

# Admissions - Procedures

## 1. Purpose of procedures

1.1 These procedures provide a set of principles and minimal requirements for determining admission to coursework programs of the University.

## 2. Scope and application

2.1 These procedures apply to all staff and students enrolled in, or proposing to enrol in, coursework programs of the University, and agents and partners of the University.

2.2 In the case of an applicant for End-on Honours or Embedded Honours (Differentiated Pathway), please refer to the Bachelor Honours Degree – Procedures for specific admission criteria and offer processes.

2.3 These procedures do not apply to applicants for higher degrees by research. Please refer to the Higher Degrees by Research Candidature – Procedures.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

Quota means the number of places available for students to commence study in a particular study period.

Year 12 means the final year of Secondary Schooling in the Queensland School System or equivalent.

study site means the physical location from where the student's program of enrolment is being delivered, referred to variously by UniSC as a 'campus', 'study node', 'teaching site' or 'third-party managed campus'.

## 4. Application for admission

4.1 An applicant seeking admission to a program at the University must submit an application as published on the UniSC website.

4.2 The Academic Registrar and Director, Student Services or nominee has authority to determine prescribed application methods and requirements for domestic students to coursework programs offered by the University.

4.3 The Pro Vice-Chancellor (Global and Engagement) or nominee has authority to determine application methods and requirements for international students to coursework programs offered by the University.

4.4 Appropriate guidelines for confirming the veracity and authenticity of academic qualifications and supporting documents must be implemented.

4.5 Applications received after designated closing dates will not be accepted unless there are exceptional circumstances.

## 5. Entry requirements – award programs

5.1 The entry requirements for all award programs are approved by Academic Board as part of the program's accreditation process.

5.2 To be eligible for admission to an award program an applicant must:

(a) satisfy any prerequisite requirements;

(b) satisfy the minimum English language proficiency requirements;

(c) satisfy any program-specific selection criteria;

(d) achieve the admission level as determined by the University for the specified program in the specified teaching period, study site/location, attendance mode and fee liability category; and

APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Academic Registrar and Director, Student Services

FIRST APPROVED

3 September 2009

LAST AMENDED

10 August 2022

REVIEW DATE

27 April 2026

STATUS

Active

(e) be at least 17 years of age or have completed Year 12 or equivalent for domestic applicants or be at least 18 years of age for International applicants.

## 6. Program-specific criteria for admission

6.1 For specified programs, selection for admission may be based on program-specific criteria in addition to the standard admission requirements that are outlined in Section 5 above.

6.2 Program-specific criteria may include:

- (a) performance in an audition;
- (b) presentation of a folio of creative work;
- (c) attainment in specialised tests;
- (d) responses in an interview; and
- (e) demonstrated achievement of specified vocational or professional standards.

6.3 The details of the program-specific criteria, whether the criteria will be used in combination with the entry requirements outlined in Section 5 above or in place of those requirements, and the way in which the criteria are used to select applicants to receive an offer, are approved by the Academic Board as part of the program accreditation process.

## 7. Competitive admission for postgraduate programs

7.1 Where the number of applicants for admission to a postgraduate program has exceeded, or is expected to exceed, any quota approved for that program, applicants will normally be selected on academic merit, based on a Grade Point Average (GPA) calculated on the applicant's performance in the qualification identified in the program's entry requirements. If the program leads to a recognised professional qualification then prior work experience may also be taken into account.

## 8. Supervision and resources

8.1 In selecting applicants for admission to any program with research or project components, consideration will be given to the availability of an appropriate supervisor and/or the necessary resources to undertake research or project work when this is integral to the coursework program. An application for admission may be rejected on the grounds of the inability of the University to provide suitable supervision or resources.

## 9. Exceptional Cases and other evidence of suitability

9.1 Provision is made to admit individual persons who may not meet the published entry requirements but, on the basis of other considerations, are persons who have a high probability of success in university study and whose admission is considered to bring benefits to both the University and the applicant. Consideration of such cases must take into account equity considerations in relation to all other applicants.

9.2 Applications for admission under this category require the support of the relevant Head of School and the Academic Registrar and Director, Student Services or, in the case of international students, the Pro Vice-Chancellor (Global and Engagement) or nominee. All such offers require the approval of the Deputy Vice-Chancellor (Academic).

## 10. Entry Requirements – Admission Pathways

10.1 On occasion the University will design specific admission pathways to facilitate the admission of certain cohorts of applicants. The entry requirements for each Admission Pathway must be specified in individual documented Admissions Guidelines as approved by the Deputy Vice-Chancellor (Academic) or by Academic Board as appropriate. These must stipulate the following:

- (a) the criteria and conditions under which Admission Pathways apply and where these may vary from published entry requirements;
- (b) the selection process to be applied;
- (c) the responsible officer or selection panel with authority for determining the successful applicants for admission under the Admission Pathway;
- (d) any restrictions or requirements for completion of the Admission Pathway prior to admission to an award program; and
- (e) the appeal process for unsuccessful applicants.

## 11. Entry Requirements – Cross-institutionally enrolled students

11.1 Students enrolled in an award program at another institution may apply for admission as a cross-institutional student to undertake one or more courses at the University for the purpose of obtaining credit towards the award requirements of their program at their home institution.

11.2 To be eligible for admission as a cross-institutional student, an applicant must:

- (a) nominate the particular course(s) they wish to undertake;
- (b) supply evidence of approval of their home institution;
- (c) satisfy any prerequisite requirements for the course(s) concerned; and
- (d) satisfy the University's standard or program specific English Language requirements as applicable.

## 12. Entry requirements – visiting students

12.1 Students seeking to undertake an individual course or courses from an award program for professional or personal development may apply as a visiting student.

12.2 To be eligible for admission as a visiting student, an applicant must:

- (a) provide evidence of prior study, qualification and experience to support their application to the University;
- (b) satisfy any prerequisite requirements for the course(s) concerned; and
- (c) satisfy the University's standard or program specific English Language requirements as applicable.

## 13. Entry requirements – study abroad students

13.1 International students may apply for admission as a Study Abroad student to undertake one or two study periods at the University. Applications are considered by International Office.

13.2 To be eligible for admission as a Study Abroad student, an applicant must:

- (a) satisfy any prerequisite requirements;
- (b) satisfy the University's standard or program specific English Language requirements as applicable;
- (c) satisfy any program-specific selection criteria;
- (d) achieve the required Admission level as determined by the University for the specified program in the specified teaching period, study site/location, attendance mode and liability category; and
- (e) enrol on a full-time basis.

## 14. Auditing courses

14.1 In certain circumstances a person may be permitted to audit a course and attend the lectures associated with the course, and may under certain conditions participate in other course activities if the Course Coordinator gives specific permission.

14.2 An auditing student does not complete assessment items or examinations, is not awarded a grade and is not entitled to an academic transcript.

14.3 A person is not permitted to audit a course unless the relevant Head of School has given their approval and provided that a place is available. The attendance of the person must not interfere with the learning activities of the course and pose no appreciable risk.

14.4 An auditing student must be formally enrolled and pay the fee as determined. A student enrolled on this basis who then wishes to undertake assessment and/or participate in the full range of learning activities must apply to transfer to a visiting student status and pay the fee determined for a visiting student. Applications to change status must be made prior to the census date for the course.

## 15. Admission Adjustment Factors

15.1 The University is committed to encouraging access and participation to higher education. Adjustment Factors are available to encourage participation from eligible applicants who have experienced educational disadvantage and/or who have excelled in academic and sporting endeavours.

15.2 Under the Access USC scheme, domestic students applying for most undergraduate programs will be eligible for adjustment factors to be applied to their OP score or selection rank.

15.3 All adjustment factors will be applied by QTAC. Applicants to UniSC may receive a maximum adjustment of ten (10) selection ranks across all Access USC adjustment schemes, as specified on the UniSC website.

15.4 Each Adjustment Factor is approved by the Deputy Vice-Chancellor (Academic) and is published in the QTAC Guide and on the University website.

## 16. Pre-requisite Requirements

16.1 Prerequisites are additional requirements an applicant must satisfy to be considered for admission to a particular program. Pre-requisites may include Year 12 subjects (or studies deemed equivalent) completed to a specified level of achievement, or other requirements such as relevant qualifications, experiences, or performance in specified tests.

16.2 Fulfilling professional or program requirements such as medical certification or criminal history checks, may also form a pre-requisite for admission to some programs.

16.3 For Year 12 subjects used for admission purposes there are three categories:

(a) Specified Pre-requisite: an applicant must have completed the specified pre-requisite at the required level of achievement or satisfied the pre-requisite by an equivalent means as set out in the relevant admission schedule.

(b) Recommended Study: it is strongly recommended that an applicant have knowledge of the subject, but it is not compulsory. An applicant who has not undertaken the recommended study subject is not prevented from receiving an admission offer.

(c) Assumed knowledge: this level of knowledge is assumed in the first year curriculum and is considered necessary for successful first year study. An applicant lacking the assumed level of knowledge is not prevented from being made an offer; however the applicant may be disadvantaged unless they undertake recommended bridging, preparatory or introductory courses prior to or during their first year of study.

16.4 Where knowledge on the part of students entering the program is assumed, the University must give clear and constructive advice to prospective students on the nature and extent of disciplinary knowledge that is assumed and how students can achieve the level of knowledge required.

16.5 Any pre-requisites for admission to a program must be specified in the program accreditation documentation and approved by the Academic Board and clearly stipulated in all marketing and program advice.

16.6 A change in admission pre-requisites for an existing program must be approved by Academic Board on the recommendation of the relevant School, through the accreditation process.

16.7 Any change in admission pre-requisites for an existing program that introduces new or higher requirements requires at least two years notice before coming into effect. A change which does not introduce new or higher requirements may be introduced without notice.

## 17. English Language Proficiency requirements

17.1 Proficiency in the English language is required for entry to all programs and courses and any international or domestic applicant from a non-English speaking background must satisfy the University's standard and program specific English language requirements.

17.2 The University's standard and program specific English language requirements are approved by the Deputy Vice-Chancellor (Academic) on the recommendation of the Head of School, and the Pro Vice-Chancellor (Global and Engagement) or nominee. These must be readily available for all students and displayed on the University web site.

17.3 Any changes to the University's standard or program specific English language requirements must allow a sufficient lead time for the entry of students and must be approved through the appropriate channels.

## 18. Admission quotas

18.1 The University may set a quota for the number of commencing students in each study period. Quotas may be set for each program, for groups of programs, and for types of students.

18.2 Quotas are approved by the Deputy Vice-Chancellor (Academic) in consultation with Heads of School. Quotas may be changed during an admission period to meet University requirements. Where the number of eligible applicants exceeds the quota places available, applicants are selected by order of merit on the basis of the approved admissions level and criteria.

## 19. Offers

19.1 Offers of admission to commencing students will specify the program and study site/location, and where applicable, attendance mode, attendance type, and major for which the offer is made. Students are required to enrol in accordance with the offer of admission and complete at least the first study period accordingly.

19.2 Conditional offers may be made subject to specified conditions being satisfied prior to the census date in the first enrolled teaching period.

19.3 The Academic Registrar and Director, Student Services (or nominee) has authority to make offers of admission to coursework programs offered by the University.

19.4 The Pro Vice-Chancellor (Global and Engagement) or nominee has authority to make offers of admission to international students applying for coursework programs.

## 20. Response to offer

20.1 A person receiving an offer of admission must respond to the offer by the due date and by the process specified in the notice of offer. If an applicant fails to respond to the admission offer by the date specified in the notice of offer, the offer will lapse.

20.2 An applicant may apply to reinstate a lapsed offer. Approval to reinstate a lapsed offer can only be granted if places are still available in the relevant program and student category.

## 21. Deferment

### 21.1 Domestic applicants

21.1.1 A successful applicant may accept the offer of a place in an award program but defer enrolment in the program for a specified period. The maximum period of deferment is one year.

21.1.2 Deferment is not available:

(a) to non-award students, Study Abroad and International Exchange students; and

(b) in specific programs where it has been decided that it is not appropriate to offer commencing students the opportunity of deferring their studies. The Deputy Vice-Chancellor (Academic) approves the designation of such programs.

21.1.3 At the end of the deferment period, the applicant is guaranteed a place in the program at the location for which the original admission offer was made, providing that the program is available to commencing students in that year. If the program is no longer offered or has been substantially changed, the University is not bound to make an offer into the original program but will endeavour to offer the student a place in an appropriate alternate program.

21.1.4 At various points during the deferment period, the University will contact deferred applicants and advise them of the action required should they wish to take up their deferred place. If the required action is not taken by the due date, the offer of a deferred place will lapse.

21.1.5 An applicant's deferred place may be withdrawn if they are subsequently excluded from another tertiary institution or if they apply for admission to other programs.

### 21.2 International applicants

21.2.1 An international applicant who accepts their place in a UniSC program, can apply prior to their program commencement to defer or vary their intake only in the circumstances described below:

21.2.2 International students who hold a Confirmation of Enrolment (CoE) issued by UniSC

International students who hold a CoE issued by UniSC will only be able to defer their studies in compassionate and compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the student and which are likely to have a future impact upon the student's course progress or wellbeing.

### 21.2.3 Other international students

If an international student holds a visa other than a student visa, the application for a variation will be assessed and if approved a new Letter of Offer will be provided to the student.

21.2.4 International students who wish to apply for a deferral or a variation to their intake should contact International Office at [study@usc.edu.au](mailto:study@usc.edu.au)

## 22. Incomplete, inaccurate or fraudulent information

22.1 The University reserves the right to withdraw an offer and cancel the enrolment of any person where an offer was made based on incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority.

22.2 An applicant for admission who is under suspension, exclusion or expulsion on the basis of academic performance, misconduct or disciplinary reasons, from any tertiary institution or program or course, whether in Australia or elsewhere, is required to include all details of the suspension, exclusion or expulsion in their application for admission.

22.3 The Academic Registrar and Director, Student Services (or nominee) has authority to withdraw an offer of admission or cancel enrolment where the applicant provides untrue or incomplete information which results in:

- (a) an advantage to the applicant and/or inequitable treatment of other applicants; or
- (b) an incorrect assessment of the applicant's claims against the admissions criteria.

22.4 Where an offer has been made on the basis of untrue or incomplete information and the student has partially completed or graduated with an award then the Deputy Vice Chancellor (Academic) shall take such action as necessary to ensure compliance with this and other university policies.

## 23. Right to cancel programs and to withdraw offers

23.1 The University reserves the right to cancel the offering of a program in exceptional circumstances. This decision is made by the Deputy Vice-Chancellor (Academic), on the advice of the relevant Head of School. Where possible this decision should be taken prior to any offers being made into the program and as a minimum at least four weeks before the commencement of the program for that teaching period. Any student impacted by this decision should be contacted by the University and advised regarding their options.

23.2 Subject to the provisions of the *Anti-Discrimination Act 1991* (Qld), where the Pro-Vice Chancellor (Students) and the Head of School are of the opinion that the state of health of any student gives cause for concern, the Pro Vice-Chancellor (Students) may refer the matter to the Deputy Vice-Chancellor (Academic) who will take such action as is considered necessary to safeguard the welfare and safety of the student, the University, its staff or students, or any other associated parties. This may include the withdrawal of an offer of admission.

23.3 The University reserves the right to withdraw an offer where an offer of place was incorrectly made. Any such decision should consider equity principles and the amount of time that has elapsed between the admission of the student and the identification of this error.

## 24. Readmission after exclusion, suspension or expulsion from the University

24.1 All applications for readmission following exclusion, suspension or expulsion from UniSC are made directly to the University. This applies whether the applicant is seeking admission to a program they have been previously enrolled in or a different program.

24.2 For details of the process for readmission after exclusion refer to the University's Monitoring Academic Progress – Procedures (MAP). Students should note that their MAP status for unsatisfactory academic progress will be transferred to the new program.

24.3 If an applicant has previously been suspended for misconduct, readmission to any program may be subject to the approval of the Deputy Vice-Chancellor (Academic), taking advice from the Pro Vice-Chancellor (Students) and the relevant Head of School. In considering such an application, evidence of remedial action undertaken by the student is required to be included.

24.4 If an applicant has previously been expelled from the University, readmission to any program is subject to the approval of the University Council.

## 25. Application for admission whilst excluded from another institution

25.1 An applicant who has been suspended or excluded from another institution will not normally be considered for admission until their period of exclusion or suspension has elapsed. Such an applicant may be required to demonstrate that any conditions under which they were suspended or excluded are no longer applicable. Each application will be considered on its merits. Such a submission will be considered by the Academic Registrar and Director, Student Services (or nominee) and may be referred to the relevant Head of School if required.

## 26. Grievances

26.1 An applicant who is unsuccessful in gaining admission to the University and who seeks a review of this decision should review the Student Grievance Resolution – Governing Policy and associated procedures. The request for a review should be addressed to the Associate Director, Student Business Services, Student Services and Engagement or, for international students, to the Pro Vice-Chancellor (Global and Engagement) or nominee. The relevant decision maker will review the case and notify the complainant of the outcome of the review and the reason for the decision. There is no further avenue for appeals against this decision within the University.

## 27. Changing programs

27.1 A student who is currently enrolled in an award program at UniSC and who has not completed the requirements for graduation from that program may apply to change to another program at UniSC by direct application to the University and should not apply through QTAC.

### 27.2 Undergraduate programs

27.2.1 Applications to change programs must be lodged by the date prescribed in the University's Academic Calendar.

27.2.2 To be eligible the applicant must satisfy any prerequisite entry requirements and program specific criteria for the program and have a selection rank calculated that is equal to or above the minimum selection threshold required for consideration in the offer round.

27.2.3 Applications to change programs require the approval of the Academic Registrar and Director, Student Services, or staff delegated for this purpose following confirmation that there are places available.

### 27.3 Postgraduate programs

27.3.1 Postgraduate students wishing to change postgraduate programs must apply for admission to the new program, and if successful in gaining admission, terminate their enrolment in their current program.

27.3.2 Applications to change programs from students wishing to continue their study through a suite of nested programs is subject to the admission conditions set down in the program requirements approved as part of the accreditation process.

## 28. Transferring study site/location

28.1 A student is entitled to undertake only the program for which he/she received an offer of admission, at the specified study site/location. A student who is currently enrolled in an award program at a specified study site/location may, on the completion of at least one teaching session, seek to transfer to another study site/location, including a third party managed campus.

28.2 To be eligible to transfer, the applicant must have an admission level calculated via the relevant Admission Schedule that is at least equivalent to the cut-off score for the program at the specified study site/location in the current admission period.

28.3 Students enrolled at third-party managed campuses may request a transfer to another UniSC study site/location via their provider's relevant administration office. Students enrolled at all other UniSC study sites/locations may request program transfers via Student Central. Applications to change programs require the approval of the Academic Registrar and Director, Student Services (or nominee) following confirmation that there are places available.

## 29. Application for credit transfer

29.1 A person having received an admission offer may apply for credit transfer on the basis of prior study or on the basis of relevant skills and experience according to the University policies in relation to Credit Transfer.

## 30. International students who gain permanent resident status

30.1 An international student who gains permanent resident status is able to transfer to a Commonwealth-supported place or domestic fee-paying place, depending on the type of places normally available to domestic students in the particular program. On transfer, the student is liable for the student contribution or tuition fee, as applicable.

30.2 If the permanent resident status is granted after the census date of the teaching period, the student remains liable for the international student fee for that teaching period and the change of status will come into effect from the next teaching period in which the student enrolls.

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#### RELATED DOCUMENTS

- Admissions, Enrolments and Graduation - Academic Policy
- Bachelor Honours Degree - Procedures
- Credit Transfer - Academic Policy
- Enrolments and Graduation - Procedures
- Grades and Grade Point Average (GPA) - Academic Policy
- Monitoring Academic Progress - Academic Policy
- Student Conduct - Governing Policy
- Student Grievance Resolution - Governing Policy

#### LINKED DOCUMENTS

- Admissions, Enrolments and Graduation - Academic Policy

#### RELATED LEGISLATION / STANDARDS

- Anti-Discrimination Act 1991 (Qld)