Admissions Policy

Responsible Officer: Executive Director, Student Operations

Approved by: Vice-Chancellor

Approved and commenced: December, 2017

Review by: December, 2020

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle:
- Education Services for Overseas Students Act 2000
- Higher Education Support Act 2003
- Disability Discrimination Act 1992
- Anti-Discrimination Act 1998 (Tas)
- Rule 1 - Rules of Awards
- Rule 6 - Admission, Assessment & Student Progress

Responsible Organisational Unit: Student Operations

CONTENTS

1 Objective ................................................................................................................... 2
2 Scope ........................................................................................................................ 2
3 Policy Provisions ....................................................................................................... 2
  3.1 General Provisions .................................................................................................... 2
  3.2 Eligibility for Admission .............................................................................................. 3
  3.3 Admissions Process .............................................................................................. 6
  3.4 Refusals and appeals ................................................................................................ 7
4 Responsibilities .......................................................................................................... 8
5 Definitions and Acronyms ........................................................................................ 8
6 Supporting Documentation ........................................................................................ 9
7 Versioning ................................................................................................................. 9
1 Objective

The objectives of this Policy are to:

- affirm the University’s commitment to increasing higher education participation opportunities for prospective students from diverse backgrounds and learning experiences,
- define the minimum requirements for admission to courses offered at the University, and ensure that these requirements are set appropriately in line with the academic demands of each course and the University’s standards of academic excellence, and
- ensure that admission decisions and entry arrangements are merit based, consistently applied, and conducted in an equitable, transparent and timely manner.

2 Scope

This policy applies to:

- admission to all coursework courses awarded and/or accredited by the University; and
- admission to units of study on a non award and non traditional basis.

This policy applies to all University staff involved in the admission of prospective students into coursework courses at the University of Tasmania and the applicants to those courses.

3 Policy Provisions

3.1 General Provisions

3.1.1 The University shall determine and publish the admission requirements for all University of Tasmania coursework courses in the Course and Unit Handbook.

3.1.2 The University shall publish pertinent admission information, such as key dates, course requirements, and upcoming intakes in a timely manner, on an annual basis. Further, the University will ensure that requirements such as course opening and closing dates for admissions are applied fairly to all applicants.

3.1.3 The University reserves its right to review the admission requirements for a level of study, for a course, or a unit at any time. The amendment of these requirements will be subject to approval by the relevant organisational unit and/or Academic Senate.

3.1.4 The University may approve special admissions arrangements to increase participation in under-represented cohorts and/or provide opportunities to identified cohorts at its discretion.

3.1.5 Where there are more applications than places available, the University will make offers in order of merit taking into account the applicant’s academic standing,
additional entry requirements and information, as well as any special admissions arrangements in place.

The University may limit the number of offers made and/or the places available in a course without notice.

3.1.6 Applicants who do not meet the entry requirements for their preferred course shall be considered, and where possible, provided with an alternate offer into a related preparatory course or other equivalent award course, that on completion, may qualify the applicant for entry into their initial preferred course.

3.1.7 The acceptance of an international or independent qualification as equivalent to an Australian award, as defined by the Australian Qualification Framework (AQF), shall be at the sole discretion of the University.

3.1.8 Applicants are responsible for ensuring that they have submitted their application in accordance with University procedures via the correct systems, and for checking the terms of their offer prior to accepting.

3.2 Eligibility for Admission

3.2.1 General Entry Requirements

General entry requirements apply to all applicants and courses unless otherwise specified.

- Minimum age for admission

To be eligible for admission to the University, an applicant must be at least 17 years of age at the time of course commencement.

An applicant who is under the age of 17 at the time of course commencement shall be considered to be of minimum age for admission if they have successfully completed a recognised Australian Year 12 award, an AQF accredited Certificate IV or above, or an equivalent award approved by the University.

- Course Admission

To be eligible for admission to a University of Tasmania course, the applicant must:

- meet the course academic entry requirements,
- meet any additional course requirements for entry, and,
- meet English language proficiency requirements, where specified, in accordance with approved English proficiency guidelines.

- An applicant’s eligibility for admission under this policy does not guarantee the applicant an offer of a place in a course.

- Variations to the general entry requirements set out in this Policy shall be approved by the Academic Senate prior to implementation.
• Where an applicant is applying under a special admissions arrangement, the applicant must meet the necessary requirements for consideration under that arrangement.

• Alternate entry may be available to applicants who do not meet the course entry requirements as specified within the course requirements.

3.2.2 Pre-Degree Entry Requirements

a. Pre-degree courses refer to preparatory courses, Diplomas, Advanced Diplomas, and Associate Degrees offered by the University.

b. Applicants for pre-degree courses are generally assessed on their capacity for success in the pre-degree course, however, the University may set minimum academic requirements for entry into its pre-degree courses.

3.2.3 Undergraduate Degree Entry Requirements

a. To be eligible for entry into undergraduate degree courses, an applicant must have attained at least the minimum academic requirement which is one of:

   ▪ Successful completion of an Australian Year 12 qualification,
   ▪ Successful completion of at least one year in an AQF accredited Certificate IV or above,
   ▪ Successful completion of a recognised pre-degree or pathway course at University,
   ▪ Successful completion of an equivalent qualification or course of study as determined by the University,
   ▪ Attainment of specified results in a recognised aptitude test, or
   ▪ Relevant work experience at a stated level and duration.

b. Additionally, the University may establish minimum grade requirements or achievement levels for admission to a course.

c. The University may admit, at its discretion, exceptional high achieving students who are below the minimum age for admission into undergraduate degree courses with the approval of the relevant Executive Dean.

3.2.4 Postgraduate Coursework Entry Requirements

To be eligible for entry into postgraduate coursework courses, unless other specified, an applicant must have attained at least the minimum academic requirements which are:

▪ Successful completion of a recognised undergraduate or postgraduate coursework degree, or equivalent, or
▪ Relevant professional work experience at a stated level and duration, or
▪ A combination of recognised learning and relevant work experience

The University may establish minimum grade requirements or achievement levels for entry to a post graduate coursework course.
3.2.5 Non Award Programs and Unit Entry Requirements

Non award programs, short courses and non-award units may be a unit or other module of study in which a student is enrolled which does not contribute, at the time of enrolment, to a full course of study leading to an award. Non award programs are offered by the University to increase opportunities for educational attainment and participation. These units or modules of study may be ‘articulation short courses’ (mapped for articulation to courses listed in Rule 1 – Rules of Awards), ‘industry based short courses’ or ‘community short courses’. Unless otherwise specified, applicants to such non award programs must still satisfy the general entry requirements of the University.

The University may establish minimum grade requirements or achievement levels for entry to non award programs.

To be eligible for enrolment in a University of Tasmania unit, the applicant must meet any necessary unit entry requirements. Such requirements may include, but are not limited to, unit co-requisites and pre-requisites.

The admission of an applicant to a unit at the University is at the sole discretion of the teaching Academic Unit. However, the applicant who is admitted to a unit of study will be expected to submit an application and meet course entry requirements if they then decide to pursue an award listed in Rule 1 – Rules of Awards.

3.2.6 Additional Course Requirements

The University may specify additional requirements for entry to a course that applicants must meet for consideration for an offer. These may include, but are not limited to:

- Pre-requisite studies,
- Submission of supplementary information (including presentation of folios)
- Completion of an entry or proficiency test (including interviews or auditions)
- Capacity to satisfy the requirements of the course

3.2.7 International Students

In addition to the requirements specified within this policy, international applicants must satisfy any conditions set out by the University to comply with its legal obligations under Australian law in relation to their application, offer, acceptance and enrolment.

3.2.8 Minimum English Proficiency Requirements

a. The University may set higher English language proficiency for entry into a course with the approval of the University Learning and Teaching Committee; or if the course accreditation requirements demand so.

b. An applicant may meet the required English proficiency requirements through equivalent learning as approved and set out by the University for a course or study level.
3.3 **Admissions Process**

3.3.1 The submission of applications, the notification of application outcomes, offers, and acceptances will be made in accordance with current University procedures and in accordance with the rules of the relevant special admission scheme where applicable.

3.3.2 In accepting the written offer by the University, the applicant agrees to abide by University Ordinances, Rules, policies, procedures and the terms and conditions of their enrolment.

3.3.3 The University may grant advanced standing for prior learning where relevant in accordance with Rule 6 – Admission, Assessment and Student Progress. Advanced standing is not automatic and the applicant will be required to apply for advanced standing for prior learning at the time of application, within six months of course commencement or within six months of the completion of the prior learning.

3.3.4 Notification of application outcomes will be made by the University in writing to the applicant following the submission of an application.

3.3.5 **Internal Course Transfers**

a. Internal course transfers may be available for currently enrolled students seeking admission to a course at the same or lower level, or in moving between bachelor courses and an embedded honours variant of the same course, subject to College approval.

b. Course transfers for currently enrolled students into higher level courses and quota restricted courses are not permitted. Students wishing to transfer will be required to submit a new application for the new course and be considered for admission with other applicants against the relevant entry requirements for the course.

3.3.6 **Deferrals**

a. Applicants offered a place in a coursework course at the University may:
   - accept their offer and commence their course in the offered intake or later intake in the same academic year (subject to availability),
   - apply to defer their commencement to the next academic year (subject to availability), or
   - decline the offer.

b. Deferrals are not automatic, and the applicant who wishes to defer their offered course commencement must apply for the deferral in accordance with University procedures.

c. Applicants will be notified of the outcome of their application for deferral.

d. Approved deferrals are granted for a maximum of 12 months. Applicants who do not enrol in the approved deferred intake will be required to submit a new
application for admission to the course.

e. Applications for deferrals may not be accepted for all courses.

3.4 Refusals and appeals

3.4.1 Grounds for Refusal of Admission

The University reserves its right to refuse admission on, but not limited to, the following grounds:

- the applicant does not submit the application within the specified time frames for application lodgement,
- the applicant is ineligible for admission,
- the offer of admission was made as a result of system or administrative errors,
- the offer of admission does not comply with requirements under Australian Commonwealth and State legislation,
- the offer was made on the basis of incomplete, false or misleading information provided by the applicant or on the applicant’s behalf,
- the applicant was previously suspended or excluded from the University or any other tertiary education institution,
- there is evidence that the applicant has made minimal or no academic progress during a course of study in the last three years, and/or would be unable to meet the requirements of the course within the standard full-time study limit specified for the course, or
- Under clause 2.4.2 of Rule 6 – Admission, Assessment and Student Progress.

3.4.2 Actions taken by the University under 3.4.1 may include:

- Declining to accept an application from an applicant,
- Refusing to consider the applicant’s application,
- Withdrawing an offer, or
- Cancelling a student’s enrolment.

3.4.3 Admission decisions and application outcomes are final and not subject to appeal except on grounds outlined within Rule 6 – Admission, Assessment and Student Progress.

3.4.4 Clarification of Non-Admission

a. Domestic applicants may seek clarification of the University’s decision to not make an offer from the Domestic Admissions Office.

b. International applicants may seek clarification of the University’s decision to not make an offer from the International Admissions Office.
Responsibilities

Student Operations is responsible for:

- Defining and publishing the necessary admissions information, procedures and guidelines in accordance with this policy and other external guidelines.
- Maintaining a complete set of approved entry requirements for courses offered by the University.
- Admitting students in accordance with approved entry requirements
- Ensuring compliance with the necessary legislation relating to the admittance of students to the University.

Colleges are responsible for:

- Defining and reviewing the entry requirements for their courses, and seeking approval from Academic Senate
- Notifying Student Operations of approved entry requirements, and setting annual selection parameters, assessment framework and quotas as required.

Academic Senate is responsible for:

- Approving academic entry requirements for courses, including proposed variations.
- Monitoring student progress and retention on the basis of student admissions.

Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisation unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure</td>
</tr>
<tr>
<td>AQF</td>
<td>Australian Quality Framework</td>
</tr>
<tr>
<td>Award</td>
<td>means any degree, diploma or certificate listed in the Tables to Academic Senate Rule 1 – Rules of Awards.</td>
</tr>
</tbody>
</table>
| College                 | Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure, or  
                          | (b) the University College, or                                                                                                               |
|                         | (c) in relation to courses administered through the Academic Division, College means that Division.                                         |
| Domestic Admissions Team| University staff member responsible for providing admission advice to domestic applicants.                                                      |
**Executive Dean** means
(a) the Head of College - the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure, or
(b) the Principal, University College, or
(c) in relation to courses administered through the Academic Division, Executive Dean means the Pro Vice-Chancellor (Learning and Teaching).

**Head of Academic Unit** means the Head of the secondary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure, and may include a Dean, Principal, Director, Executive Director, Head of School, or Director of National Centre.

**International Admissions Team**

**Organisational Unit**

**Supporting Documentation**
- Not applicable

**Versioning**

| Former Version(s) | Version 1 – *Admissions Policy Statement*; approved October, 2009; review October, 2010
| Current Version(s) | Version 3 – *Admissions Policy*; approved December, 2017 |