



Responsible Officer	Pro-Vice-Chancellor (Students) and Registrar Dean of Graduate Research		
Contact Officer	Director, Student Management Manager, Graduate Research School Manager, Student Administrative Services, UNSW@ADFA		
Superseded Documents	New Policy		
Review	1 January 2014		
File Number	2010/07370		
Associated Documents	Admission to Coursework Programs Procedures Admission to Higher Degree Research Programs Procedures Higher Degree Research Supervision Policy		
Version	Authorisation	Approval Date	Effective Date
1.0	Vice-Chancellor	15 March 2011	1 January 2011.

1. Preamble

1.1 Purpose

This policy specifies requirements for admission to all Undergraduate and Postgraduate Coursework and Higher Degree Research Programs, including Honours and Non-award study.

2. Scope

This policy applies to all domestic and international applicants for admission to Undergraduate and Postgraduate Coursework Programs, Undergraduate Honours, Non-award study and Higher Degree Research Programs. The scope does not apply to tuition fees.

3. Definitions

See definitions of Coursework and Research Procedures.

4. Policy Statement

4.1 General Principles

4.1.1 For each program or category of applicants for a program, the University may determine a quota of places.

4.1.2 The University reserves the right to levy fees and charges in relation to admissions, and to amend the amounts from time to time.

4.2 Principles of Selection

Undergraduate and Postgraduate Coursework Programs

4.2.1 Selection procedures will be explicit and open to scrutiny.

4.2.2 Selection procedures will be reliable and valid and made in a timely manner.

4.2.3 Equity considerations will be taken into account in the development and review of selection criteria.

4.2.4 The purpose, weighting and interpretation of selection criteria and the communication of the criteria to applicants will be regularly reviewed by the appropriate body or officer of the University.

4.2.5 Judgments of comparative academic merit between applicants will be made only where differences in applicants' achievements can be comparably measured against a standard.

4.2.6 Selection of students for admission to Coursework Programs will be based on academic merit. Selection includes provision for special consideration and flexible entry schemes.

Higher Degree Research Programs

4.2.7 Selection of students for admission to Higher Degree Research Programs will be based on academic merit, the availability of appropriate supervision, plus the necessary facilities and resources required to successfully complete the research program within the minimum period.

4.3 Minimum Academic Requirements for Admission

English Language Proficiency

4.3.1 All applicants must satisfy the University's English language proficiency requirements as outlined at www.unsw.edu.au/elp plus any program specific requirements.

Undergraduate Programs

4.3.2 Applicants for admission to an undergraduate program will normally have achieved results acceptable to the University in one or more of the following:

- (a) Australian senior secondary studies;
- (b) Australian post-secondary or tertiary qualifications;
- (c) overseas secondary or tertiary qualifications considered equivalent to Australian qualifications.

4.3.3 Applicants may also satisfy the University admission requirements by completion of an alternative entry qualification or scheme approved by the University.

4.3.4 Applicants for admission to the Honours component of an undergraduate program will normally have achieved results acceptable to the University in a Bachelor degree from UNSW or a comparable degree from another university.

Graduate Entry or Postgraduate Coursework Programs

4.3.5 Applicants for admission to a graduate entry or postgraduate Coursework Program will normally have achieved results acceptable to the University in one or more of the following:

- (a) a bachelor degree awarded by an Australian university, or an appropriate educational qualification, deemed by the University to be equivalent;
- (b) completion of a higher level qualification;
- (c) completion of an approved professional qualification.

4.3.6 Applicants may also satisfy the University admission requirements by completion of substantial related experience in business, industry or the professions or in the community.

Doctor of Philosophy

4.3.7 Doctor of Philosophy qualifications:

- (a) An applicant for admission to the degree shall have been awarded an appropriate four year degree of Bachelor with first or upper second class Honours from the University of New South Wales or a completed Masters by Research including a substantial research

component from the University of New South Wales or a qualification at a level from another tertiary institution considered equivalent by the Faculty Research Committee or Higher Degree Committee (HDC).

- (b) In exceptional cases, an applicant who the HDC considers holds academic and professional qualifications equivalent to the required qualifications may be permitted to enrol in the degree.
- (c) If the HDC is not satisfied with the qualifications submitted by an applicant the HDC may require the applicant to undergo such assessment or carry out such work as the HDC may prescribe, before permitting enrolment as a candidate in the degree.

Masters by Research

4.3.8 Masters by Research qualifications:

- (a) A candidate for the degree shall have been awarded an appropriate four year degree of Bachelor with honours from the University of New South Wales or a qualification at a level from another tertiary institution considered equivalent by the Faculty Research Committee or Higher Degree Committee (HDC)
- (b) In exceptional cases, an applicant who the HDC considers holds academic and professional qualifications equivalent to the required qualifications may be permitted to enrol in the degree.
- (c) If the HDC is not satisfied with the qualifications submitted by an applicant the HDC may require the applicant to undergo such assessment or carry out such work as the HDC may prescribe, before permitting enrolment as a candidate in the degree.
- (d) Candidates must also satisfy any additional eligibility requirements specified by faculties for a given Masters by Research Program.

Master of Philosophy

4.3.9 Master of Philosophy qualifications:

- (a) A candidate for the degree shall have been awarded an appropriate Bachelor degree in the relevant discipline from the University of New South Wales at a level specified by the Faculty Research Committee or Higher Degree Committee (HDC) or a qualification considered equivalent by the Committee from another tertiary institution.
- (b) In exceptional cases an applicant who submits evidence of such other academic and professional qualifications approved by the HDC may be permitted to enrol in the degree.
- (c) If the HDC is not satisfied with the qualifications submitted by an applicant the HDC may require the applicant to undergo such assessment or carry out such work as the HDC may prescribe, before permitting enrolment as a candidate in the degree.

4.4 Program Specific Additional Selection Criteria

4.4.1 In addition to the minimum academic requirements for admission stated in this policy, programs within the University may specify other selection criteria which applicants are required to meet in order to demonstrate their capacity for success in the program. These may include, but are not limited to audition, interview or completion of a questionnaire.

4.4.2 Requirements for additional selection criteria are established individually for each program by the Faculty.

4.4.3 Additional assessment of communication skills may be recommended for a program which is linguistically demanding.

4.5 Access and Equity

Only for Coursework Programs and subject to the requirements in section 4.3, the University:

4.5.1 will provide access to education to the broadest range of people possible and actively expand the opportunities of applicants from selected targeted groups who are under-represented in the student population; and

4.5.2 will develop specific schemes, procedures and guidelines to facilitate the access of applicants from those groups; and

4.5.3 may establish targets for the entry of particular categories of applicant, and may create programs or mechanisms to increase the number of students that are members of those groups.

4.6 International Students

International students shall be admitted to all programs and Non-award study in accordance with Commonwealth legislation.

4.7 External Requirements

Where industry associations and professional bodies have standards and requirements for graduates, these shall be clearly communicated to all applicants wherever possible prior to the admission cycle. These might include, for example, criminal record checks.

4.8 Offers and Deferral

The University reserves the right to withdraw an offer or cancel the enrolment of a person where an offer is made in error or is made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or certifying authority. Fees paid may be forfeited.

Undergraduate and Postgraduate Coursework Programs

4.9.1 Offers of admission shall be made only by the Registrar or nominee, Manager, Student Administration at UNSW@ADFA or by UAC acting on behalf of the University and made in writing according to the Admission of Coursework Procedures.

4.9.2 Where deferral in a program is permitted, the standard deferral period including extension of deferral will apply.

Higher Degree Research Programs

4.9.3 Offers of admission shall be made only by the Dean of Graduate Research or nominee. A verbal communication, informal email or other informal indication regarding eligibility for an offer is not a formal offer and is not binding.

4.9.5 All offers of admission to a PhD are subject to Confirmation within the first 12 months of candidature.

4.9 Coursework Programs: Advanced Standing, Credit Transfer or Recognition of Prior Learning

A student who has passed courses in other faculties or tertiary institutions or who has other qualifications or relevant professional or other experience may be granted such status in those courses or exemption from the relevant program or course requirements as the University may determine, provided that the applicant produces sufficient evidence of their status to satisfy the University. Some programs or courses may require a higher than pass level for exemptions to be granted.

4.10 Non-Award Enrolment

4.11.1 Subject to meeting the Minimum Academic Requirements for Admission (4.3) a person who wishes to complete single courses offered by the University without undertaking an award may apply for admission as a non-award student. Non-award categories include voluntary non-award, cross-institutional, study abroad and exchange.

4.11.2 The University reserves the right to vary the list of courses available for non-award study.

4.11 Right of Appeal

An applicant not selected for a Coursework or Higher Degree Research Program may have the right of appeal subject to satisfying specified University conditions.

4.12 Saving Clause

4.13.1 Where the University considers an applicant to be unsuitable for a place in a particular course or program or for attendance at the University in general, it reserves the right to:

- (a) exclude the applicant from admission;
- (b) prohibit enrolment or transfer into a particular course or program.

4.13.2 Notwithstanding anything to the contrary contained in this policy, the University reserves the right to vary its policies and procedures at any time.

5. Legal & Policy Framework

Relevant legislation includes:

- 5.1 Higher Education Support Act 2003 (Cth)
 - 5.2 Education Services for Overseas Students (ESOS) Act 2000 (Cth)
 - 5.3 Privacy and Personal Information Protection Act 1989 (NSW)
 - 5.4 Disability Discrimination Act 1992 (Cth)
- And
- 5.5 Disability Standards for Education (2005)

6. Implementation

This Admissions Policy is implemented by procedures detailed in the:

- Admission to Coursework Programs Procedures, and the
- Admission to Higher Degree Research Programs Procedures.

6.1 Roles & Responsibilities

6.1.1 Responsibilities of the University

The Deputy Vice-Chancellor (Academic) and Deputy Vice-Chancellor (Research) are responsible for ensuring that:

- (a) information about programs, entry requirements and application procedures are accurate and communicated to applicants in a timely fashion;
- (b) admission processes are explicit, fair, transparent, inclusive and consistent across the University;
- (c) the quality of admission services are maintained at a high-level and that the University engages in activities which continually improve the delivery of those services.

6.1.2 Responsibilities of the applicant

Applicants are responsible for ensuring that:

- (a) the information provided in their application is accurate;
- (b) they adhere to any conditions the University stipulates.

6.2 Support and Advice

Support and advice in relation to this policy is available from Student Management, the Graduate Research School and Student Administration at UNSW@ADFA.

7. Review

This policy is due for review three years from its date of effect.

8. Acknowledgements

Admissions policies and procedures from a range of Australian universities were reviewed and related policy documents from the following universities are gratefully acknowledged:

Australian Catholic University	University of Adelaide
Curtin University of Technology	University of Canberra
Macquarie University	University of South Australia
Monash University	University of Sydney
Queensland University of Technology	University of Technology Sydney
Royal Melbourne Institute of Technology	University of Western Sydney

Appendix A:

- Admission to Coursework Programs definitions: [Appendix A in the Admission to Coursework Programs Procedure](#)
- Admission to Higher Degree Research Programs definitions: [Appendix A in the Admission to Higher Degree Research Programs Procedure](#)

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