that type of program.
- 4.5** The University will publish the minimum requirements for entry to each program in accordance with the *Procedure: Program and Course Information*.
- 4.6** The University may provide reasonable flexibility to admit applicants who present other satisfactory evidence of ability to succeed in a program, equivalent to the published program entry requirements.
- 4.7** The University will monitor the academic performance of students in relation to the basis of their admission to their program.
- 4.8** Applications for admission, and documents provided by applicants in support of them, will be:
 - 4.8.1 kept in confidence
 - 4.8.2 used only for purposes relevant to the application, and
 - 4.8.3 disposed of in accordance with the relevant state records disposal requirements.
- 4.9** The University may engage a person or organisation as an international education agent to help it recruit students.

Credit standards

- 4.10** The University's decisions to grant students credit for higher education programs will:
- 4.10.1 be evidence-based, equitable and transparent
 - 4.10.2 be applied consistently and fairly with decisions subject to appeal and review
 - 4.10.3 recognise learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification
 - 4.10.4 be academically defensible and take into account the students' ability to meet the learning outcomes of the qualification successfully
 - 4.10.5 be decided in a timely way so that students' access to qualifications is not unnecessarily inhibited
 - 4.10.6 allow for credit outcomes to be used to meet prerequisites or other specified requirements for entry into a program of study leading to a qualification or for the partial fulfillment of the requirements of a qualification, and
 - 4.10.7 be formally documented for the student including any reasons for not giving credit.
- 4.11** The granting credit for a higher education program will not impinge upon:
- 4.11.1 the integrity of qualification outcomes and discipline requirements, or
 - 4.11.2 the University's responsibility to make decisions on admission, prerequisites or other program requirements, and the students' likely successful completion of the qualification.
- 4.12** The University may enter into a formal credit pathway agreement with another education provider to provide a pathway for students to progress from a completed qualification or non-formal learning to a program offered by the University with credit.

5 ROLES AND RESPONSIBILITIES

- 5.1** The procedures that support this policy state detailed roles in and responsibilities for meeting requirements in relation to admission, credit and the engagement of international recruitment agents.

6 RELATED DOCUMENTS

- 6.1** The *Procedure: Program and Course Information* states requirements to ensure that information published about programs and courses provided to students and prospective students is accurate.
- 6.2** The *Procedure: Admission* states detailed requirements to ensure that the University meets the objectives and standards for admission stated in this policy.
- 6.3** The *Procedure: Credit* states detailed requirements to ensure that the University meets the objectives and standards stated in this policy for credit towards higher education programs.
- 6.4** The *Procedure: International Education Agents* states detailed requirements to ensure that the University meets the objectives and standards for engagement of international education agents stated in this policy.

7 DEFINITIONS

For the purposes of this policy, the following definitions apply:

- 7.1 Accredited** means, of a tertiary education institution registered with the Tertiary Education Quality and Standards Agency as a higher education provider.
- 7.2 Admission** means the activity of setting requirements for entry to programs and assessing whether applicants meet these requirements.
- 7.3 Advanced standing** has the same meaning as credit.
- 7.4 Course** has the meaning stated in the *Policy: Programs and Courses*.
- 7.5 Credit** means academic credit granted to a student for a course and recorded in their program enrolment, so that they are exempted from completing the course to fulfil the program requirements; previously referred to at the University as 'advanced standing'.
- 7.6 Credit pathway** means a program at the University or another tertiary education institution for which, on completing the program, students are eligible both to be admitted to and receive a standard amount of credit towards a program at the University.
- 7.7 Credit transfer** means:
 - 7.7.1 in the case of a student enrolled in a higher education program, credit for:
 - 7.7.1.1 prior formal learning at a tertiary education institution accredited in Australia, or
 - 7.7.1.2 prior formal learning at a tertiary education institution outside Australia, that has been assessed as equivalent to a course or courses at an accredited Australian tertiary education institution; or
 - 7.7.2 in the case of a student enrolled in a vocational education and training (VET) program, credit for the same version of the same unit of competency, completed at another Australian registered training organisation.
- 7.8 Cross-institutional enrolment** has the meaning stated in the *General Regulations*.
- 7.9 Domestic** means, of an applicant for admission, someone who:
 - 7.9.1 is an Australian citizen
 - 7.9.2 holds Australian permanent residency
 - 7.9.3 holds an Australian temporary protection visa, or
 - 7.9.4 is a New Zealand citizen.
- 7.10 Enabling program** means a non-award program (such as UniPath or the Tertiary Pathway Program) that enables or prepares a person to undertake a higher education program.
- 7.11 Entry** means being permitted to begin studying in a program or course of the University.
- 7.12 Formal learning** means learning that is recorded by a grade on a student's academic transcript from an accredited Australian tertiary education institution, or from a tertiary education institution outside Australia where the learning is assessed as equivalent to learning at an accredited Australian tertiary education institution.
- 7.13 Informal learning** means learning that is provided by a tertiary education institution, professional body, organisation or trainer, such as a professional development course or short course, that is not recorded by a grade on a student's academic transcript from a tertiary education institution.
- 7.14 Non-formal learning** means learning from work experience or other experience, as opposed to

learning from study.

7.15 Non-award enrolment means an enrolment in a single course without admission to a program.

7.16 Program has the meaning stated in the *Policy: Programs and Courses*.

7.17 Recognition of prior learning means credit for prior informal or non-formal learning that is assessed as meeting the learning outcomes of a course.

7.18 Selection means that process of assessing applicants for admission to a program to decide which of them will be offered a place in the program.

7.19 Selection task means a task applicants are required to undertake to inform selection, such as an admission test, audition, interview, submitting a portfolio of work or completing a supplementary application form.

7.20 Study abroad enrolment is cross-institutional enrolment by a student whose home program is with a tertiary education program in a country other than Australia, other than as an exchange student.

7.21 Training package means a set of curricula endorsed by the Australian Industry Skills Committee or its delegate, to define the requirements of qualifications in relation to an industry. A training package comprises

7.21.1 a qualification or qualifications

7.21.2 the units of competency required for each qualification or that may contribute to it, and

7.21.3 the assessment requirements to assess whether students have achieved the competencies of each unit.

Version	Date of approval	Approved by	Amendment
1	1 May 2023	Vice Chancellor	New policy. Replaces <i>Policy: Admissions</i> .
2	13 August 2026	Vice Chancellor	Major changes following scheduled policy review.