



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

Policy:

Admission and Credit

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Policy Sub-category: admission

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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 programs or courses
- 2.1.2 allowing students entry to the University to enrol in courses (non-award, 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 program or course (as a non-award, 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.

3.2 Applications to study vocational programs and courses at the University's Registered Training Organisation (RTO) are excluded from the scope of this policy.

4 PRINCIPLES

4.1 Objectives for admission and credit

- 4.1.1 Admission and credit processes will:
 - 4.1.1.1 Be consistent, fair and transparent
 - 4.1.1.2 Normally utilise a combination of academic and non-academic criteria including strengths, attributes and experiences and
 - 4.1.1.3 Comply with relevant legislative requirements and standards as listed :
 - 4.1.1.4 the *Disability Discrimination Act 1992* (Cth) and *Disability Standards for Education 2005*
 - 4.1.1.5 the standards of the *Higher Education Standards Framework (Threshold Standards) 2021* relevant to admission and credit, namely:
 - section A.1.1 Admission

- section A.1.2 Credit and Recognition of Prior Learning
 - standard A2.2.2 (special consideration to admission of Aboriginal and Torres Strait Islander people)
 - standard A2.2.3 (monitoring of students' participation, progress and completion in relation to admission policies)
 - standard A.3.1.1.d. (course design specifies entry requirements and pathways)
 - standard A.7.1.3 (clarity of information on credit for not-for-degree courses)
 - standard A.7.2.2 information that must be available to prospective students before they accept an offer of admission), and
 - standard A.7.3.2g. (publicly available information on articulation and credit arrangements for each program)
- 4.1.1.6 the standards of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* relevant to admission and credit, namely:
- standard 2 (Recruitment of an overseas student)
 - standard 3 (Formalisation of enrolment and written agreements)
 - standard 4 (Education agents), and
 - standard 5 (Younger overseas students)
- 4.1.1.7 section 10 (Admission) of the *Education Services for Overseas Students (Foundation Program Standards) 2021*
- 4.1.1.8 standards P1 and P3.1a) of the *English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018* (written agreements with students and placement of students in a class appropriate to their English proficiency level and learning needs), and
- 4.1.1.9 the Qualification Pathways Policy of the *Australian Qualifications Framework 2013*.

4.2 Admission standards

- 4.2.1 The University establishes eligibility requirements to be considered for admission to all programs.
- 4.2.2 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:
- 4.2.2.1 a minimum age requirement
 - 4.2.2.2 an English language proficiency requirement, and
 - 4.2.2.3 a minimum level and standard of previous study (the academic entry requirement), and
 - 4.2.2.4 may include program-specific requirements of experience and/or performance of selection tasks.
- 4.2.3 A program's academic entry requirement will be no lower than the minimum university-wide academic entry requirement for that type of program.
- 4.2.4 The University will publish the minimum requirements for entry to each program in accordance with the *Procedure: Program and Course Information*.
- 4.2.5 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.
- 4.2.5.1 Where, however, an applicant is admitted to a program on a basis other than that they meet the published entry requirements or a published equivalent to

these, the admission decision will be made in consultation with the relevant Executive Dean.

- 4.2.6 The University will monitor the academic performance of students in relation to the basis of their admission to their program.
- 4.2.7 Applications for admission, and documents provided by applicants in support of them, will be:
 - 4.2.7.1 kept in confidence
 - 4.2.7.2 used only for purposes relevant to the application, and
 - 4.2.7.3 disposed of in accordance with the relevant state records disposal requirements.
- 4.2.8 The University may engage a person or organisation as an international education agent to help it recruit students.
 - 4.2.8.1 To be engaged, and to continue in their engagement, such agents must:
 - demonstrate a respectful understanding of the University's Objects and a willingness to help the University comply with its legislative obligations in recruitment of overseas students
 - act with integrity, and
 - meet the standards of section 4, Education Agents of the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
 - 4.2.8.2 The University will:
 - select only reputable agents
 - provide them with training and information to equip them for their role
 - monitor their performance, and
 - review their performance regularly.
 - 4.2.8.3 Where the University becomes aware that an agent is careless, incompetent, negligent or engaged in misleading or unethical advertising or recruitment practices, it will take immediate action to prevent this.

4.3 Credit standards

- 4.3.1 The University will grant credit to students where evidence of their previous learning demonstrates that they have:
 - 4.3.1.1 met the learning outcomes of a course
- 4.3.2 However:
 - 4.3.2.1 to receive credit towards courses in a higher education program, the student's previous learning must align with conditions specified in the *Procedure: Credit* and
 - 4.3.2.2 the student must complete, as study at the University, a proportion of their program large enough that the resulting qualification has integrity as an award of the University aligned to conditions outlined in *the Procedure: 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: Selection, Management and Review of 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

- 7.1 For the purposes of this policy, the following definitions apply:
- 7.1.1 **Accredited** means, of a tertiary education institution:
- 7.1.1.1 registered with the Tertiary Education Quality and Standards Agency as a provider of higher education, or
 - 7.1.1.2 registered with the Australian Skills Quality Authority as a registered training organisation.
- 7.1.2 **Accredited course** means a vocational education and training program, leading to a qualification, that is not part of a training package, but has been accredited by the Australian Skills Quality Authority.
- 7.1.3 **Admission** means the activity of setting requirements for entry to programs and assessing whether applicants meet these requirements.
- 7.1.4 **Admission pathway** means a pathway program at the University or another education institution which, if a student completes successfully, meets the academic entry requirements of a University of Notre Dame Australia program.
- 7.1.5 **Articulation pathway**: see admission pathway, credit pathway.
- 7.1.6 **Competency** means consistent application of knowledge and skill to the standard of performance required in the workplace, including the ability to transfer and apply skills and knowledge to new situations and environments.
- 7.1.7 **Course** has the meaning stated in the *Policy: Programs and Courses*.
- 7.1.8 **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'.
- 7.1.9 **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.
- 7.1.10 **Credit transfer** means:
- 7.1.10.1 in the case of a student enrolled in a higher education program, credit for:
 - prior formal learning at a tertiary education institution accredited in Australia, or
 - 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
 - 7.1.10.2 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.

- 7.1.11 **Cross-institutional enrolment** means enrolment of a student, who is enrolled in a program of another tertiary education program, in a course of the University, for which the student has credit transfer for the course towards their home program approved in advance.
- 7.1.12 **Domestic** means, of an applicant for admission, someone who:
- 7.1.12.1 is an Australian citizen
 - 7.1.12.2 holds Australian permanent residency
 - 7.1.12.3 holds an Australian temporary protection visa, or
 - 7.1.12.4 is a New Zealand citizen.
- 7.1.13 **Entry** means being permitted to begin studying in a program or course of the University.
- 7.1.14 **Exchange enrolment** means a cross-institution enrolment by a student of a tertiary education institution in another country, under an agreement between the University and the other institution to send students on such exchanges.
- 7.1.15 **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.
- 7.1.16 **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.
- 7.1.17 **Non-formal learning** means learning from work experience or other experience, as opposed to learning from study.
- 7.1.18 **Non-award enrolment** means an enrolment in a single course without admission to a program.
- 7.1.19 **Program** has the meaning stated in the *Policy: Programs and Courses*.
- 7.1.20 **Recognition of prior learning** means:
- 7.1.20.1 In the case of a student enrolled in a higher education program, credit for prior informal or non-formal learning that is assessed as meeting the learning outcomes of a course, or
 - 7.1.20.2 in the case of a student enrolled in a vocational education and training (VET) program, credit for an earlier version of the same unit of competency and/or prior on-the-job or other learning, that is assessed as demonstrating all the competencies of a unit of competency.
- 7.1.21 **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.
- 7.1.22 **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.
- 7.1.23 **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.
- 7.1.24 **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

- 7.1.24.1 a qualification or qualifications
- 7.1.24.2 the units of competency required for each qualification or that may contribute to it, and
- 7.1.24.3 the assessment requirements to assess whether students have achieved the competencies of each unit.
- 7.1.25 **Unit of competency** means a component of a training package or accredited course that specifies standards of performance required in the workplace and how these are to be assessed.

Version	Date of approval	Approved by	Amendment
1	1 May 2023	Vice-Chancellor	New policy. Replaces <i>Policy: Admissions</i>