

Admission, Enrolment and Credit Policy

Version 1 – Approved 25 September 2020

Purpose:

This policy outlines the University of Tasmania's commitment to responsibly manage student admission, enrolment and the granting of credit in recognition of formal, informal and non-formal prior learning.

1	Admission	Responsible
1.1	The University will define the minimum requirements for admission to courses offered at the University based on evidence of student success and in keeping with the University's standards of academic excellence.	Provost
1.2	The University will ensure that entry requirements and admission decisions conform to all national standards, are documented, applied consistently, equitably, transparently and in a timely manner.	Provost
1.3	The University will ensure that participation opportunities are accessible for prospective students from diverse backgrounds and with diverse learning experiences.	Provost
1.4	University decisions regarding admission will be subject to review and appeal on grounds specified within relevant procedure.	Provost
2	Enrolment	
2.1	All practices in relation to enrolments will be consistent, fair, transparent and formally documented, and comply with applicable external regulations and requirements.	Provost
2.2	Students will be provided with clear, timely and accurate advice in relation to enrolment and related critical dates.	Provost
2.3	The University will take all reasonable action to ensure that a student who is admitted to an award course is able to enrol in units that will enable them to complete the requirements of the course in a timely manner.	Provost
2.4	The University will take all appropriate measures to ensure that overseas students studying at the University on a student visa, complete their study in accordance with the terms, conditions and timeframes of their Confirmation of Enrolment (COE) and relevant student visa provisions.	Provost
2.5	The University will not knowingly enrol overseas students wishing to transfer from another registered provider's course, prior to the overseas student completing six months of their principal course of study, unless they have been released by the previous provider.	Provost
2.6	Students are responsible for all aspects of their enrolment, including awareness of University requirements and the provision of accurate personal information for enrolment purposes.	Provost
2.7	Students are responsible for: checking that their enrolment is current and correct; seeking advice as necessary; ensuring that their enrolment complies with relevant course specifications; and notifying the University by the prescribed date, of any errors or omissions.	Provost
2.8	University decisions regarding enrolment will be subject to review and appeal on grounds specified within relevant procedure.	Provost

3 Recognition of prior learning

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| 3.1 | Credit may be granted to an applicant who can demonstrate the attainment of learning outcomes against course or unit learning outcomes. | Provost |
| 3.2 | Applications for credit will be assessed fairly and in a timely manner to determine the comparability of the evidence provided. | Provost |
| 3.3 | Credit will be granted subject to the admission and enrolment of the applicant to the relevant University award program. | Provost |
| 3.4 | Credit granted will take into account the learning outcomes of the relevant unit and course and be calibrated to support student success. | Provost |
| 3.5 | Students receiving credit must still meet any English language proficiency conditions placed on their enrolment. | Provost |
| 3.6 | University staff involved in the assessment and granting of credit will have the experience to enable them to properly assess credit applications. | Provost |
| 3.7 | University decisions relating to the granting of credit will be subject to review and appeal on grounds specified within relevant procedure. | Provost |
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Definitions and acronyms: [credit](#) | [informal learning](#) | [formal learning](#) | [learning outcomes](#) | [non-formal learning](#) | [prior learning](#) | [recognition of prior learning](#)

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All University community members must comply with all relevant laws and regulations, University By-Laws, ordinances, policies and procedures.
