



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

Policy:

Admissions

Effective: 1 May 2019

Audience: Students

Policy Category: Academic

Policy Sub-category: Admissions

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Policy Owner:	Vice Chancellor
Responsible Officer:	Deputy Vice Chancellor, Academic
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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament. The Objects 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

The purpose of this Policy is to ensure that admission processes are transparent for prospective students.

3 SCOPE

This Policy applies to Applicants to any Program at the University.

4 ADMISSION PRINCIPLES

The University is committed to an admissions process that is underpinned by respect for the dignity of the individual and pastoral care and support for all. To this end, the University admissions process will:

- a) focus on each Applicant as an individual;
- b) be consistent, fair and transparent;
- c) use a broad-based assessment of suitability including past academic and non-academic achievements as well as an Applicant's strengths, attributes and experience;
- d) assess an Applicant's capacity to complete their preferred Program and to become a contributing member of the Notre Dame community; and
- e) comply with relevant legislative and regulatory requirements, including the provision of transparent and accessible information to prospective students.

5 ELIGIBILITY FOR CONSIDERATION

- 5.1 The University establishes eligibility requirements to be considered for admission to all Programs.
- 5.2 Eligibility requirements specify the minimum thresholds required and will be published on the University's website and in relevant publications.
- 5.3 Meeting the eligibility requirements does not constitute selection or guarantee an offer of a place in a Program. Not all eligible Applicants will be offered an interview nor will all those interviewed be offered a place in a Program.
- 5.4 To be eligible for consideration, an Applicant must apply in accordance with the process and timelines published by the University or GEMSAS (Medicine Programs) and meet:
 - a) minimum age requirements;
 - b) English language proficiency requirements;
 - c) minimum academic requirements for the Program;
 - d) other Program specific requirements; and
 - e) non-academic requirements.

- 5.5 International Applicants are required to demonstrate compliance with any other Government requirements as specified in the *Education Services for Overseas Students (ESOS) Act 2000*.
- 5.6 The University may at its absolute discretion, waive any of the eligibility requirements for an individual Applicant in circumstances where it believes that the Applicant is likely to succeed in the Program. In such circumstances, additional conditions may be imposed.

Minimum age requirements

- 5.7 With the exception of Applicants to a VET Course, Applicants must be a minimum of 17 years of age or have completed Year 12 (or equivalent) at school, at the time of enrolment in a Program.
- 5.8 Applicants who do not meet the minimum age requirement may be offered a place in a Program for the beginning of the semester in which the minimum age is reached.
- 5.9 International Applicants under 18 years of age must have approved accommodation and welfare arrangements in place as required by the Australian Government, before a student visa can be issued.

English language proficiency requirements

- 5.10 The University teaches and assesses most of its Programs in English. To ensure students have the best opportunity of success, minimum standards for English language proficiency are set.
- 5.11 Applicants must provide evidence of their English language proficiency in order to satisfy the University's minimum standards.
- 5.12 Details of the University English language proficiency requirements for each Program will be published on the University website and in relevant publications.
- 5.13 If an Applicant is not able to meet the minimum English language proficiency requirements, the University may refuse admission or require the Applicant to undertake English tuition, before being eligible for admission to a program.
- 5.14 The University reserves the right to request any Applicant to sit an approved English language test to provide evidence of English language proficiency, at the Applicant's own cost.

Program minimum academic requirements

- 5.15 Minimum academic requirements for each Program will be as published on the University website and in relevant publications.
- 5.16 Assessment of academic qualifications and courses undertaken in Australia will consider the AQF *Qualifications Pathway Policy*.
- 5.17 Academic achievement may be assessed using any of the following measures (but not limited to) depending on the requirements of the specific Program:
- a) Higher Education qualifications or partially completed Program;
 - b) Australian Tertiary Admissions Rank (ATAR) or equivalent;
 - c) final Year 11 or mid-Year 12 school subject results or equivalent;
 - d) an Indicative ATAR calculated from school mid-year Year 12 results;
 - e) International Baccalaureate;
 - f) international qualifications;
 - g) Special Tertiary Admissions Test (STAT);
 - h) completion of a VET or a non-award qualification; or
 - i) relevant professional and work experience;

- 5.18 Applicants to a Postgraduate Degree by Coursework are also required to demonstrate prior learning and industry experience relevant to the Program.
- 5.19 Applicants to a Postgraduate Degree by Research are also required to:
- a) undertake initial research into the proposed research area;
 - b) submit an initial research proposal of at least one page; and
 - c) identify potential Academic supervisors - supervisors should have a PhD in the discipline and relevant expertise in the research area.

Program specific requirements

- 5.20 Individual Programs may have specific requirements over and above any minimum academic requirements. These will be outlined on the University website and in relevant publications.

Non-Academic requirements

- 5.21 Applicants must provide information about personal attributes, achievements and experience as requested in the Application Form.
- 5.22 Evidence of motivation to study, potential, non-academic achievements, equity considerations and qualities and a willingness to embrace the opportunity of an education grounded in the Catholic tradition, may be requested.
- 5.23 Applicants selected for interview will be provided the opportunity to discuss their non-academic qualities and how they strengthen their application for admission to the University.

6 QUOTAS

- 6.1 The University may establish quotas for Applicants from a specific background and/or limit the number of persons who may, in any year, be admitted:
- a) as students of the University; and/or
 - b) to a particular Program; and/or
 - c) through an Access Scheme.

7 LETTER OF OFFER

- 7.1 To be admitted to a Program of the University, an Applicant will receive formal correspondence, with one of the following offer decisions being made:
- a) an unconditional offer;
 - b) a conditional offer;
 - c) an offer into an alternative Program including an Enabling Program; or
 - d) no offer.
- 7.2 A conditional offer may be made where one or more of the following applies to an Applicant:
- a) is awaiting current academic results which are required to confirm that the minimum academic threshold for the Program has been met;
 - b) meets the minimum age and academic requirements for a Program, but has not met English language proficiency requirements;
 - c) has not yet satisfied special requirements for the Program;
 - d) has not yet provided all necessary documentation; or

- e) has not yet participated in an interview.
- 7.3 Failure to satisfy the conditions of a conditional offer within the timeframe specified, may result in the offer being withdrawn.

8 ACCESS OR SPECIAL ENTRY SCHEMES

- 8.1 To broaden access to the University, the University may provide Access or Special Entry schemes for specific groups of students.
- 8.2 Applicants applying through an Access or Special Entry scheme are required to meet the University's minimum age requirement, however the remaining eligibility requirements set out in Section 5 are waived unless otherwise specified.

9 APPEALS

- 9.1 An Applicant who is dissatisfied with a decision with respect to selection or admission may appeal the decision to the Academic Registrar in accordance with the *Policy: Student Appeals*.

10 RELATED DOCUMENTS

- 10.1 *Policy: Student Appeals*
- 10.2 *General Regulations*
- 10.3 *Program Regulations*
- 10.4 *Procedure: Admission to Higher Education, VET and Enabling Programs and Courses*

11 DEFINITIONS

For the purpose of this Policy, the following definitions apply:

Applicant means a person who applies for admission to a VET, undergraduate or postgraduate Program or Course at the University.

AQF means the Australian Qualifications Framework.

ATAR means Australian Tertiary Admission Rank.

Domestic Applicant means a person who is a citizen or permanent resident of Australia, a citizen of New Zealand, a person holding an Australian Permanent Humanitarian Visa, a Diplomatic or consular representative of New Zealand, or the spouse or dependent relative of such a representative.

Enabling Program means a program offered by the University or another Higher Education Provider for preparation for tertiary study.

International Applicant means an Applicant who is not a Domestic Applicant.

Postgraduate Program means a program that is accredited by the University to lead to a Higher Education qualification against Level 8 or above of the Australian Qualifications Framework (AQF).

Program means a collection of units of study or courses approved by a University, the completion of which leads to the awarding of a Degree, Diploma or Certificate, at undergraduate or postgraduate level or a course of study that is discrete in its objectives, content, methods and assessment.

Undergraduate Program means a program that is accredited by the University to lead to a Higher Education qualification against Level 7 of the Australian Qualifications Framework (AQF) (with or without Honours).

VET Course means a qualification, including its component Unit of Competencies that leads to awarding of a Certificate or Diploma at AQF levels 2, 3, 4 or 5.

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1	1 May 2019	Vice Chancellor	