



<b>Policy Hierarchy link</b>	Admissions Policy		
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## 1. Purpose and Scope

These Procedures apply to admission to all undergraduate and postgraduate coursework programs, undergraduate honours programs and to non-award courses, whether by application through UAC or directly to UNSW or UNSW@ADFA. They apply to both Commonwealth-supported places and fee-paying places in any such program or course.

## 2. Definitions

[Appendix A](#)

## 3. General

### 3.1 Administration of Admission Processes

3.1.1 To ensure equity and transparency, the processes involved in the admission of students to coursework programs are managed centrally. Specifically, approval of the admission of a student to a coursework program of study is the responsibility of the Registrar or the Manager, Student Administration, UNSW@ADFA.

Management of the admission of a student to a coursework program of study is the responsibility of the Director, Student Management or the Manager, Student Administration, UNSW@ADFA.

3.1.2 Offers of admission to coursework programs may only be made by the Registrar or nominee in accordance with the rules, resolutions, policies and procedures set down by the University

3.1.3 To assist effective class planning before teaching commences the Faculties are responsible for monitoring applications, acceptances and admissions using the resources available. The Admissions Office is responsible for providing reports on direct applications from international applicants and the majority of domestic postgraduate applicants. Institutional Analysis and Reporting is responsible for providing reports on UAC applications.

## 3.2 Application Procedures and Documentation

3.2.1 Application procedures depend on the career level (i.e. undergraduate, postgraduate or non-award) and the residency of student (i.e. domestic or international). Applicants must apply using the designated method and by the due date advised by the University each year.

3.2.2 An application must be accompanied by documentation of all qualifications attempted or completed and proof of completion, where applicable.

3.2.3 Where appropriate, results for studies at Australian universities and TAFE colleges will be accessed by the University or its nominee through the relevant automated results transfer system.

3.2.4 Where documentation is supplied by the applicant, copies of such documentation will be accepted only if they have been properly certified by either the issuing body or those people qualified to certify documents.

3.2.5 Where academic transcripts are presented in a language other than English, they must be accompanied by an English translation. A statement verifying that the translation given is an accurate translation of the transcript from a recognised accredited translator must be included.

3.2.6 Where qualifications have been completed in another name the application must be accompanied by documentation evidencing the change of name.

3.2.7 Refugees and other applicants who cannot provide documentation of previous educational qualifications due to circumstances existing in their home country cannot be considered for admission and must contact the Admissions Office to discuss alternative entry pathways.

## 3.3 Additional Selection Criteria

3.3.1 In addition to the admission requirements stated, 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.

3.3.2 Additional assessment of communication skills may be recommended for courses or programs which are linguistically demanding.

3.3.3 Requirements for additional selection criteria are established individually for each program by the relevant Program Authority.

3.3.4 All program or course proposals must provide information on:  
(a) the advice which will be given to prospective students in accordance with the above resolution; and  
(b) a justification of the additional selection criteria.

3.3.5 The University including all relevant Program Authorities is responsible for ensuring that clear, unambiguous, timely and constructive advice is given to prospective students on the precise nature and extent of the additional selection criteria.

### **3.4. English Language Proficiency Requirements**

3.4.1 All applicants for award and non-award study must satisfy the University's English language proficiency requirement as determined by the Academic Board.

The Deputy Vice-Chancellor (Academic) approves English language tests or other English qualifications.

For further details of the English language proficiency required at UNSW including English language tests log on to: <http://www.unsw.edu.au/elp>

### **3.5 Other Language Proficiency Requirements**

3.5.1 Language proficiency standards for UNSW courses or programs taught wholly or partly in a foreign language shall be specified for that course or program and clearly identified in published information.

### **3.6 Assumed Knowledge**

3.6.1 There are no formal program prerequisites for admission to UNSW coursework programs.

3.6.2 Where pre-existing disciplinary knowledge on the part of students entering a program or course is assumed, the University is responsible for ensuring that clear, unambiguous, timely and constructive advice is given to prospective students on:

- (a) the precise nature and extent of the pre-existing disciplinary knowledge which is assumed; and
- (b) how students can achieve the level of knowledge required.

3.6.3 Assumed knowledge requirements for school leavers, (domestic and international) will be reviewed annually.

### **3.7 Offers, Acceptance and Enrolment**

3.7.1 Offers of admission shall be made only in writing by the Registrar, or by his/her nominee or by UAC acting on behalf of the University, or by the Manager, Student Administration, UNSW@ADFA (UNSW@ADFA programs)

3.7.2 An oral indication regarding eligibility for an offer is not a formal offer and is not binding.

3.7.3 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.

3.7.4 The University reserves the right to withdraw an offer if there are insufficient enrolments to make the program or course viable.

3.7.5 The University shall not inform applicants of an offer made through UAC before the scheduled date of release for UAC offers unless for approved media purposes.

3.7.6 Offers of admission shall specify the program and/or specialisation (where applicable), funding status (Commonwealth-supported or fee paying), attendance mode and attendance type. Offers may be conditional upon the provision of proof of completion of admission requirements or other factors detailed in the letter of offer.

3.7.7 If a student fails to accept by the date specified in the offer information the offer of admission may be withdrawn.

3.7.8 If a student accepts an offer, but fails to enrol for the teaching period by the date specified in the offer information the enrolment lapses and the offer of admission is withdrawn unless an application to defer commencement of study has been submitted and approved.

3.7.9 The University may refuse admission to a qualified applicant if:

- (a) the limit on available places is exceeded; or
- (b) there are not appropriate and sufficient personnel, resources or number of students to enable the program to be offered; or
- (c) there are other restrictions or limitations applying to the program.

### Multiple Enrolment

3.7.10 No student shall be permitted to enrol in a degree, diploma or certificate program at the same time as he/she is enrolled for any other degree, diploma or certificate in the University or at any other post secondary tertiary institution, except with the approval of the Faculty or Faculties concerned.

3.7.11 The Registrar may suspend from enrolment any student who is found to be enrolled, without approval, in more than one degree, diploma or certificate program.

### Inaccurate Information

3.7.12 If results or other information are subsequently found to be inaccurate, through no fault of the applicant, the University will act as follows:

- (a) Applicant's entry rank is higher than that originally awarded:  
The University will endeavour to admit the applicant to the degree program (for which the applicant had expressed a preference) to which the correct entry score or rank would have earned admission, provided that the errors identified and the student is able to commence that degree program no later than the end of the second week of semester.
- (b) Applicant's entry rank is lower than that originally awarded:  
The University reserves the right to withdraw an offer at any time within the first two weeks of the semester for which an offer was made and accepted. If an offer is withdrawn, the University will only consider the applicant for a place in a program for which the applicant is qualified, provided that a place is still available in that program and the deadline for enrolments has not passed. The student must be able to commence that program no later than the end of the second week of semester.

### 3.8 Deferment

3.8.1 The Registrar or nominee, or the Manager, Student Administration, UNSW@ADFA approves deferral of commencement of enrolment in a coursework program from one admission period to another.

3.8.2 Where deferment in a program is permitted, the standard deferment period will normally be up to one year. Applicants may then apply to extend their deferment for up to a maximum of one year.

3.8.3 An applicant who has reached the maximum deferment period of two years may apply to extend their deferment if there are extenuating circumstances.

3.8.4 Applicants must apply for deferment using the method and by the due date advised by the University each year.

3.8.5 Applicants will receive confirmation of their deferred place.

3.8.6 If the deferment period lapses, the applicant will be required to reapply for admission and to compete for a place at the appropriate time. If the applicant wishes to be considered for a place in a different program, re-application in accordance with standard admission application practices will be required.

3.8.7 An applicant whose application to defer has been approved will be guaranteed a place in the coursework award program for which the original offer was made in the following semester/academic year, provided that the program is available to commencing students in that semester/year.

3.8.8 Deferred offers for undergraduate study will lapse if the applicant completes or partially another program of study at Certificate IV Level or above during the deferment period.

3.8.9 A student who is granted deferment will be liable for any tuition fees applicable in the year of enrolment.

3.8.10 Subject to providing timely notification to applicants, that is prior to any offer made, Faculties may elect not to grant deferment in any program in any admission cycle.

3.8.11 For programs offered at ADFA@UNSW, deferment may be conditional upon success in medical and psychological testing. In addition any deferment of the commencement of service entry must be approved by the Department of Defence.

### 3.9 Age Requirement

3.9.1 Some entry qualifications require an applicant to be of a certain age before UNSW will consider that qualification for admission.

3.9.2 Student visa holders in accordance with the ESOS Act who are under the age of 18 must:

- (a) have their acceptance of offer approved and endorsed by their parent or legal guardian; and
- (b) must demonstrate that they will reside with a parent, legal guardian or a person nominated by the parent or legal guardian;



or that they have made other accommodation, support and welfare arrangements approved by the University.

3.9.3 Programs which have a compulsory component of practicum or industry experience may have age restrictions imposed by third parties such as employers, health and education authorities so that they can meet their obligations under legislation such as OH&S. UNSW reserves the right to refuse admission to these programs until a minor has reached an age which complies with the restrictions imposed by the third party.

### **3.10 Re-admission**

3.10.1 A student wishing to re-enter a program after a period of absence and returning from an unapproved leave of absence or deferment must apply for re-admission. A student wishing to re-enter a program after having been excluded must also apply for readmission.

3.10.2 Applications for re-admission must be made using the method and by the due date advised by the relevant Admissions Office.

3.10.3 A student who wishes to return to a program after an unapproved leave of absence of up to one year will generally be readmitted with program authority recommendation and final approval by the Director, Student Management. A student who has been absent for more than one year and has 50% or less of their program to complete requirements will generally be readmitted with program authority recommendation and final approval by the Director, Student Management.

3.10.4 A student who is permitted to re-enrol following a period of absence, other than leave of absence or deferment, will be required to satisfy the program requirements which apply at the time of readmission. Depending on the length of absence and on changes to program content and structure during the intervening period, the student will not necessarily retain credit for all units completed prior to the absence. The program co-ordinator may require the student to repeat courses that have been passed previously or to undertake additional courses in order to satisfy the current program requirements.

### **3.11 Suspension or Exclusion from a Higher Education Provider**

3.11.1 Applicants who have been suspended or excluded from UNSW or another higher education provider are not permitted to commence award or non-award study while the suspension or equivalent action remains in force.

3.11.2 UNSW students who are suspended for one year have an automatic right of re-admission to the program in which they were previously enrolled.

3.11.3 Domestic UNSW undergraduate students who have been excluded must apply for re-admission and submit a Special Consideration for Applicants with Tertiary Study (SCATS) application. Applications should include evidence that the factors that contributed to the earlier failure no longer apply and any action taken to demonstrate the students' ability to resume studies.

3.11.4 Domestic Applicants applying for undergraduate study or the Juris Doctor program following suspension or exclusion from another higher education provider must submit a SCATS application explaining the circumstances surrounding the suspension/exclusion. Applicants who have been excluded as a result of unsatisfactory academic performance must also provide evidence of

academic rehabilitation. This includes, but is not limited to successfully completing one semester of university study, or one year of study at AQF Certificate IV level or above subsequent to the exclusion.

## 4. International Admission

### 4.1 General Requirements

4.1.1 International students shall be admitted to coursework programs and to non-award study in accordance with Commonwealth legislation, including transferring programs from other registered providers.

4.1.2 Except for exchange students, international applicants will be considered for entry to the University on a fee-paying basis only. Applicants are liable for the full cost of their tuition and support and must meet all other expenses associated with their education.

4.1.3 International applicants must also satisfy Section 5, Undergraduate Admission and Section 6, Postgraduate Admission where appropriate.

### 4.2 Undergraduate Requirements

4.2.1 To be eligible for entry, applicants must have completed an Australian senior secondary qualification or equivalent overseas senior secondary program, or completed a recognised International Foundation Year study program or an accredited tertiary qualification from a recognised institution in Australia or overseas.

See the UNSW website for entry requirements [<http://www.unsw.edu.au/futureStudents/undergrad/sad/entryreq.html>] and the International Office for recognised overseas qualifications. <http://www.international.unsw.edu.au/future/entry/entryundergrad.html>

4.2.2 International applicants completing an Australian or New Zealand senior secondary qualification, or the International Baccalaureate, must apply through UAC International.

4.2.3 Other international applicants are required to apply for admission directly to the Admissions Office.

4.2.4 Faculties will set the specific entry requirements of a particular program, including minimum senior secondary score requirements. These will be reviewed annually in conjunction with the Admissions Office.

4.2.5 Where assumed knowledge requirements are set for a particular program the requirements will be equivalent to those required from domestic students seeking entry to that program.

4.2.6 Where additional selection criteria are set for a particular program:

- the criteria will be equivalent to those required from domestic students seeking entry to that program;
- in cases where the applicant is unable to satisfy the additional selection criteria for reasons beyond their control the Faculty may assess the applicant on an individual basis.



### **4.3 Postgraduate Coursework Requirements**

4.3.1 International postgraduate coursework applicants are required to apply for admission directly to the Admissions Office or UNSW@ADFA.

### **4.4 Student visa applicants**

4.4.1 To comply with Commonwealth government policy, international applicants who are required to study in Australia on a student visa are required to apply for admission as full-time students, remain full-time students for the duration of their academic programs and complete their programs within the expected duration as specified on the student's Confirmation of Enrolment (CoE).

4.4.2 International students who are not able to complete their program within the standard duration may have to apply to the Department of Immigration and Citizenship (DIAC) for a visa extension. DIAC makes the final decision on the granting of all visas, and the University cannot guarantee that such an extension will always be granted.

4.4.3 All applicants who require a student visa to study must meet DIAC's student visa security conditions and requirements for each country of origin, which may vary from the University's admission requirements

### **4.5 Study visas and minimum English Language Proficiency**

4.5.1 Minimum English language proficiency levels required by the DIAC for the issuing of visas for study in Australia may vary from those required by the University for eligibility as an applicant.

### **4.6 Gaining permanent resident status**

4.6.1 If an international undergraduate student gains Australian Permanent Resident status:

- (a) It is the student's responsibility to inform UNSW immediately upon receiving notification of their Australian Permanent Resident status
- (b) after gaining admission but before the final closing date for domestic UAC applications in any semester, the student's offer will be withdrawn and the student will be advised to submit a UAC application. The student will be considered for admission to a Commonwealth Supported Place (CSP).
- (c) after gaining admission and after the final closing date for domestic UAC applications but before the census date in any semester, the student will be assessed for CSP eligibility. If the student meets the most recent CSP cut-off and there are CSP places in the program they will automatically gain admission as a CSP student. If, however, the student does not meet the criteria for a CSP in their preferred Program or there are no CSP places in that program then they may be offered a CSP in another program for which they are eligible for admission, or to a domestic fee place in their preferred program.
- (d) after gaining admission but after the census date in any semester, the student will remain liable for fees at the international student

fee rate for that semester and, subject to places being available, will be transferred to a domestic fee-paying place or if eligible, a CSP from the following semester subject to the availability of places.

- 4.6.2 If an international postgraduate coursework student gains Australian Permanent Resident status:
- (a) after gaining admission but before the census date in any semester, provided places are available, the student's fee liability status will be changed to domestic fee-paying or CSP, if applicable and subject to the availability of places.
  - (b) after gaining admission but after the census date in any semester, the student will remain liable for fees at the international student fee rate for that semester and, subject to places being available, will be awarded domestic fee-paying status from the following semester.

## 4.7 Offers

4.7.1 International applicants who have received a letter of offer for a particular intake, but who are not permitted to enrol due to the application of a quota, will be offered a place in the next available intake.

4.7.2 A conditional offer may be given to applicants on the basis of expected academic and English proficiency requirements. Only applicants who provide evidence of meeting any prescribed conditions can be admitted to the University.

4.7.3 A packaged offer may be given to applicants who have the academic qualifications required for entry, but who do not currently meet UNSW English proficiency requirements. Packaged offer arrangements are only applicable for English courses studied at the UNSW Institute of Languages, and are subject to acceptance by the Institute of Language (IOL). Currently the only IOL Academic English program that meets UNSW English proficiency requirements is the University English Entry Course (UEEC).

## 4.8 Quotas and cut-off ranks

4.8.1 The Deputy Vice-Chancellor (Academic) may impose an upper limit on the number of international students admitted to any academic program.

4.8.2 As a guide for international applicants, the year of admission minimum entry admission rank cut-off for each undergraduate program is included in the University's annual Undergraduate International Student Guide. This cut-off may be either:

- (a) a pre-determined cut-off nominated by the Faculty or School as the minimum level of academic achievement required for students to succeed in the program; or
- (b) a cut-off set on the basis of the previous year's cut-off rank for domestic applicants for the program.

4.8.3 Predetermined international cut-offs may be altered in accordance with domestic cut-offs, subject to confirmation by the relevant Faculty or School.

## 5. Undergraduate Admission

### 5.1 General University Requirements

5.1.1. All applicants must satisfy the general University admission requirements, program specific requirements and English language proficiency requirements

5.1.2. Applicants for admission to an undergraduate degree 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 studies.

See the UNSW website for entry requirements [<http://www.unsw.edu.au/futureStudents/undergrad/sad/entryreq.html>] and the International Office for recognised overseas qualifications. <http://www.international.unsw.edu.au/future/entry/entryundergrad.html>.

5.1.3 The Deputy Vice-Chancellor (Academic) may approve qualifications accepted for entry to programs across the University, following consultation with faculties.

### 5.2 Alternative Entry Qualifications

5.2.1 Applicants applying for undergraduate programs who do not have an ATAR, or equivalent interstate or overseas qualification that satisfies the University's general admission requirements are eligible to apply for admission on the basis of alternative entry qualifications.

5.2.2 The current alternative pathways through which a student may be admitted to UNSW include:

- UNSW University Preparation Program (UPP) - domestic students only
- UNSW Foundation Year
- Foundation Year from a Go8 Australian University
- Limited ATAR
- TAFE Certificate in Tertiary Preparation (TPC)
- Other Preparation Programs for Tertiary Entrance

Detailed information is available from <http://www.unsw.edu.au/futureStudents/undergrad/sad/altenry.html>

5.2.3 The University may impose minimum age requirements.

5.2.4 The University may impose time limits on the validity of alternative entry qualifications.

5.2.5 The alternative entry qualifications are recognised for entry to most undergraduate programs, with the exception of such programs as may be determined by the University from time to time.

5.2.6. Applicants must meet all other additional selection criteria and compete for a place on academic merit

5.2.7. To be eligible to apply for an undergraduate program on the basis of alternative entry qualifications candidates must:

- (a) fulfil the alternative qualification requirements; and
- (b) not normally have a ATAR or equivalent interstate or overseas qualification that satisfies the University's general admission requirement; and
- (c) not have enrolled for at least two full-time semesters (or part-time equivalent) of study in a Bachelor's degree or higher level qualification, or not have completed an accredited Diploma or Advanced Diploma at a recognised post-secondary or tertiary institution.

### **5.3 UNSW Entry Schemes**

5.3.1 The University also offers a number of Entry Schemes which provide for consideration of additional or alternative factors in assessing applicants and their potential for success in university study. Details of UNSW Entry Schemes are found in [Appendix B](#).

### **5.4 Admission Standards**

5.4.1 The minimum eligibility score for applicants to undergraduate degrees (both domestic and international) is the Australian Tertiary Admission Rank (ATAR) of 70.00.

5.4.2 Satisfying the minimum ATAR does not guarantee admission.

5.4.3 Students applying through UNSW Entry Schemes may be considered for admission below the minimum eligibility score.

5.4.4 Entry levels for domestic and international students covered by formal articulation arrangements are determined at the time of approving the arrangement, and are designed to achieve comparability of admission standards across the various student cohorts admitted to the program.

5.4.5 The educational qualifications of those applying directly to UNSW and not covered by an approved articulation agreement are assessed for equivalence by the Admissions Office using appropriate recognised resources.

5.4.6 International applicants who are covered by an approved articulation agreement must meet the admission rank cut-off approved by the University as part of that agreement.

5.4.7 International applicants who are not covered by an approved articulation agreement must achieve an equivalent admission rank not less than the level set by the University.

5.4.8 For admission to concurrent programs, admission is determined at the higher entry requirement of the two programs.

5.4.9 To gain entry to an undergraduate program applicants must obtain an entry score or rank equal to or above the cut-off for the quota in that program in that offer round or admission period.

## **5.5 Assessment of Australian and New Zealand Secondary and Tertiary Studies**

5.5.1 Applications for admission from current school leavers are made via UAC and assessed on the basis of performance in the final years of secondary schooling as indicated by an ATAR score, or interstate equivalent.

5.5.2 Applicants, (domestic and international) who have completed the New Zealand NCEA Level 3, and who have fulfilled the university entrance requirements as set out by the New Zealand Qualifications Authority (NZQA), are assessed on the basis of an Interstate Transfer Index (ITI). The ITI is calculated by the NZQA and provided to UAC.

5.5.3 Applicants completing the International Baccalaureate are assessed on the basis of their IB Diploma or Bilingual Diploma results. For applicants applying through UAC the aggregate score from the Diploma, including bonus points and penalty points is converted by UAC to a UAC rank (combined rank).

5.5.4 Applicants who have completed more than one senior secondary qualification, eg the IB and the NSW HSC will be assigned a separate rank for each qualification. If both qualifications are completed in the same year, selection will be based on the higher rank. If they are completed in different academic years, the most recent qualification will be used for selection.

5.5.5 Applicants with no assessable secondary qualifications are assessed on the basis of their post-secondary/tertiary studies.

5.5.6 Incomplete certificate IV and Diploma qualifications and university studies of less than 0.75FTE are not considered for admission purposes.

## **5.6 Assessment of Overseas Qualifications**

5.6.1 Academic senior secondary and tertiary qualifications must be used for admission, not technical or vocationally-oriented qualifications.

5.6.2 For those countries whose senior secondary qualifications are not recognised, results from a period of enrolment of one full-time year or more in a degree program at a recognised institution can normally be considered.

## **5.7 Assessment of Foundation Year Programs**

5.7.1 Applicants may satisfy the University's general admission requirement by completion of a Foundation Year offered by UNSW or another Go8 university.

5.7.2 The University will accept recognised Foundation Year Program qualifications from both international and domestic students.

5.7.3 The University may impose time limits on the validity of Foundation Year qualifications.

5.7.4 The Foundation Year qualifications are recognised for entry to most undergraduate programs, with the exception of such programs as may be determined by Faculties/Academic Board from time to time.

5.7.5 Applicants must meet all other additional selection criteria and compete for a place on academic merit.

## 5.8 Program Quotas

5.8.1 Each year the Deputy Vice-Chancellor (Academic), after consultation with the Faculty Deans, will determine the quota of places available for each undergraduate program offered by a Faculty.

5.8.2 In order to group and rank applicants with different types of qualifications, the Deputy Vice-Chancellor (Academic) may determine sub-quotas.

5.8.3 In certain circumstances a mid-year admission quota may also be established.

5.8.4 Faculties may set quotas for enrolments in individual programs, and shall determine and publish the selection criteria for the filling of those quotas.

5.8.5 Offers may be made only within the parameters of such approval and specific approval of the Deputy Vice-Chancellor (Academic) must be obtained for any variation from such parameters.

## 5.9 Program Selection

5.9.1 Applicants will normally be selected to receive an offer, in descending order of merit, until either:

- (a) the limit of available places in the program is reached (for example program quota), or
  - (b) (where applicable) the prescribed University minimum admission rank (eligibility score) is reached
- whichever occurs first.

5.9.2 For some programs, an additional rule may exist to ensure that applicants from articulating programs which guarantee entry are selected.

## 6. Honours Admission

### Additional Honours Year

6.1 The Registrar or nominee, or the Manager, Student Administration, UNSW@ADFA approves admission to an honours program additional to the duration of a pass degree.

6.2 Applications are lodged directly with the University and the Admissions Office is responsible for coordinating procedures and processing offers.

6.3 The University may regard an application eligible for admission to a one-year fulltime (or equivalent) Bachelor Honours program if:

- a) the applicant has a suitable academic record;
- b) normally applicants will have qualified at the University or at another recognised higher education provider for the program of a relevant pass bachelor degree, in which the advanced level of units in a relevant field of study were completed at an average of Credit grade or better;
- c) the lapse of time since an applicant qualified for the program of the previous degree is deemed appropriate; and



- d) the applicant has no prior record of failing to qualify for an honours program in the same academic discipline.
- e) the University has available a suitable supervisor or supervisors for the applicant, and the University has the capacity to resource the research and there is agreement between the applicant and nominated supervisor(s) on a suitable research topic.

6.4 Students admitted to a one-year Bachelor Honours program may be eligible for credit for all courses completed if, during their studies for the Pass degree, they have satisfied the prerequisites for entry to the Honours level program or completed an equivalent program of study.

#### **Four Year Honours Program**

6.5 Applicants for admission to a four-year fulltime (or equivalent) concurrent program leading to a Bachelor Honours degree must meet the approved entry level for admission, as for other undergraduate applicants to UNSW. In addition, they must maintain an approved grade average during the program to be allowed to continue on to the fourth-year Honours program.

#### **Integrated Honours**

6.6 The requirements listed above do not apply to undergraduate programs which offer a program "with honours" or "with distinction" on the basis of meritorious results in one or more specific courses.

6.7 The University may also prescribe other conditions for admission to specified honours programs.

## **7. Postgraduate Coursework**

### **7.1 General Requirements**

7.1.1 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 a recognised educational qualification, deemed by the University to be equivalent;
- (b) completion of a higher level qualification;
- (c) professional qualifications or prior learning deemed by the University to be equivalent.

7.1.2. The normal entry requirement for a Master's program is a Pass degree or a postgraduate diploma or a professional qualification recognised as being equivalent to a Pass degree. Other qualifications or experience which demonstrates that a candidate possesses appropriate knowledge and skills at Pass degree standard may be acceptable.

7.1.3 The normal entry requirement for a Postgraduate Diploma is a degree or other qualification at equivalent level. A lower level qualification together with appropriate experience or, exceptionally, substantial related experience alone, may be acceptable.

7.1.4 The normal entry requirement for a Postgraduate Certificate is a degree or a recognised degree equivalent qualification. A degree equivalent qualification should be based on the minimum of three years' full-time study at undergraduate level or its part-time equivalent. Some faculties allow entry in to the Graduate Certificate based on significant and relevant professional experience or other knowledge or skills, that is, Recognition of Prior Learning.

7.1.5 Results from graduate certificates (whether complete or incomplete) and incomplete postgraduate research degrees may be considered for admission purposes and may be taken into account for advanced standing or credit transfer.

7.1.6 Applicants to a Masters degree by coursework who do not meet the criteria for admission may be admitted to a related Graduate Certificate or Graduate Diploma program.

7.1.7 Students who have completed the requirements for a related Graduate Certificate or Graduate Diploma must graduate with the award. If they wish to do so, they may then seek admission to the related Masters by coursework.

## **7.2 Selection and Entry**

7.2.1 Specific entry requirements for coursework postgraduate programs are set at the time of individual program approval.

7.2.2 Selection is based on academic merit. Faculties will determine appropriate methods for assessing applicants' comparative academic merit.

7.2.3 The recognition of prior learning process allows admission on the basis of learning acquired through means other than formal study.

## **8. Non-award Study**

### **8.1 General**

8.1.1 Subject to meeting the University Admissions Requirements 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.

### **8.2 Auditing Courses**

8.2.1. Subject to a place being available, a Program Authority may authorise a student, (domestic or international) to audit one or more courses, i.e. attend lectures only but not participate in tutorials or assessment.

8.2.2. To be eligible to audit, the student must obtain written approval from the Program authority and lodge a completed Non Award application with the Admissions Office within the prescribed dates.

8.2.3 The University may impose a limit on the number of courses which can be audited.

### **8.3 Voluntary or Cross-Institutional Non-Award Study**

8.3.1 Non-award enrolment in a course, taken either voluntarily or cross-institutionally), may be permitted provided that the student has appropriate educational qualifications, satisfies the University's English language proficiency requirement and any pre and/or co requisites the course may have and in each case the Program Authority considers that the student will benefit from the enrolment.

8.3.2 The enrolment of a student on a voluntary or cross-institutional basis must be on the provision that sufficient places are available in the course and

that the enrolment does not prevent a place in the course being available to a student in a UNSW award program.

8.3.3 In general, a non award student will not be permitted to enrol in more than 24 units of credit in any one academic year.

8.3.4 The number and type of courses made available for non-award study is at the sole discretion of the Head of School or his or her nominee.

8.3.5 As a general rule the University prohibits non-award enrolment in first year undergraduate courses.

8.3.6 A student who is under exclusion from any program in the University may not enrol in a course on a non-award voluntary basis.

8.3.7 Applications for non-award cross-institutional study must be accompanied by documented approval that the UNSW courses will be accepted for credited to the student's award program at their home institution.

8.3.8 Non-award cross-institutional students receive normal instruction, assessment and examination results and must comply with all relevant University policies, rules and procedures and pay all relevant fees.

8.3.9 A student who is subsequently admitted to an award program at the University, for which the courses completed as a non-award student form a part, may apply for credit for those courses.

## 8.4 Student Exchange

8.4.1 Students who are admitted to UNSW under student exchange agreements must apply for entry to Australia in the same manner as full-fee paying international students. Applications from international students for exchange programs are subject to the selection criteria pertaining to their own institution which have been agreed in the original exchange contract.

8.4.2 Programs of study must be 24 units of credit per semester.

8.4.3 Exchange students receive normal instruction, assessment and examination results and must comply with all relevant University policies, rules and procedures and pay all relevant fees.

8.4.4 The University and Faculties reserve the right to limit the courses available to Exchange students.

8.4.5 The admission of exchange students is coordinated by the International Exchange Office. Direct applications to the University are not accepted from exchange students.

## 8.5 Study Abroad

8.5.1 Students who are admitted to UNSW under Study Abroad arrangements must apply for entry to Australia in the same manner as full-fee paying international students.

8.5.2 Applicants for admission to a Study Abroad program must:

- (a) have completed at least 2 years of full-time post-secondary study at an accredited degree granting institution of higher education prior to enrolment at UNSW; and

- (b) satisfy the University's minimum academic requirements; and
- (c) satisfy the University's English language proficiency requirement; and
- (d) be accepted by, and fulfil any additional requirements that may be specified by, the individual Faculty in which they wish to study.

8.5.3 The enrolment per semester is 24 units of credit.

8.5.4 Study Abroad students receive normal instruction, assessment and examination results and must comply with all relevant University policies, rules and procedures and pay all relevant fees.

8.5.5 The enrolment of a Study Abroad student must be on the provision that sufficient places are available in the course and that the enrolment does not prevent a place in the course being available to a student in a UNSW award program.

8.5.6 The University and individual Faculties reserve the right to limit the courses available to Study Abroad students.

## **9. Advanced Standing, Credit Transfer and Recognition of Prior Learning**

### **9.1 General**

Definitions of these terms can be found in Appendix A - Definitions

9.1.1 Faculty Standing Committees are responsible for establishing, within University Admission requirements, faculty procedures for advanced standing and credit transfer.

9.1.2 The Registrar or nominee, or the Manager, Student Administration, UNSW@ADFA approves advanced standing, credit transfer, and exemptions from coursework students.

9.1.3 Australia's Group of Eight (Go8) universities have arranged a credit transfer agreement that will improve mobility between universities. This agreement is based on an acceptance that the assessment regimes at all Go8 universities are comparable and transferable, and formally recognises credits earned, and facilitates the transfer of these credits between institutions. Full details of the Agreement can be found at <http://www.go8.edu.au/>.

### **9.2 Credit Transfer and Advanced Standing – Undergraduate Programs**

The following applies to credit granted for prior study in undergraduate programs.

9.2.1 Any credit granted must be consistent with the rules governing progression within the program which are operative at the time the application is determined.

9.2.2 Students who transfer from another program shall not in general be granted standing which is superior to what they had in the program from which they are transferring.

9.2.3 Students who are admitted to the University after completing or partly completing the requirements of another degree or award of another tertiary institution must complete a program of study deemed to be no less than that required of students in full-time attendance in the final year of the program concerned.

9.2.4 Where rules permit, students who have been awarded the degree of bachelor at pass level may be permitted to enrol for the award of the degree at honours level with credit for all subjects completed if, during their studies for the pass degree, they have satisfied the prerequisites for entry to the honours level as determined by the Schools concerned or the equivalent of those prerequisites.

### **9.3 Advanced Standing, Credit Transfer, and Articulation - Postgraduate Coursework**

The following applies to credit granted for prior study in postgraduate programs.

9.3.1 A postgraduate coursework student may be granted credit by the Program Authority. The credit granted must be consistent with the information detailed below. Any credit granted must also be consistent with the rules governing progression within the program as determined by the relevant Faculty.

9.3.2 At least 50% of the program requirements must be completed at UNSW for the award of a UNSW postgraduate coursework degree or diploma. Credit Transfer to a maximum of 50% of UNSW program requirements may be granted for completed or partially completed postgraduate awards from UNSW or from another institution. When considering the granting of credit on the basis of previous postgraduate study at another institution, the Program Authority must take into account the quality of the institution and the quality, level and content of postgraduate courses previously undertaken. A Faculty Standing Committee may, for a particular program, determine the maximum credit transfer at less than 50% of program requirements.

9.3.3 A postgraduate coursework certificate student enrolling in a program that requires a total of 24 or more units of credit may be granted credit to a maximum of 50% of program requirements. No credit will be granted where program requirements are less than 24 units of credit.

9.3.4 Some postgraduate programs include preliminary courses similar in content to undergraduate courses, and provide exemption from these courses for students with the appropriate undergraduate background. In such programs, a postgraduate coursework student may be granted credit on the basis of a completed undergraduate degree but must complete a program of study equivalent to one year of full-time study or 48 units of credit.

The following applies to credit granted in postgraduate articulated programs.

9.3.5 A postgraduate coursework student admitted to a UNSW program which forms part of an approved sequence of articulated programs [usually an articulated sequence consists of a Graduate Certificate, Graduate Diploma and Masters degree in the same area of study] is eligible for credit based on Guidelines above at the time of initial enrolment in a program in the articulated sequence.

9.3.6 A postgraduate coursework student enrolled in an articulated program may progress from Graduate Certificate to Graduate Diploma to Masters level with full credit for courses completed in earlier programs in the sequence.

9.3.7 A Faculty Standing Committee may stipulate a minimum performance level (eg credit average) in early Programs in the articulated sequence before progression to the next highest program in the sequence. Students not meeting this performance level would exit the sequence and be awarded the Graduate Certificate or Diploma for which they have completed requirements, and would apply for entry into the higher program..

9.3.8 A Faculty Standing Committee may determine that progression through an articulated program sequence must be undertaken within a specified time period.

#### **9.4 Recognition of Prior Learning**

9.4.1 The recognition of prior learning means applicants are admitted on the basis of learning acquired through means other than formal study.

### **10. Program Transfers**

10.1 Non-UNSW undergraduate students may apply for entry to UNSW through the appropriate avenue as outlined in these Procedures.

10.2 Students enrolled in a UNSW undergraduate or postgraduate program are able to apply to transfer to another undergraduate or postgraduate program via Internal Transfer. In most cases current undergraduate students will not have to apply through the Universities Admissions Centre (UAC) to transfer to another UNSW program.

Internal Transfer is free of charge, is available for many programs and in some cases may be available for mid year.

A range of internal transfer options is available, including:

- Transfer from one program to another (e.g. BE to BSc);
- Transfer within the same Faculty (e.g. BE in Computer Engineering to BE in Chemical Engineering);
- Transfer between single degree and concurrent or double degree programs.

Further information is available at:

[https://my.unsw.edu.au/student/academiclife/program\\_transfer/InternalProgramTransfer.html](https://my.unsw.edu.au/student/academiclife/program_transfer/InternalProgramTransfer.html)

### **11. Fees other than for Tuition**

#### **11.1 General**

11.1.1 Students who make application for admission to UNSW may be required to pay an application fee. The fee is for the service of processing applications which includes the assessment of qualifications, generation of documents and correspondence and related record keeping.

11.1.2 The Application Fee is due upon the application being submitted and it results in the processing of the application. UNSW@ADFA applications are exempt from an application fee except in the case of a late application.

#### **Payment**



11.1.3 The candidate may pay the Application Fee by credit card, bank cheque, bank draft, or by money order. Only Australian personal cheques will be accepted. Cheques must be made payable to UNSW.

11.1.4 Payments to UAC will be made in accordance with UAC's requirements.

### **Application categories where the fee is levied**

11.1.5 From time to time UNSW may waive the application fee for direct applications. This must be done with the approval of the Registrar.

## **11.2 Setting of Fees**

11.2.1 The University reserves the right to vary application fees.

## **11.3 Fee Exemptions**

11.3.1 The following categories of applicants are exempt from the Application Fee:

- (a) Study Abroad;
- (b) Students applying for admission to UNSW on the basis of a UNSW Foundation Studies qualification.
- (c) sponsored students
- (d) direct applicants for a CSP only postgraduate program
- (e) at the discretion of the university, those attending a recruitment event attended by UNSW staff may have the application fee waived.

11.3.2 Students who hold a current offer and have paid the Application Fee will not be charged again for submitting a new application.

## **11.4 Offers and Fees (Applications directly to UNSW)**

11.4.1 An additional Application Fee is due when a candidate makes an application subsequent to receiving a rejection letter on a prior application because the student was deemed not to qualify for the program or programs listed on the prior application.

### **Where an offer is postponed or withdrawn by the University**

11.4.2 Where the University postpones or withdraws an offer due to a program quota filling or a program being terminated, no additional Application Fee will be charged should the candidate make an application to another program.

11.4.3 In this circumstance the candidate will be eligible for a full refund of the Application Fee if they decide to neither accept a postponed study option nor to pursue another program at the University.

### **Where an offer lapses**

11.4.4 Where a candidate makes an application subsequent to allowing an offer to lapse the candidate will need to submit a new application and be reassessed. In this case a new Application Fee is charged.

## 11.5 Refunds

11.5.1 The Application Fee is charged against the service provided in administering the application process and is non-refundable in the event that an offer is not made to an available program. This is also true in the case where the University makes an alternative offer upon having assessed the candidate not admissible to the program or programs listed on the application form.

11.5.2 The Application Fee is not refundable should the candidate refuse an offer.

## 11.6 Additional Selection Criteria Fees

11.6.1 Applicants, (domestic and international) may be liable for fees to cover additional selection criteria.

## 12. Right of Appeal

12.1 An applicant not selected for a coursework program shall have the right of appeal subject to satisfying specified University conditions.

12.2 An applicant not selected for a coursework program shall have the right of appeal provided that the following conditions are met:

- (a) the applicant satisfies all University and program entry requirements;
- (b) the application for admission was lodged on time, in the correct manner, and all relevant documentation was made available to the selection personnel at the time of selection;
- (c) that where applicable, any additional application for special admission (for example ACCESS, SCATS) was lodged on time, in the correct manner, and all relevant documentation was made available to the selection personnel at the time of selection;
- (d) the applicant was not selected due to the improper application of this and other University policies.

12.3 An applicant who wishes to appeal must submit a formal written appeal within 10 working days of receiving notification of their application being unsuccessful. This appeal in the first instance to the Director, Student Management must give reasons for the appeal in accordance with the selection criteria and must be no longer than 500 words.

12.4 The Registrar will notify the applicant of the decision, indicating the reasons for the decision based on the program selection criteria.

## 13. Authorities for Establishing Admission Procedures

13.1 The Council of New South Wales – Delegations of Authority 2009

- (a) The Deputy Vice-Chancellor (Academic) or the Pro Vice-Chancellor (Students) and Registrar approves or varies the Procedures for Admission to Coursework Programs.
- (b) Faculty Standing Committees are responsible for establishing, within University Admission requirements, Faculty Procedures for:
  - (i) admission criteria;
  - (ii) advanced standing;

(iii) credit transfer.

## 14. Acknowledgements

Admissions policies and procedures from a range of Australian universities were reviewed as part of the revision of the UNSW Admissions policy and procedure process. Related documents from the following universities are gratefully acknowledged:

Australian Catholic University  
Curtin University of Technology  
Macquarie University  
Monash University  
Queensland University of Technology  
Royal Melbourne Institute of Technology

University of Adelaide  
University of Canberra  
University of South Australia  
University of Sydney  
University of Technology Sydney  
University of Western Sydney

### Appendices

Appendix A: Definitions  
Appendix B: UNSW Entry Schemes  
Appendix C: History

Archived document

## UNSW PROCEDURE - ADMISSION TO COURSEWORK PROGRAMS

### APPENDIX A: DEFINITIONS

#### Definitions

In these Procedures, the following words and expressions have the meanings listed below:

**ACCESS:** see Educational Access Scheme.

**Admission:** the process by which a prospective student applies for a place in a course or program at UNSW, is considered, selected or rejected.

**Admissions Office:** UNSW UAC Admissions Office, UNSW Direct Admissions Office, Student Administration Services, UNSW@ADFA.

**Advanced Standing:** Advanced Standing at undergraduate level is recognition of prior study at a university or TAFE. At postgraduate level it is recognition of prior postgraduate study in a university.

**Applicant:** a person who has applied to the University or its agent for admission to an award program or a non award course at the University.

**AQF: Australian Qualifications Framework** - the national standard for accrediting non-university postsecondary and tertiary qualifications offered in Australia **OR** a national system for standardising the relativities between TAFE and private education providers' awards and university-level awards **OR** a nationally consistent set of qualifications for all post-secondary education and training in Australia.

**Articulation:** an approved agreement or approved structure which recognises that:

- (a) the completion of requirements in one program contributes to the satisfaction of program requirements of another program;
- (b) admission to the subsequent program may be dependent, and possibly guaranteed, upon satisfactory completion of the prior program at a specified level;
- (c) credit for study completed in one program which is to be recognised for the requirements of a subsequent program must be approved as part of an articulation agreement with an external provider, or as part of UNSW program structure if only UNSW programs are involved.

Articulation can be *internal articulation* or *external articulation*.

**Assumed Knowledge:** the level of knowledge known to facilitate understanding of the study material but which is not a requirement for entry.

**Australian Tertiary Admission Rank (ATAR):** The ATAR is a number that indicates a student's position in relation to their Year 7 cohort, including students who did not complete Year 12.

**ATAR cut-off:** the minimum rank required for selection into a program for the majority of current Year 12 applicants.

**ATSI Admission Scheme:** Aboriginal and Torres Strait Islander Admission Scheme

**Auditing Courses:** means that a student or prospective student attends lectures from an award course for general interest and not for the purpose of completing the requirements of the award. Auditing students do not participate in tutorials or undertake assessment.

**Award Program:** an integrated collection of academic courses leading to an accredited higher education award of the University. This may include undergraduate and postgraduate programs.

**CoE:** Confirmation of Enrolment (COE) provides evidence of an international student's enrolment with the University. This evidence is required before the Department of Immigration and Citizenship will issue an e-COE.

**Commonwealth Supported place (CSP):** where the Commonwealth government (through the HECS-HELP scheme) and the domestic student each contribute to some of the cost of tuition.

**Concurrent Degrees:** a combination of two single degrees from either the same or two different faculties. At completion, students are eligible for two separate awards and may have the option of an extra Honours year in one or both areas of specialisation, eg BCom/LLB (Commerce/Law).

**Course:** a component of an academic program carried out over a semester, or part thereof, with a specific unit of credit weighting.

**Course Rank Set Derivation Algorithm (CRSDA):** the algorithm, or set of rules, used to calculate a Preference Rank Set (PRS) for each UNSW preference. A means by which different weightings can be applied to secondary and/or tertiary qualifications.

**Coursework Program:** an award program not designated as a research award program. While the program of study in a coursework award may include a component of original work, other forms of instruction and learning normally will be dominant.

**Credit Transfer:** Credit transfer is where students are required to have completed an equivalent course to the same unit of credit value and does not include cases where students are exempted from a specified compulsory course. This is also referred to as substitution. UNSW has a Credit Transfer Agreement with other Go8 universities, <http://www.go8.edu.au>.

**Cross-institutional student:** a student undertaking study at another (host) institution as part of the program of study at his or home institution, and where the home institution has approved the granting of credit for cross-institutional study completed at the host institution..

**Cut-off, or ATAR cut-off:** the minimum ATAR or equivalent required by a current Year 12 applicant to be offered a place in an undergraduate program. The cut-offs advertised by the University refer to the academic performance required to receive an offer in UAC's Main Round, which is when the majority of offers are made. The cut-offs for the Early February and Final Rounds may be higher than those for the Main Round as limited places are available in later rounds.

**Department of Immigration and Citizenship (DIAC).** The Student Visa program provides student visas to international students to allow them to study on campus onshore with an accredited provider.

**Discipline** – see School.

**Domestic Student:** a student who is (i) an Australian citizen (including Australian citizens with dual citizenship), or (ii) a New Zealand citizen, or (iii) a permanent resident of Australia (including a holder of a permanent humanitarian visa).

**Double Degrees:** A double degree program leads to the award of a single qualification with one testamur, eg MBBS (Medicine/Surgery) or BA BEd (Education/Arts).

**Education Services for Overseas Students (ESOS) Act (2000)** - a federal government Act which regulates the provision of education and training services to international students in Australia and stipulates student visa conditions.

**Educational Access Scheme (ACCESS):** the ACCESS scheme which allows approved applicants to enter a UNSW undergraduate program with a lower ATAR score than is normally required, in recognition of applicants' long term educational disadvantage.

**Eligibility Score:** a score determined by the provider as the lowest score at which any student, whether Commonwealth supported or domestic fee-paying, may be considered for an offer of a place in a program, excluding special or other UNSW Entry Schemes.

**Equivalent Full-time Student Load (EFTSL),** a DEEWR measurement based on the workload for a student undertaking a full year of study in a particular course. 1.00 EFTSL is 1 year of full-time study.

**Embedded courses/programs:** award courses in the Graduate Certificate / Graduate Diploma / Master degree by coursework sequence which allow unit of study credit points to count in more than one of the awards.

**Entry Score or Score:** the ATAR, (previously UAI) OP, ENTER or TER score or equivalent rank obtained by an applicant on the basis of completed secondary school study and assigned by the relevant state authority. [OP (Queensland) is assigned by the Queensland Studies Authority; ATAR (NSW, ACT) is assigned by the Universities Admissions Centre; ENTER (Victoria) is assigned by the Victorian Tertiary Admissions Centre. TER scores in other states are assigned by the respective state authorities. ATAR will eventually be used in most states.

**Exchange student:** a UNSW who is attending a specified international partner university for a period of time (usually one or 2 semesters) Or a student of an overseas exchange partner university who is attending UNSW for a specified period of time (usually one or two semesters) to undertake specified courses.

**Exclusion:** a faculty may ask a student whose academic progress is considered to be unsatisfactory to 'show good cause' why the student should be allowed to re-enrol. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the student may be excluded either from a unit of study or from a program or faculty. An excluded student must re-apply for admission and domestic undergraduate students must submit a SCATS application. Normally, at least two years must have elapsed before such an application would be considered. UNSW policy relating to exclusion can be obtained from <https://my.unsw.edu.au>.

**Exemption:** a decision made at a sub-unit of study level to allow a student to complete a unit of study without also completing all the prescribed components of coursework and/or assessment. See also 'Credit Transfer'.

**External articulation:** is the form of *articulation* which provides for approval and recognition by UNSW of a program taught by an external provider as being equivalent to a component part of a UNSW program.

**Faculty:** the Faculty or Faculties responsible for the program. Also known as Program Authority. A group of schools or other units of related disciplines.

**Foundation Studies Program:** a program of study designed for international applicants and aimed at providing the academic skills required for undertaking university-level studies. UNSW's Foundation Year may be used to satisfy University admission requirements by international applicants and domestic applicants with an international educational background.



**Full-time:** enrolled for 75% or more (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the program.

**Grade Point Average (GPA):** average of grades achieved, taking into account the unit value of each course, generally reported on a scale of 0.00 – 7.00.

**Graduate Entry:** an undergraduate program for which completion of another undergraduate degree in a non-related area is the normal prerequisite.

**Group of Eight (Go8) Universities** are the University of Adelaide the Australian National University, the University of Melbourne, Monash University, the University of Queensland, the University of Sydney, UNSW and the University of Western Australia. The Group of Eight (Go8) is a coalition of leading Australian universities, intensive in research and comprehensive in general and professional education.

**Honours:** Some Undergraduate degree programs may be awarded with Honours at graduation. In some programs Honours is awarded at the completion of the program requirements. In others, students may apply to undertake a separate additional Honours year. Entry into an Honours year depends entirely on the Program Authority concerned and is granted to a person who has satisfactorily completed the Pass degree of Bachelor at a standard set by the Program Authority.

**Internal Program Transfer:** means the process by which current UNSW students can transfer from one award program to another via an internal transfer process.

**Internal articulation:** is the form of *articulation* which provides for approval and recognition by UNSW of an approved suite of interlinked UNSW programs, usually in the series of Graduate Certificate, Graduate Diploma, Master. The approved structure may provide for an 'early exit' option upon completion of the requirements for the lower level award and also for admission to a higher level program in the suite with full credit for study completed satisfactorily as part of the lower level programs.

**International English Language Testing System (IELTS):** a test of English language proficiency designed to assess the ability of non-native speakers of English who do not have an assessable academic qualification undertaken in English and who intend to study in the medium of English.

**International student:** a student who does not have Australian or New Zealand citizenship or full permanent resident status in Australia. It includes those who have student visas, provisional residency, temporary residency, bridging visas etc.

**Joint Degree:** a program offered jointly by two or more participating institutions.

**Local Student – see Domestic Student**

**LOTE:** Language Other Than English course or program.

**NOOSR:** National Office of Overseas Skills Recognition, an agency of the Australian government providing official information and advice on the comparability of overseas qualifications with Australian qualifications.

**Non-award study:** all enrolments in courses or a sequence of courses which do not lead to or count towards a formal award program. The student completes all formal assessments related to the course/s and the assessment results are recorded on the UNSW Student System.

**Offer:** a formal invitation to a prospective student to commence an award program or a course of study at UNSW.

**Part-time:** enrolled for less than 75% (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the program.

**Postgraduate:** a course or program for which completion of an undergraduate degree is the normal prerequisite.

**Prerequisite:** a course or program that must have been successfully completed for a student to be eligible to apply for admission into a particular academic program (program prerequisite) or course (course prerequisite).

**Program:** a sequence of courses leading to a degree or award conferred by the University.

**Quota:** the number of commencing student places available in each program in the relevant admissions cycle, according to the University's Enrolment Plan.

**Recognition of Prior Learning (RPL):** means the process of recognising for credit towards a postgraduate coursework program what an individual student knows or can do, regardless of where or how the student may have acquired the knowledge or skills.

**Registrar:** Pro-Vice-Chancellor (Students) and Registrar.

**Special Consideration for Applicants with Tertiary Study (SCATS)** A special admission scheme for domestic undergraduate applicants who have undertaken tertiary studies and whose secondary and/or tertiary performance has been affected by circumstances beyond their control. SCATS is also available for applicants to the postgraduate Juris Doctor program.

**School:** used here as the generic term for an academic area or organisational unit which is responsible for teaching in disciplines or subject areas and which forms part of a Faculty.

**Selection Criteria:** a specification of requirements designed to establish eligibility and to enable ranking of applicants (where necessary) for an award program or a course of study.

**Student:** a person who has been admitted to an award program or specified course of the University and has an active enrolment in that award program or specified course.

**Study Abroad student:** a student normally enrolled in an overseas tertiary institution who is attending UNSW for a specified period of time (usually one semester) to undertake specified courses.

**Study Period:** a defined semester, teaching period, or term, during which a program of teaching and learning is conducted. It includes standard study periods (semester 1 and semester 2 with a duration of approximately 12 weeks teaching and learning in a 12 weeks in 13 weeks model) and non-standard study periods (summer term with shorter duration and normally encompassing intensive teaching and learning).

**Substitution:** see credit transfer.

**Suspension:** means that a student is not permitted to re-enrol for a period of one academic year but has automatic right of re-admission to the same program. If, however, after the period of suspension, the student wishes to undertake a Program other than the one enrolled in, the student must re-apply for admission in the usual manner.

**TAFE:** Technical and Further Education – a national system of vocational and technical training colleges in Australia.

**Tertiary Study (to be considered for admission requirements)** means completion of at least one full-time year (or equivalent period part-time) of a recognised degree, or a completed associate diploma, diploma or Certificate IV course.

**TOEFL:** Test of English as a Foreign Language – an American test which measures the ability of non-native speakers of English to use and understand North American English as it is spoken, written and heard in college and university settings. The TOEFL test measures English language proficiency in reading, listening and writing. OR a recognised English language proficiency test.

**Undergraduate:** a post-secondary program leading to an award of bachelor degree (including a graduate entry bachelor degree), bachelor degree with honours, associate degree, advanced diploma, diploma or associate diploma.

**Universities Admissions Centre (UAC):** the organisation established by the NSW and ACT universities to coordinate admissions to their award courses.

**Universities Admissions Index (UAI):** Prior to 2009, a score given to school leaver applicants for admission to an award course in a NSW or ACT university on the basis of their performance in the NSW Higher School Certificate or ACT Year 12 qualification.

**UOC:** Unit of credit – means the value attached to each academic course in terms of its contribution to the completion of an award program.

A **Voluntary** course enrolment is where the student is taking the course either out of interest, or to develop professional competence in an area of specialisation. Students enrolled in award programs sometimes simultaneously enrol voluntarily in courses additional to their award requirements. Tuition fees are set annually.

### APPENDIX B - UNSW ENTRY SCHEMES

1. Educational Access Scheme
2. Special Consideration for Applicants with Tertiary Study
3. Australian Aboriginal and Torres Strait Islander Admission Scheme
4. Faculty of Engineering Admission Scheme
5. Enabling Programs – DipSet, DipHum, BPP, UPP
6. Early Admission Scheme
7. HSC Plus
8. Academic Achievement Award (AAA) Scholarship
9. Elite Athletes and Performers Program

#### 1. Educational Access Scheme (ACCESS)

- 1.1 UNSW's ACCESS scheme allocates bonus points to domestic applicants for undergraduate programs who have not undertaken tertiary studies and who have experienced long-term educational disadvantage due to circumstances beyond their control during years 11 and/or 12.
- 1.2 Applications for the ACCESS Scheme are made via UAC's centralised EAS process and are assessed according to guidelines agreed by all UAC participating institutions. Applicants who demonstrate educational disadvantage as specified by UNSW under the ACCESS Scheme, are awarded EAS bonus points which are added to the admission rank. Applicants then compete on academic merit for the places available.

The degree of disadvantage and the program of study to which the applicant is seeking admission determine the number of bonus points awarded.

Further details on the ACCESS Scheme are available at <http://www.unsw.edu.au/futureStudents/undergrad/sad/accessscheme.html>

Details of support for enrolled UNSW ACCESS students is available at <http://www.studentequity.unsw.edu.au/>

#### 2. Special Consideration for Applicants with Tertiary Study (SCATS)

- 2.1 UNSW provides the SCATS Scheme for Australia citizens or permanent residents applying for admission to undergraduate programs via UAC Undergraduate or to the Juris Doctor (JD) program via UAC Postgraduate.

SCATS is intended for two groups of applicants: those who have been excluded from a tertiary institution Or applicants who have undertaken tertiary studies and whose secondary and/or tertiary educational performance has been affected by circumstances beyond their control. While entry to UNSW is based on academic merit, SCATS allows the University to assess an applicant's circumstances and, where appropriate, take these into account in the allocation of places.

Applications are made to UNSW, are assessed by the Admissions Office and in some cases, referred to faculty. All excluded applicants are referred to Faculty for decision.

#### 3. Australian Aboriginal and Torres Strait Islander Admission Schemes

3.1 The Australian Aboriginal and Torres Strait Islander Admission Schemes are intended to increase access to undergraduate programs for Aboriginal and Torres Strait Islander people who either do not have qualifications that meet the University's minimum entry requirements, or whose qualifications are not competitive enough for them to gain admission.

Nura Gili, the University's centre for Aboriginal and Torres Strait Islander students coordinates two admission schemes, the Pre-Program and Enabling Programs Scheme and the Access and Mid-Year Entry Scheme.

### 3.2 Pre-Program and Enabling Programs

Nura Gili has developed Pre-Programs in conjunction with participating Faculties and Schools at UNSW. Successful completion of a pre-program, which may include an interview, qualifies applicants to apply for entry into the relevant undergraduate program at UNSW. (*Quotas may apply*). *In cases where there are more Pre-Program graduates than places available, applicants will be selected according to a ranking system.*

### 3.3 Indigenous Admission Scheme

The Indigenous Admission Scheme provides access for Indigenous people into all of the University of New South Wales undergraduate degree programs. Applicants who do not have the required ATAR or State/Territory equivalent for the program they wish to study, or applicants returning to study after a long absence, are eligible to apply. Applicants are selected by a combination of the results of Nura Gili testing, interview, past educational history, work or other experience and other general factors indicating a capacity for successfully completing university study.

Details of the available pathways can be found at <http://www.nuragili.unsw.edu.au/programs.htm>

## 4. Faculty of Engineering Admission Scheme (FEAS)

4.1 The Faculty of Engineering Admission Scheme (FEAS) was introduced in 2007. It is for the admission of undergraduate students to UNSW Faculty of Engineering degree programs, including the Diploma in Science, Engineering and Technology, BSc Computer Science and BSc Food Science & Technology.

4.2 Applicants for one of the participating programs, who achieve an ATAR, or equivalent below the cut-off for that year, but within a specified range will automatically be assessed for admission under the scheme. Assessment will include the ATAR, or equivalent, and a review of performance in Year 12 subjects considered relevant to engineering studies. Subject to meeting certain conditions applicants have the option of submitting an application directly to the Faculty for an interview.

Further details can be found at FEAS <http://www.eng.unsw.edu.au/feas/index.htm>

## 5. Enabling Programs

These programs are Commonwealth Funded. Students do not receive the Award of Diploma.

### 5.1 Diploma in Science, Engineering and Technology - DipSet

This diploma program has been designed by the Faculties of Engineering and Science for potential students of these Faculties' Bachelor degree programs. It is an enabling program that provides a flexible pathway for those students who have a range of gaps in their assumed knowledge and consequently do not meet the necessary entry requirements for Engineering and Science. Details available from <http://www.eng.unsw.edu.au/prospect/ug/dipset/index.htm>

### 5.2 Diploma in Humanities – DipHum

This diploma program with the Faculty of Arts and Social Sciences is aimed at providing pathways for students who identify as Indigenous or and for non-indigenous people who have experienced educational disadvantage. The indigenous streams of the diploma extend the current pathways for Indigenous students already established at UNSW. The Diploma of Humanities is a one year full-time undergraduate diploma. Upon successful completion of the program, students will be given the opportunity to attain places in Arts, Social Sciences and concurrent Arts/Law degrees through the following streams:

- Arts and Social Science (Indigenous)
- Arts and Social Sciences (General)
- Law (Indigenous)

Details are available in the UNSW Handbook

<http://www.handbook.unsw.edu.au/undergraduate/programs/2011/7016.html>

### 5.3 Diploma in Business – BPP

The Business Pathways Program is designed for students from a range of 'educationally disadvantaged' backgrounds (e.g. rural and remote, Indigenous, low socio-economic) as an additional entry pathway into the ASB degree programs. There are 2 streams, the Indigenous stream and the General stream.

Students who achieve a credit average (weighted average mark of 65% and above) over the whole program, may transfer to a Bachelor of Commerce, or another ASB undergraduate program, via the Internal Program Transfer process, provided they satisfy the requirements of that program. Students will be eligible for advanced standing if they successfully complete the two credit bearing courses that form part of the BPP program.

A student who completes the BPP but does not wish to proceed to a degree program would be provided with a Certificate of Achievement certifying they have completed a pathways program.

### 5.3 University Preparation Program - UPP

The [UNSW University Preparation Program \(UPP\)](#) is an enabling program preparing for older students who either do not possess formal qualifications or whose academic qualifications do not satisfy the minimum entry requirements for admission to university study. The program has been designed to assess academic potential and to provide a realistic environment within which students can develop the skills to manage tertiary study effectively.

Satisfactory completion of the UPP does not guarantee admission to any specific program, but can be used as evidence of recent study when applying for admission to the University.



Details are available at

<http://www.unsw.edu.au/futureStudents/nonAward/sad/fsnaunipreprgm.html>

## **6. Early Admission for Exceptionally Talented Students Scheme**

The Early Admission Scheme for Exceptionally Talented Students provides an opportunity for students aged 15 years or younger of exceptional intellectual ability who are still in school to enrol in University courses or programs, despite the fact that they have not yet completed the New South Wales Higher School Certificate (or do not have other qualifications recognised for entry to UNSW).

Details are available at:

<http://www.unsw.edu.au/futureStudents/undergrad/sad/earlyentry.html>

## **7. HSC Plus**

Under the HSC Plus Scheme, bonus points are allocated to applicants who have undertaken Australian Senior Secondary Certificate courses or International Baccalaureate Diploma courses relevant to UNSW undergraduate programs.

7.1 Applicants who achieve the specified level of performance in senior secondary courses will be awarded a maximum of 5 bonus points for each UNSW preference included in the HSC Plus Scheme when they apply through UAC.

7.2 The number of bonus points awarded and the Year 12 courses considered are specific to individual undergraduate programs.

7.3 Some UNSW undergraduate programs are not included in the HSC Plus Scheme.

Details of this Scheme including bonus points are available at

<http://www.unsw.edu.au/futureStudents/undergrad/ced/HSCPlus.html>

## **8. Academic Achievement Award - AAA**

The award aims to encourage academically gifted domestic students from NSW and ACT high schools to undertake undergraduate study at UNSW. The awards have two benefits (i) a one-off scholarship payment, and (ii) the allocation of 5 bonus points to the applicant's admission rank.

8.1 Successful applicants are awarded a maximum of 5 bonus points for each UNSW preference included in the scheme.

8.2 All UNSW undergraduate programs are included in the scheme, except for Medicine/Surgery.

8.3 The scheme is not available for mid-year admission.

8.4 Nominations by the School Principal are lodged online to UNSW.

Details are available at [www.scholarships.unsw.edu.au](http://www.scholarships.unsw.edu.au)

## **9. Elite Athlete and Performers Program**

The Elite Athletes and Performers Program supports undergraduate and postgraduate students both with a flexible entry process (for all programs except for Medicine/Surgery) and flexible study arrangements while at UNSW.

Elite athletes are defined according to the Australian Sports Commission's Elite Athlete Friendly University Agreement. An elite performer is a student who has demonstrated excellence through performing arts, scholastic achievement or leadership on a national or international level.

Undergraduate applicants who apply via UAC are eligible to receive up to five bonus points on their ATAR (or recognised senior secondary qualification) for entry to their preferred UNSW program.

The Elite Athletes and Performers Program also provides eligible students in all study programs with the necessary support to successfully integrate their academic life with their external pursuits in the form of enrolment flexibility, cross-institutional study options and leave of absence for travel commitments.

Details are available at: <http://www.unsw.edu.au/eap>

### Appendix C: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Deputy Vice-Chancellor (Academic)	15 March 2011	1 January 2011	