



Version	Approved by	Approval date	Effective date	Next full review
2.3	President and Vice-Chancellor	13 September 2018	1 October 2018	March 2019
<b>Procedure Statement</b>				
<b>Purpose</b>	This procedure specifies eligibility requirements and the processes for admission to all coursework programs and non-award study.			
<b>Scope</b>	This procedure applies to admission to all coursework programs and non-award study at UNSW and UNSW Canberra.			
<b>Are Local Documents on this subject permitted?</b>	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document		<input checked="" type="checkbox"/> No	
<b>Procedure Processes and Actions</b>				

## Contents

1. Eligibility requirements.....	2
1.1. General entry requirements .....	2
1.2. Program entry requirements .....	3
1.3. Ineligibility for admission .....	5
2. Alternative admission pathways .....	5
2.1. Alternative entry qualifications .....	5
2.2. Alternative admission schemes .....	5
2.3. Programs transfers .....	6
3. Applying for admission .....	6
3.1. General requirements .....	6
3.2. Application process.....	7
3.3. Application fees .....	8
3.4. Application fee refunds .....	8
4. Selecting eligible applicants for admission.....	9
4.1. Assessing prior learning .....	9
4.2. Limits and restrictions on available places .....	9
4.3. Integrity of selection decisions (conflict of interest) .....	10
5. Offers.....	10
5.1. Issuing offers .....	10
5.2. Additional requirements for international applicants.....	10
5.3. Expiration of offers.....	10
5.4. Deferral of offers .....	10
5.5. Withdrawing or amending an offer.....	11
6. Re-admission.....	11
7. Applicant's right of appeal .....	12
8. Administration of admission processes .....	12

## 1. Eligibility requirements

To be eligible for selection to a program an applicant must meet both the University's general entry requirements and the program entry requirements and apply via the approved admission process.

Meeting the eligibility requirements does not guarantee admission to a program.

### 1.1. General entry requirements

The University's general entry requirements are:

- UNSW English language proficiency requirements; and
- Minimum age requirements.

The University's general entry requirements apply to all applicants.

International applicants must meet additional, mandatory general entry requirements specified by Commonwealth legislation.

UNSW's general entry requirements will be made available in the UNSW Handbook, on the Future Students page of the University website at [How to apply \(http://www.futurestudents.unsw.edu.au/how-to-apply\)](http://www.futurestudents.unsw.edu.au/how-to-apply), the UAC Guide and website and the International Undergraduate Guide.

#### 1.1.1. UNSW English language proficiency requirements

All applicants must meet the UNSW English language proficiency requirements.

The Academic Board determines the UNSW minimum English language proficiency requirements and may approve variations to these requirements for specific programs.

The Deputy Vice-Chancellor Academic determines the English language tests, English language preparation courses, and other assessable academic qualifications that are accepted as evidence of meeting the English language proficiency requirements.

English language proficiency requirements, acceptable English language tests and other assessable academic qualifications, variations to the English language proficiency requirements for specific programs and the process for applying for English language proficiency waivers will be published on the English Language Requirements website (<http://www.unsw.edu.au/english-requirements-policy>).

#### 1.1.2. Age requirements

##### ***UNSW minimum age requirement***

An applicant must have reached the age of 16 years prior to 1st March in the year enrolment will commence to be eligible for admission to UNSW. Only in exceptional circumstances will candidates under the age of 16 prior to this date be considered.

In addition to meeting the minimum entry requirements for admission to the program, underage applicants must show evidence of outstanding academic achievement, capability of university study and the maturity to handle the university environment.

##### ***Other University age requirements***

The University requires applicants who hold certain qualifications (e.g. University Preparation Program and the Tertiary Preparation Certificate) to be of a specified age prior to 1st March in the year enrolment will commence before the University will consider that qualification for admission.

##### ***Age restrictions imposed by third parties***

Programs which have a compulsory component of practicum or industry experience may have age restrictions imposed by third parties such as employers and health and education authorities so that they can meet their obligations under legislation such as the *Work Health & Safety Act 2011* (Cth). The University reserves the right to refuse admission to these programs until a student has reached an age which complies with the restrictions imposed by the third party.

#### 1.1.3. Additional requirements for international applicants

##### ***International applicants who require a student visa***

All international applicants who require a student visa must satisfy the Department of Home Affairs (DHA) English language proficiency requirements for the issuing of visas for study in Australia and requirements

[Click here for version effective for student enrolment in 2018](#)

of the Education Services for Overseas Students (ESOS) National Code. These requirements may vary from those required by the University.

Details of the DHA requirements can be found at <https://www.homeaffairs.gov.au/trav/stud>.

### ***International students under the age of 18***

The Department of Home Affairs requires international students under the age of 18 to have appropriate accommodation and welfare arrangements in place while studying in Australia.

Information on how international applicants under the age of 18 can meet DHA requirements can be found on the UNSW website page Visa Requirements for Students Under 18 Years of Age (<https://student.unsw.edu.au/visa18>).

## **1.2. Program entry requirements**

All applicants must meet the program entry requirements for the program to which they have applied for admission.

Program entry requirements are specified by the Program Authority and approved by the Academic Board as part of the academic program approval process.

Program entry requirements must include the minimum academic requirements for admission to the broad program type (Undergraduate, Honours, Postgraduate Coursework Programs and Non-Award Programs), as detailed below, assumed disciplinary or other knowledge, and any additional requirements or selection criteria which applicants must meet.

Program entry requirements, including any additional requirements or selection criteria, must be published in the UNSW Handbook.

Eligibility for selection to a dual award program is determined at the higher entry requirement of the two programs as well as any additional selection criteria specified for either program.

### ***Additional requirements or selection criteria***

Additional program entry requirements or selection criteria may include, but are not limited to:

- elements (such as Portfolio, Interview, Entrance Test, etc.);
- compulsory non-academic (inherent) attributes required for successful completion of the program;
- language proficiency standards (other than English) for a course or program taught wholly or partly in a foreign language; and
- communication skills for a course or program that is linguistically demanding.

### **1.2.1. Undergraduate (pass and embedded Honours) Programs**

The minimum academic requirements for admission to undergraduate programs (excluding Separate Year Honours programs) are:

- an Australian senior secondary qualification or equivalent overseas senior secondary program; and/or
- an accredited tertiary qualification from a recognised higher education provided in Australia or overseas; and/or
- other academic qualifications or alternative admission schemes approved by the University.

The minimum academic requirement for a dual award program will be the same as the requirements of individual programs.

### ***Minimum UNSW Admission Rank and Program Entry Requirements***

To gain entry to an undergraduate program an applicant must obtain an Admission Rank equal to or above the cut-off for entry for that program in that offer round or admission period. Satisfying the minimum Admission Rank does not guarantee admission.

The minimum Admission Rank required for entry to a Commonwealth Supported Place or a Domestic Fee Place is 80.00 (ATAR, or equivalent, plus bonuses) for all undergraduate programs except those with additional selection criteria. The minimum Admission Rank required for entry to an International Fee Place is 75 (ATAR or equivalent).

The minimum Admission Rank is set by the Deputy Vice-Chancellor Academic and approved by Academic Board.

[Click here for version effective for student enrolment in 2018](#)

Individual program cut-offs are determined by the relevant Faculty with final approval by the Deputy Vice-Chancellor Academic.

Entry requirements for programs covered by formal articulation arrangements are determined at the time of approval of the arrangement. Arrangements that vary from the approved individual program cut-off require approval by the Deputy Vice-Chancellor Academic.

Entry requirements for students applying via University approved alternative admission schemes will be determined at the time of approval of the admission scheme.

Any changes to approved individual program cut-offs, formal articulation arrangements or alternative admission schemes require approval by the Deputy Vice-Chancellor Academic.

### **1.2.2. Separate year Honours programs**

The minimum entry requirement for admission to a separate year Honours program is an undergraduate pass degree (or equivalent qualifications) in the discipline or area of study typically with at least a credit WAM in that program. In some programs the level of academic performance required for entry may be higher.

The student must meet the entry requirements for the Honours program and specialisation as determined by the Program Authority that 'owns' the specialisation. If a student has completed a major in a pass degree where the Program Authority does not own the major (for example, a BA with a major in Human Resources), the student must meet the entry requirements for the Honours program set by the Program Authority that owns the specialisation.

In principle, indicative cognate disciplines or areas of study that will be accepted for determining student entry will be specified for the program and specialisation; however, entry will be at the discretion of the Program Authority.

### **1.2.3. Postgraduate coursework programs**

The minimum academic requirement for admission to a postgraduate coursework program is an undergraduate degree (and/or equivalent qualifications and/or professional experience).

At the time of program approval, the Program Authority may set a minimum level of academic achievement required for students to be admitted to the program. Details of minimum academic requirements and achievement will be published in the UNSW Handbook (<http://www.handbook.unsw.edu.au>).

Any subsequent alterations to individual program cut-offs are determined by the relevant Faculty with final approval by the Deputy Vice-Chancellor Academic.

A postgraduate coursework student enrolled in an articulated sequence of programs (i.e. graduate certificate, graduate diploma and masters program) may progress to the next qualification level, provided they meet any progression criteria (if specified) for articulation between the qualification levels. The Program Authority may determine that progression through an articulated program sequence must be undertaken within a specified time period. Credit granted for courses completed in earlier programs in the sequence will be in accordance with the *Recognition of Prior Learning (Coursework Programs) Procedure*.

The minimum academic requirement for a dual award program will be the same as the requirements of individual programs.

### **1.2.4. Non-award study**

Subject to meeting the eligibility requirements, a person who wishes to complete one or more courses offered by the University without undertaking an award may apply for admission as a non-award student.

#### ***Voluntary or cross-institutional non-award study***

Voluntary or cross-institutional non-award enrolment in a course may be permitted provided that the student has appropriate educational qualifications, satisfies the University's English language proficiency requirements and any other requirements or 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.

#### ***Inbound Student Exchange and Study Abroad***

Applicants for admission to an inbound Student Exchange program have completed at least 1.5 years of full-time post-secondary study at an accredited degree granting institution of higher education prior to enrolment at the University.

Applicants for admission to an inbound Study Abroad program or Student Exchange must also:

- a) satisfy the University's minimum academic entry requirements and meet the equivalent of any prerequisites for course enrolment;
- b) satisfy the University's English language proficiency requirement for Exchange and Study Abroad programs; and
- c) be accepted by and fulfil any additional requirements that may be specified by the individual Faculty in which they wish to study.

In addition to the above, applicants for admission to an inbound exchange program must meet the eligibility requirements of their home institution's outbound exchange program and be nominated by their exchange office prior to application.

### **Auditing courses**

Subject to capacity constraints, a Faculty may authorise a student, to audit one or more courses.

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

## **1.3. Ineligibility for admission**

### **1.3.1. Suspension or exclusion from a higher education provider**

A student who has been suspended or excluded from the University, or another higher education provider, is not permitted to commence award or non-award study while the suspension or exclusion remains in force.

### **1.3.2. Admission after exclusion from a higher education provider**

Domestic applicants applying for undergraduate study or the Juris Doctor program, who have been excluded from UNSW or another higher education provider, must apply for admission via the process outlined in Section 3 and submit a Special Consideration for Applicants with Tertiary Study (SCATS) application for undergraduate study or a Special Consideration for Admission to the Juris Doctor (JD) application.

International applicants must apply for admission via the process outlined in Section 3 and submit a letter to UNSW explaining the circumstances surrounding the 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 full time year of study at Australian Qualifications Framework (AQF) Diploma level or above subsequent to the exclusion.

### **1.3.3. Multiple enrolment**

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

## **2. Alternative admission pathways**

### **2.1. Alternative entry qualifications**

Applicants applying for undergraduate programs who do not have an ATAR, or equivalent interstate or overseas qualification that satisfies the University's minimum academic requirements, may be considered for admission on the basis of approved alternative entry qualifications. Details of approved alternative entry qualifications will be made available on the Future Students page of the University website at [How to apply \(http://www.futurestudents.unsw.edu.au/how-to-apply\)](http://www.futurestudents.unsw.edu.au/how-to-apply) and relevant UNSW and UAC publications.

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

The University may impose a minimum/maximum age requirement for acceptance of alternative entry qualifications, and place time limits on the validity of alternative entry qualifications.

### **2.2. Alternative admission schemes**

The University offers admissions schemes which provide for consideration of additional or alternative factors in assessing applicants and their potential for success in university study.

[Click here for version effective for student enrolment in 2018](#)

Details of the current approved alternative admission schemes will be made available on the Future Students page of the University website at How to apply (<http://www.futurestudents.unsw.edu.au/how-to-apply>) and the relevant UNSW and UAC publications.

## 2.3. Programs transfers

### 2.3.1. Transfer from another UNSW program

A student enrolled in a UNSW coursework program who wishes to transfer to another UNSW program must meet the entry requirements for the program to which they wish to transfer. Credit for any completed courses that form part of their new program will be granted in accordance with the UNSW *Recognition of Prior Learning (Coursework Programs) Procedure*.

At any stage in a dual award program, a student may transfer to the single program version of either of the programs unless the program specifically prohibits single program admission. The granting of credit or exemptions for units of credit completed in the dual award program will be subject to the degree rules of the single program and the *Recognition of Prior Learning (Coursework Programs) Procedure*.

Students enrolled in a cross-career dual award program which combines undergraduate and postgraduate awards will normally only be permitted to transfer to the undergraduate single program.

### 2.3.2. Transfer from another higher education provider

A student enrolled in an undergraduate or postgraduate coursework program at another higher education provider who wishes to transfer to a UNSW undergraduate or postgraduate coursework program must apply for admission as outlined in Section 3.

### 2.3.3. Additional requirements for international applicants

International students who wish to transfer from another UNSW program or a program at another institution must continue to meet all the conditions of their student visa and the requirements of the Education Services for Overseas Students (ESOS) National Code. In addition, students granted visas under the Streamlined Visa Processing (SVP) arrangements must meet any additional requirements for program transfers specified by DHA.

Information on the DHA requirements for changing programs of study can be found on the 'Changing courses and education providers' page of the DHA website at <https://www.homeaffairs.gov.au/trav/stud/more/changing-courses>.

The UNSW procedure for approving applications from international students for transfers between UNSW and other registered providers are set out in the UNSW [International Student Transfer between Registered Providers and PRISMS Reporting Procedure](#).

## 3. Applying for admission

### 3.1. General requirements

#### 3.1.1. Documentation

An application for admission must be complete and correct and all attempts at academic study must be disclosed. Any documentation requested by UNSW or UAC must be provided before an application can be finalised.

Direct applicants from non-211/985 universities in the People's Republic of China must provide certified copies of original documents. See Certification and translation of documents submitted directly to UNSW (<https://www.unsw.edu.au/document-certification>).

Academic transcripts presented in a language other than English must be accompanied by an English translation and a statement from a recognised accredited translator verifying that the translation is an accurate translation of the transcript. Qualifications completed in another name must be accompanied by documentation evidencing the change of name. Details of recognised translators will be published at <https://www.unsw.edu.au/document-certification>.

UNSW may verify documents via back-to-source checks with the awarding institution. Where UNSW is unable to verify documents with the applicant's awarding institution, the applicant will be required to present the original documents to the Admissions Office for verification.

[Click here for version effective for student enrolment in 2018](#)

If any fraudulent documents are discovered, action may be taken which can result in the withdrawal of an offer or the termination of an enrolment, withholding graduation or cancelation of testamur.

### 3.1.2. Additional requirements for international applicants

International students shall be admitted to coursework programs and to non-award study in accordance with Commonwealth legislation. International applicants who are required to study in Australia on a student visa must meet the requirements specified under Commonwealth legislation.

International applicants who hold an international student visa and who are granted Australian Citizenship or Permanent Residency or New Zealand citizenship must inform UNSW within seven days of receiving notification of the change in residency status. A change in residency status may impact the type of place available, the application process, and fees payable. For further details, refer to <https://student.unsw.edu.au/change-residency-status>.

## 3.2. Application process

### 3.2.1. Undergraduate (pass and embedded Honours) programs

Applications for admission to undergraduate programs from all domestic applicants are normally made via UAC.

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

Other international undergraduate applicants must apply directly to UNSW via Apply Online.

Students enrolled in a UNSW undergraduate program who wish to transfer to another undergraduate program may be eligible to apply via Internal Program Transfer (IPT). Further information is available at: <https://student.unsw.edu.au/ipt>.

Underage applicants must apply as outlined above and contact the Admissions Office in writing to request special consideration to be admitted. Admission will be at the discretion of the Deputy Vice-Chancellor Academic in consultation with the Director, Student Services and Systems.

### 3.2.2. Separate year Honours programs

Current UNSW students applying for separate year honours programs, both domestic and international, must submit an application for admission via UNSW Admissions.

### 3.2.3. Postgraduate coursework programs

Domestic postgraduate coursework applicants must apply for admission directly to UNSW via Apply Online or via UAC depending on the program.

International postgraduate coursework applicants must apply for admission directly to UNSW via Apply Online.

Students enrolled in a UNSW postgraduate coursework program who wish to transfer to another postgraduate coursework program may be eligible to apply via direct application to the Faculty. Further information is available at <https://student.unsw.edu.au/program-transfer-postgrad>.

### 3.2.4. Non-award study

#### ***Voluntary or cross-institutional non-award study and auditing courses***

Applications to enrol in a voluntary or cross-institutional non-award course, or to audit a course, are made directly to the Admissions Office.

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

Normally, a non-award student will not be permitted to enrol in more than 24 units of credit in any one academic year. International students applying to enrol in voluntary non-award study and requiring a student visa must enrol in a normal full-time load being a minimum of 18 UOC in a term or 24 UOC in a semester.

To be eligible to audit a course, the applicant must obtain written approval from the Course Authority and lodge a request with the Faculty that owns the course.

Rules and guidelines are published at: [www.futurestudents.unsw.edu.au/non-award-short-courses](http://www.futurestudents.unsw.edu.au/non-award-short-courses).

### ***Student Exchange and Study Abroad***

Applicants for admission under a Student Exchange or Study Abroad program must apply directly to the respective Exchange Office or Study Abroad and meet all relevant Commonwealth Government requirements.

### **3.3. Application fees**

#### ***Application processing fee***

All applicants, excluding applicants from an Application Processing Fee Exemption Category, will be required to pay an application processing fee, upon the application being submitted to the University or UAC.

Categories of applicants that are exempt from the application processing fee are:

- direct applications to UNSW Canberra (except in the case of a late application);
- Student Exchange and Study Abroad;
- international students applying for admission to the University on the basis of a UNSW Foundation Studies qualification;
- sponsored students; and
- direct domestic applicants for a CSP-only postgraduate program.

Where an applicant has paid the application processing fee for a prior application and makes a new application, they will be charged another application processing fee if:

- a) they submit a direct application to the University and;
  - i. received a rejection letter on a prior application because they did not meet the eligibility requirements for the program or programs listed on the prior application; or
  - ii. allowed an offer to lapse. In this circumstance, the applicant will need to submit a new application and be reassessed.

Or

- b) they submit an application to UAC.

The application processing fee will be set and reviewed annually by the Deputy Vice-Chancellor Academic or the UAC Board.

The University reserves the right to vary or waive the application processing fee for direct application to UNSW with the approval of the Director, Student Services and Systems.

#### ***Additional fees***

Applicants may be required to pay additional fees in relation to meeting additional selection criteria for admission to a program (e.g. for UMAT).

### **3.4. Application fee refunds**

#### ***Offer postponed or withdrawn by the University***

Where an offer is postponed or withdrawn by the University (due to a quota being filled or a program being terminated), no additional application fee will be charged if the applicant wishes to apply to another program or accepts the postponement of their studies.

Should the applicant not wish to postpone or apply for another program at the University, the application fee will be refunded.

#### ***Lapsed Offers***

Where an applicant allows an offer to lapse, no application fee refund will be given and the applicant will be required to make a new application and pay a new application fee for any subsequent application.

#### ***Unaccepted Offers***

The application fee is non-refundable should the applicant not accept an offer.

#### ***Withdrawn Applications***

The application fee is non-refundable should the applicant decide not to proceed with the application at any stage.



### ***Unsuccessful Applications***

The application fee will not be refunded should the applicant be unsuccessful in being offered a place at UNSW.

## **4. Selecting eligible applicants for admission**

Only applicants who meet the eligibility requirements for admission will be considered for selection to a program.

Selection may involve consideration of an applicant's suitability for admission, capacity constraints, and availability of personnel or resources.

The University can limit the number of places in a program at its discretion.

### **4.1. Assessing prior learning**

The UNSW Academic Board approves qualifications accepted for entry to programs across the University.

Admission to coursework programs requires assessment of an applicant's previous learning to ensure that the program entry requirements have been met. Typically, entry requirements are met through formal learning leading to qualifications.

Academic senior secondary, post-secondary (technical and vocational) and tertiary qualifications at Australian Qualifications Framework (AQF) Level IV and above may be considered for admission. Bridging programs that are not accredited at AQF Level IV or above may be approved for inclusion as an accepted qualification by the Deputy Vice-Chancellor Academic.

Overseas qualifications will be assessed for comparability to Australian qualifications.

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.

Other forms of learning may be assessed against the program entry requirements for entry to postgraduate coursework programs, or for entry to undergraduate programs via UNSW Alternative Admissions Schemes (refer to Section 2.2).

Assessment of prior learning for admission to a program or for credit or exemptions will be in accordance with the *Recognition of Prior Learning (Coursework Programs) Procedure*.

### **4.2. Limits and restrictions on available places**

#### **4.2.1. All programs**

The University may refuse admission to a qualified applicant if:

- a) the limit on available places is reached; 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.

Where the number of eligible applicants for a program exceeds places available, applicants may be selected according to a ranking based upon the eligibility requirements or other process approved by the University.

When a program has reached the limit on available places, the Deputy Vice-Chancellor Academic can give approval to close a program to further applications and offers.

#### **4.2.2. Non-award study**

##### ***Voluntary or cross-institutional non-award study***

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. 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.

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

### **Student Exchange and Study Abroad**

Students who are admitted to a Student Exchange or Study Abroad program must complete a minimum of 18 UOC for a half year long program, and a minimum of 36 UOC for a year-long program. Enrolment is required in each term or semester of their program of study.

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

The enrolment of a Student Exchange or Study Abroad student must be on the provision that sufficient places are available in the course.

#### **4.3. Integrity of selection decisions (conflict of interest)**

If any staff member involved in a selection decision has, may have, or may be perceived to have a conflict of interest, they must immediately disclose this conflict to their manager/supervisor.

If a staff member becomes aware of any action by others involved in a selection decision that may be in breach of a UNSW policy or procedure they must immediately notify their manager/supervisor. If the manager/supervisor is unavailable or in any way compromised in their ability to make a decision regarding the conflict, the staff member must notify the Director, Student Services and Systems.

## **5. Offers**

### **5.1. Issuing offers**

Offers of admission shall be made only in writing by:

- a) the Director, Student Services and Systems or nominee; or
- b) UAC acting on behalf of the University; or
- c) the Manager, Student Administrative Services or nominee, UNSW Canberra (UNSW Canberra programs); or
- d) the Study Abroad and Exchange offices for their respective programs only.

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

Offers of admission will specify the program and/or specialisation (where applicable), funding status (Commonwealth-supported or fee paying), attendance mode and attendance type.

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.

When an applicant does not meet the prescribed conditions for admission, the University may make a conditional offer. These requirements will be detailed in the letter of offer. Only applicants who provide evidence of meeting any prescribed conditions will receive a full offer.

Applicants who have received a letter of offer for a particular intake, but who are not permitted to enrol due to the program having reached the limit of available places, will be offered a place in the next available intake.

### **5.2. Additional requirements for international applicants**

A package offer may be given to international applicants for entry to two or more programs to allow applicants to apply for a student visa for the duration of these programs.

### **5.3. Expiration of offers**

The University reserves the right to set expiry dates on offers at its discretion.

### **5.4. Deferral of offers**

An applicant who wishes to defer an offer must formally apply to UNSW.

An applicant who does not defer their commencement in a program, and fails to enrol, will have their offer revoked and will be required to reapply for admission.

The Director, Student Services and Systems or nominee, or the Manager, Student Administrative Services, UNSW Canberra or nominee approves deferral of commencement of enrolment in a coursework program from one admission period to another.

[Click here for version effective for student enrolment in 2018](#)

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 term, semester or year, provided that the program is available to commencing students in that term, semester or year. In the event that a program is no longer available, the Faculty will inform the students in writing. Where an appropriate alternative program is available, the student will be offered a place in that program.

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 period for an additional year. An applicant who has reached the maximum deferment period of two years may apply to extend their deferment if there are extenuating circumstances. Approval of any deferment beyond one year is not guaranteed.

If the deferment period lapses, the applicant will be required to reapply for admission and to compete for a place at the appropriate time.

Deferred offers for undergraduate study will lapse if the applicant completes or partially completes another program of study at Diploma Level or above during the deferment period. For programs offered at UNSW Canberra, deferment may be conditional upon success in medical and psychological testing. In addition, any deferment of the commencement of service entry by Department of Defence applicants must be approved by the Department of Defence.

Offers to non-award study, Co-op programs and separate honours year programs cannot be deferred.

### 5.5. Withdrawing or amending an offer

The University reserves the right to withdraw or amend an offer and 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.
- if evidence is received subsequently that demonstrates that the applicant's English language ability is insufficient.
- if there are insufficient enrolments to make the program or course viable.
- where the program has been revised subsequent to an offer being made.

Applicants who do not accept or defer an offer or enrol by the published deadline will forfeit their offer.

## 6. Re-admission

Re-admission is where a student returns to their program of study following a period of unapproved leave of absence.

A student who wishes to be re-admitted to a program after a period of unapproved leave of absence must apply to their Program Authority for re-admission.

The student will be required to satisfy the program requirements which apply at the time of re-admission. 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 Authority 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.

### **Absence up to 1 year**

A student who wishes to return to a program after an unapproved leave of absence of up to one year will require the approval of their Program Authority and the Director, Student Services and Systems (or nominee), or the Manager, Student Administrative Services, UNSW Canberra (or nominee).

### **Absence of more than 1 year**

A student who wishes to return to a program after an unapproved leave of absence of more than one year can be readmitted with the approval of their Program Authority and the Director, Student Services and Systems (or nominee), or the Manager, Student Administrative Services, UNSW Canberra (or nominee), providing:

- They have not exceeded the maximum time for completion for that program, and they can reasonably be expected to complete the program within the time remaining, as specified in the *Academic Progression Procedure*; and
- The courses successfully completed meet the time limitations for recognition of prior learning, as specified in the *Recognition of Prior Learning (Coursework Programs) Procedure*.

A student who was previously holding a Commonwealth supported place (CSP) in their program prior to the unapproved leave of absence is not guaranteed a CSP place on re-admission.

## 7. Applicant's right of appeal

An applicant not selected for a coursework program shall have the right of appeal.

An applicant who wishes to appeal the decision regarding their application for admission to a UNSW coursework program must submit a formal written appeal within 10 working days of receiving notification of their application being unsuccessful to the Admissions Office for consideration by the Director, Student Services and Systems (or nominee).

An appeal must be made only by the applicant (or officially nominated agent) and meet all the following conditions:

- a) the applicant satisfies all University and program entry requirements;
- b) the application for admission and, where applicable, any additional application for special admission (e.g. 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; and
- c) the applicant was not selected due to the improper application of this and/or other University policies or procedures.

Once an appeal has been considered by the delegated officer the University does not provide any further internal avenues of complaint or appeal.

## 8. Administration of admission processes

Responsibility for Admission will be in accordance with the UNSW Register of Delegations.

### **Coursework programs**

The processes involved in the admission of applicants to coursework programs are managed centrally by the Admissions Office.

Management of the admission of an applicant to a coursework program of study is the responsibility of the Director, Student Services and Systems, or the Manager, Student Administrative Services, UNSW Canberra.

### **Student Exchange and Study Abroad**

The admission of Exchange students is coordinated by the Exchange Office. The admission of Study Abroad students is coordinated by the Study Abroad Office.

<b>Accountabilities</b>	
<b>Responsible Officer</b>	Deputy Vice-Chancellor Academic
<b>Contact Officer</b>	Director, Student Services and Systems Manager, Student Administrative Services, UNSW Canberra
<b>Supporting Information</b>	
<b>Legislative Compliance</b>	This Procedure supports the University's compliance with the following legislation: <i>Disability Discrimination Act 1992 (Cth)</i> <i>Disability Standards for Education 2005</i> <i>Education Services for Overseas Students (ESOS) Act 2000 (Cth)</i> <i>Higher Education Support Act 2003 (Cth)</i> <i>Privacy and Personal Information Protection Act 1998 (NSW)</i>
<b>Parent Document (Policy)</b>	<a href="#">Admissions Policy</a>
<b>Supporting Documents</b>	Nil

<b>Related Documents</b>	<a href="#">Academic Progression and Enrolment Policy</a> <a href="#">Academic Progression Procedure</a> <a href="#">English language proficiency requirement</a> <a href="#">Enrolment and Withdrawal Policy</a> <a href="#">Student Fee Policy</a> <a href="#">Student Fee Procedure</a> <a href="#">International Student Transfer Between Registered Providers and PRISMS Reporting Procedure</a> <a href="#">International Students Under the Age of 18 years – Welfare, Support &amp; Accommodation Arrangements Procedure</a> <a href="#">Recognition of Prior Learning (Coursework Programs) Procedure</a>
<b>Superseded Documents</b>	Admission to Coursework Programs Procedure, version 2.2
<b>File Number</b>	2015/38287
<b>Definitions and Acronyms</b>	
<b>Admission</b>	Entry into a program or course granted to an applicant following assessment of their application.
<b>Admissions Office</b>	UNSW Admissions Office and Student Administrative Services, UNSW Canberra.
<b>Admission rank</b>	An admission rank is score between 1 and 99.95, derived from a combination of an applicant's academic and non-academic achievements, and used by UNSW to determine eligibility for admission to undergraduate programs.
<b>Applicant</b>	A person who has submitted an application for review and is awaiting an outcome. For example, the application could be for admission to a program or course, credit application, a scholarship, etc.
<b>AQF qualification</b>	An AQF qualification is the result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the Australian Qualifications Framework.
<b>Articulated programs</b>	A defined sequence of programs in which the courses and requirements for completion of earlier programs in the sequence are a subset of subsequent programs in the sequence, and full credit is granted for courses completed in earlier programs in the sequence.
<b>Articulation arrangement</b>	An approved agreement or structure which enables students to progress in a defined pathway from one qualification to another with credit. An articulation arrangement can be internal, through an articulated sequence of programs, or external.  (Also see articulated programs and external articulation.)
<b>Auditing courses</b>	When a student enrolls in a course, attends classes and accesses learning materials but does not undertake assessment or receive a grade.
<b>Australian Qualifications Framework (AQF)</b>	Australia's national quality assured framework of qualifications in the school, vocational education and training and higher education sectors. It was developed in 1995 and revised in 2011-13. It is approved by all Australian governments. The AQF provides the standards for Australian qualifications.
<b>Australian Tertiary Admission Rank (ATAR)</b>	A measure of academic achievement in an Australian Senior Secondary Qualification that assists institutions with ranking applicants for selection to tertiary education programs. The ATAR is a rank, not a mark.
<b>Award program</b>	An Academic Board approved set of requirements, courses and/or supervised research which, when satisfactorily completed by a student, qualifies that student for a formal degree or award of the University.

<b>Co-requisite</b>	A course that must be enrolled in concurrently with another course (unless it has already been completed), usually due to a relationship between the courses in the program curriculum.
<b>Commonwealth Supported place (CSP)</b>	A place at an approved provider that is subsidised by the Australian Government so that students only have to pay 'student contribution' amounts for courses within a program of study.
<b>Conditional offer</b>	An offer made to an applicant where conditions are imposed that must be met before they can accept the offer. Once these conditions have been met, a conditional offer is converted to a full offer.
<b>Course</b>	A component of an academic program, normally of one term or semester in duration, with a specific credit value.
<b>Coursework program</b>	An award program that does not include a major research component.
<b>Credit transfer</b>	A process whereby a student who transfers from a program at another higher education provider, or from another program at UNSW, is granted credit for courses completed at that higher education provider or program.
<b>Cross-institutional student</b>	A student enrolled in a course outside of their awarding institution for credit towards their program of study at that awarding institution.
<b>Cut-off</b>	A number indicating the lowest admission rank required for selection to a program for the current academic year.
<b>Deferment</b>	An official agreement which allows successful applicants to delay commencement of a tertiary program, usually for the period of one term or semester up to one year (depending on the program availability).
<b>Discipline</b>	A defined branch of study or learning.
<b>Domestic student</b>	A current student who is an Australian citizen, an Australian permanent resident or a New Zealand citizen.
<b>Dual award</b>	The concurrent or sequential study of two (or more) awards under one integrated and coherent program leading to two (or more) awards and two (or more) testamurs (one for each award). Dual award programs can be within a career or cross-career.
<b>Embedded honours</b>	A program where the honours components are studied as part of an integrated program along with the pass degree requirements.
<b>Eligibility requirements</b>	The requirements that an applicant must meet to be considered eligible for selection to a program.
<b>English language proficiency</b>	The ability of an applicant to communicate competently in English to a specified standard. This includes both general proficiency (general communicative competence) and the academic proficiency required for an academic, higher education environment.
<b>Exchange student</b>	An international student on campus studying at UNSW as a non-award full time student for one or more terms or semesters whereby their home institution has an agreement with UNSW to reciprocate an exchange of students back and forth in lieu of paying UNSW tuition fees. Students receive credit and graduate from their home university.
<b>Exclusion</b>	Cancellation (either permanently or for a specified period) of the enrolment of a student, typically due to unsatisfactory academic performance or as a penalty for misconduct, and termination of all rights and privileges as a student of the University, including the right to re-enrol as a student and the right to enter or to be on University grounds. At the end of the exclusion period the student must re-apply for admission to UNSW under the relevant admissions process. There is no automatic right of re-admission.

<b>External articulation</b>	The process by which one higher education provider matches its courses or requirements to course work completed at another higher education provider for the purpose of granting students credit or exemptions.
<b>Faculty</b>	A group of schools or units of related disciplines constituted as a faculty by the University Council in accordance with UNSW By-laws, or a body having similar status and equivalent responsibilities.
<b>Foundation Studies</b>	A pre-university pathway program, administered by UNSW Global, predominantly for international students, that is aimed at providing the academic skills required for undertaking university-level studies.
<b>Full offer</b>	An offer made to an applicant who meets all requirements for entry to a program.
<b>Full-time</b>	Full-time enrolment for one year is defined as 48 UOC which equates to 1.0 Equivalent Full-time Student Load (EFTSL).
<b>Honours</b>	The highest level of learning in an undergraduate program. It typically includes a research component. Honours is available in two modes: separate year honours; and embedded honours.
<b>Intake</b>	A given starting term or semester for commencing a program. Intakes may occur annually, bi-annually or each term or semester. Intakes are determined by the University and Faculties based on level and type of study and specific program and/or admission criteria.
<b>Internal program transfer</b>	The process by which a current UNSW student transfers from one award program to another via an internal transfer process.
<b>International student</b>	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.
<b>Non-award study</b>	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.
<b>Offer</b>	A formal invitation from the University to an applicant to commence a program (award or non-award).
<b>Package offer</b>	An offer made to an applicant for entry to two or more programs which allows an applicant to apply for one student visa to cover studies for these programs.
<b>Part-time</b>	Students are considered to be part-time if their student load is less than 0.75 EFTSL for an academic year.
<b>Postgraduate</b>	A program of study that leads to the award of a graduate certificate, graduate diploma, masters degree or doctorate.
<b>Prerequisite</b>	A course that must have been successfully completed prior to a student undertaking another course, usually due to the need for a student to have particular knowledge in order to successfully engage with the curriculum in the latter course.
<b>Program</b>	An approved set of requirements, courses and/or supervised research into which a student is admitted. In some cases, this will lead to an award of UNSW. ( <i>Also see award program</i> ).
<b>Recognition of prior learning (RPL)</b>	<p>The process of assessing an individual's relevant prior learning (including formal, non-formal learning and informal / workplace learning) for equivalence to:</p> <ul style="list-style-type: none"> <li>• the learning outcomes of the qualification specified as a requirement for admission to the program, or</li> <li>• courses in the program to which a student has been admitted to determine the credit value to be granted as advanced standing or exemptions.</li> </ul>

<b>School</b>	An academic area or organisational unit which is responsible for teaching in disciplines or subject areas and which forms part of a Faculty.
<b>Selection criteria</b>	The requirements to be met to determine eligibility (and to enable ranking of applicants where necessary) for entry to an award program.
<b>Separate year honours program</b>	An additional, distinct year of study that follows the completion of an undergraduate pass degree program in a cognate discipline or area of study.
<b>Special Consideration for Applicants with Tertiary Study (SCATS)</b>	A special admissions scheme open to domestic UAC undergraduate applicants who have undertaken tertiary studies and have either been suspended or excluded from a tertiary institution or have had their secondary and/or tertiary studies impacted by circumstances beyond their control. Entry is competitive and based on academic merit.
<b>Student</b>	A person who has accepted an offer to a program of UNSW (award or non-award), has enrolled in at least one course in that program and retains an active status in that program.
<b>Study Abroad student</b>	An international student studying on campus at UNSW for one or more terms or semesters as a non-award full-time student who is paying tuition fees or is sponsored by their home government to study at UNSW and receives credit at their home university from which they will graduate.
<b>Suspension</b>	Cancellation of the enrolment of a student and the withdrawal for a specified time of all rights and privileges as a student of UNSW, including the right to re-enrol and the right to enter or to be on UNSW grounds. Unless otherwise advised, the student has the right to recommence their studies at the end of the suspension.
<b>Term / Semester</b>	The administrative time period in which Teaching Periods are defined, students enrol and for which students are charged fees or student contributions. These time periods differ based on campus and level of study.
<b>Tertiary study (to be considered for admission requirements)</b>	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.
<b>UMAT</b>	Undergraduate Medicine and Health Sciences Admission Test.
<b>Undergraduate</b>	A program of study that leads to the award of a diploma, advanced diploma, associate degree or a bachelor degree (pass or honours).
<b>Unit of credit (UOC)</b>	The value assigned to programs and courses indicating duration and workload. For a course, UOC indicates the student workload expectations and the contribution of the course to meeting program requirements.
<b>Universities Admissions Centre (NSW &amp; ACT) Pty Ltd (UAC)</b>	The central office that receives and processes applications for admission to most undergraduate degree, Advanced Diploma and Diploma programs at participating institutions. UAC also notifies students of their ATAR and, on behalf of the participating institutions, makes offers to programs.
<b>Voluntary course enrolment</b>	Where a student is undertaking a course that does not count towards the requirements of an award program e.g. for general interest, professional development.

### Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor (Academic)	15 March 2011	1 January 2011	New Procedure
2.0	Deputy Vice-Chancellor Education & Vice-President	11 March 2016	11 March 2016	Full Review



Effective for student enrolment in Term 1/Semester 1 2019 onwards

[Click here for version effective for student enrolment in 2018](#)

2.1	Deputy Vice-Chancellor Academic	23 November 2017	27 November 2017	Section 6: maximum time to complete a program included. Section 3: application processes for separate year honours and auditing courses updated. Section 7: title of officer who considers appeals included. Position and unit titles updated.
2.2	Deputy Vice-Chancellor Academic	14 June 2018	14 June 2018	Updated Section 3.3 and inserted Section 3.4 with content from the retired Guidelines for Application Fees and Application Fee Waivers for Admission.
2.3	President and Vice-Chancellor	13 September 2018	1 October 2018	Minor amendments to accommodate UNSW 3+ changes including: terminology, timing and processes. Minor amendment to prior study required of inbound Student Exchange and Study Abroad students (Section 1.2.4).