

# Admissions Procedure



## 1 Purpose

To set out procedures for the Admission of Students.

## 2 Scope

This procedure applies to the Admission of Domestic and International Students seeking entry into:

- undergraduate programs
- honours programs
- postgraduate Coursework Programs
- Research and Higher Degree programs
- Non-Award Programs.

This procedure also sets out the process for:

- alternative entry and Pathway Programs into University programs
- transfer between University programs.

## 3 Procedure overview

This procedure sets out the process for Admission of Students to the University.

## 4 Procedures

Students seeking entry to programs at the University must satisfy the General Admission Principles outlined in Section 4.1 of this procedure and the Admissions Policy as well as the specific entry requirements for each program. Offers of Admission are made by the Pro Vice-Chancellor (Students), the Pro Vice-Chancellor (International) for Coursework Programs, or the Associate Dean (Graduate Research School) for Higher Degree by Research Programs.

## 4.1 General Admission principles

1. Admission requirements will be displayed in the USQ Handbook and Program Guide.
2. Admission to Award Programs will be determined on the basis of Academic Merit, specific program requirements and perceived probability of success.
3. Where demand for a program exceeds the available number of places, Admission to the program may be denied, despite the Applicant meeting the minimum entry requirements.
4. A student who has never enrolled in a Course, and is not enrolled in the current Teaching Period, and is not enrolled in a future Teaching Period, and does not have an approved Leave of Absence or Deferment, will have their Enrolment cancelled after the census date. A student who has not been enrolled in any Course for two Academic Years, and is not enrolled in the current Teaching Period, and is not enrolled in a future Teaching Period, and does not have an approved Leave of Absence or Deferment, will have their Enrolment cancelled after the census date. Students who seek to continue studies at the University must apply for re-admission.
5. International Students who do not arrive to commence their program by the agreed start date will have their program cancelled. Students who wish to Defer the commencement of their program for one or more Teaching Periods, must reapply for Admission to the University.
6. Applicants are required to submit their application using the nominated system by the program closing dates as determined by the University. The University may authorise extensions to the due date on a case by case basis.
7. Domestic Admissions will accept legible electronic copies of supporting documents provided by the Applicant for Admission to Award and Non-Award Programs. Hard copies of original documentation may also be presented by an Applicant or requested by the University where more information is required.
8. International Admissions will accept legible certified electronic copies of original supporting documents provided by an Applicant for Admission to Award and Non-Award Programs. Hard copies of original documentation may also be presented by an Applicant or requested by the University where more information is required.
9. International Students wishing to study in Australia on a Student Visa must meet and satisfy eligibility requirements in accordance with Australian Government assessment criteria, as detailed in Section 4.8 of this procedure.
10. The University reserves the right to deny the offer of a place or cancel the Enrolment of Applicants who have provided false, fraudulent, incomplete or misleading information or who may not meet eligibility to a program or Course as required by their offer to study.

## 4.2 Admission to undergraduate programs

The University will support the operation of a state wide Admissions system which permits the University to establish its own criteria for Admissions. International Students should also refer to Section 4.8 of this procedure.

Domestic Applicants are required to make their application to Queensland Tertiary Admissions Centre (QTAC) unless otherwise indicated by the University. The University also accepts direct entry applications.

Applicants are considered on the basis of one or more of the following:

- minimum entry requirements for individual programs, such as Overall Position (OP), tertiary entrance rank or equivalent qualification. These are determined by the University for specific programs each Teaching Period. OP and tertiary entrance ranks are based on agreed QTAC schedules which assess formal study at Year 12 or equivalent level, tertiary, preparatory, professional or vocational qualifications or work experience, as detailed in the QTAC Assessment of Qualifications Manual and QTAC Assessor Guidelines Manual; or
- prerequisite knowledge and/or Assumed Knowledge and/or Recommended Prior Study; or
- English language proficiency; or
- special provisions for example, interview, folio or audition; or
- Admission through special entry Enabling Programs; or
- eligibility through alternative entry or Pathway Programs.

## 4.3 Admission to honours programs

Admission to Honours programs is dependent on the degree type as determined in program accreditation:

Honours additional year (3+1) model:

- Applicants are considered on the basis of entry requirements.
- Applicants apply directly to the University.

Embedded honours (4-year) model where Applicants transfer after completion of a specified number of years in undergraduate degrees:

- Applicants are considered on the basis of entry requirements.
- Applicants apply directly to the University to transfer into the embedded honours year program.

Embedded honours (4-year) model where Applicants commence in the program:

- Applicants are considered on the basis of entry requirements and submit an application as detailed in Section 4.2 of this procedure.

#### **4.4 Admission to postgraduate Coursework Programs**

Applicants are considered on the basis of their ability to meet the General Admission Principles in Section 4.1 of this procedure.

Applicants make their application directly to the University.

#### **4.5 Admission to Higher Degree by Research programs**

Applicants are considered on the basis of entry requirements and the ability of the University to provide an appropriate supervisor, resources for the research and minimum levels of support as specified in the Higher Degree by Research Supervision and Support Procedure. Applicants make their application directly to the University.

#### **4.6 Admission to Non-Award Programs and Courses**

Applicants for Non-Award Programs apply directly to the University for Admission. Applicants undertaking study which does not contribute to an Award Program are expected to have the required prerequisite knowledge for the Course.

#### **4.7 Alternative entry**

The University recognises that preparation for tertiary study is not restricted to formal educational attainment and that it may receive applications from Applicants who have not met the published Admission criteria. The University shall provide for alternative entry and maintain appropriate centralised records for such Admissions, as detailed in the General Admission Principles in Section 4.1 of this procedure.

#### **4.8 Admission of International Students**

International Students wishing to study on campus as International Student Visa holders will only be admitted to programs that are approved by the Commonwealth Register of Institutions

and Courses for Overseas Students (CRICOS).

International Students must meet the General Admissions Principles in Section 4.1 of this procedure, or equivalent, as well as Admission criteria specific to the appropriate Award level entry as per Domestic Students.

The University will admit international Applicants under the age of 18 where conditions stipulated in the Under 18 International Students Policy and Under 18 International Student Care Framework are met.

International Students who Defer the commencement of their program for one or more Teaching Periods must reapply.

International on campus Applicants eligible for Admissions into University programs, must meet both University and Australian Government assessment criteria in addition to academic Admission requirements. Under the Australian Government's Simplified Student Visa Framework (SSVF), evidentiary requirements for International Applicants will be based on the combined immigration risk of the University and the Applicant's country of citizenship. Applicants must demonstrate that they are a:

- genuine Student; and
- genuine temporary entrant

## **4.9 Internal transfer of program**

Students who have gained Admission to an Award Program at the University may apply for an internal transfer to another program. Applicants are required to apply directly to the University and must meet the Admission criteria for the program to which they wish to transfer.

Applications for International on-campus Student wishing to transfer to another University program will be reassessed in accordance with all entry requirements specified in Section 4.8 of this procedure. International on-campus Students will normally be required to complete at least one Semester of their principle program prior to submitting an application to transfer to another University program.

### **4.9.1 Additional internal transfer requirements for Higher Degree by Research Students**

Normally, recommendations to transfer from one HDR Academic Program to another will not be considered for approval by the Associate Dean (Graduate Research School) until the Student has successfully undertaken the Confirmation of Candidature process.

### **4.9.2 Additional requirements for transfer to the University for Higher Degree by Research Students**

Applicants wishing to transfer their Enrolment from another institution must meet the University's entry requirements specified in the Admissions Procedure and must provide a formal release letter, full academic transcripts and documentation showing the equivalent Full-Time Study Load (EFTSL) consumed from their current institution.

In cases where an Applicant is applying for entry but does not meet the entry requirements, the Associate Dean (Graduate Research School) must provide a written justification substantiating the capacity of the Applicant to undertake research.

## **4.10 English language proficiency**

Domestic and International Applicants are required to satisfy English language requirements as specified in the English Language Proficiency Requirements Schedule.

Applicants who do not satisfy these requirements may apply to undertake a University-approved English language program. Upon successful completion of the English language program, Applicants may apply and be admitted to their requested University Program where all other Admission requirements are satisfied.

## **4.11 Exclusion**

Students who are currently Excluded or suspended from the University, or Applicants who are Excluded or suspended from another tertiary institution, will be eligible for either Admission or re-admission to their program provided they meet the following requirements:

- Applicants must satisfy the normal entry requirements for the program; and
- the Exclusion period has expired.

Students returning from a period of Exclusion may also be required to satisfy specific Enrolment conditions imposed by the University in accordance with the Academic Standing, Progression and Exclusion Procedure.

## **4.12 Return to study**

Non Higher Degree Research Students who wish to return to study in a program after a period of absence and are not returning from a Leave of Absence or a period of Deferment, must submit a request to return to study directly to the University as set out in the Enrolment Procedure.

Higher Degree Research Students returning to study in a program after an approved Leave of Absence must inform the Graduate Research Office in writing 10 days before their approved return date. Higher Degree Research Students returning from a period of Deferment, must submit a request to return to study directly to the University as set out in the Enrolment

Procedure.

### **4.13 Deferment**

The University will permit Domestic Students to defer a new program of study for one calendar year initially. Domestic Students can then apply to defer for a second calendar year on request. Programs for which the Academic Division can demonstrate that permitting deferral would jeopardise the conduct of the program cannot be deferred. In the case of Higher Degree Research Students a new program of study can only be deferred with approval from the Associate Dean (Graduate Research School). Applicants are only eligible to apply for Deferment at the commencement of the program to which they are admitted.

In circumstances where deferring a program start date jeopardises the conduct of that program, approval may be granted by the relevant Executive Dean to Applicants who can demonstrate Special Circumstances. Applicants must apply in writing to the University and include supporting documentation in line with the Assessment of Special Circumstances Procedure. The relevant authorised officer will notify Students of the outcome.

International Students should refer to Section 4.8 of this procedure.

The University will send Enrolment material to Students who have deferred after the completion of the Deferment period.

The standard program duration is not inclusive of the period of Deferment.

### **4.14 Incarcerated Students**

Applicant inmates seeking Admission into an Award and/or Non-Award Programs will be required to sign an Incarcerated Student Consent Form which allows the University to apply an indicator to their record so that additional support can be provided. Additionally, the Incarcerated Student Consent Form facilitates the automatic acknowledgement of an Authorised Representative from the Correctional Centre in accordance with the Student Authority to Act Procedure. Incarcerated Students may also nominate an alternative Representative to act on their behalf in accordance with the Student Authority to Act Procedure.

### **4.15 Review of Decision**

Where an Applicant is unsuccessful for Admission to a University program, they may submit a request to have the Decision reviewed in accordance with the Review of Decision Procedure.

Further information for submitting a Review of Decision can also be found on the Student Complaints and Appeals Management System.

## **5 References**



Nil.

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Pro Vice-Chancellor (Students)
<b>Responsible Officer</b>	Director (Student and Academic Support)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Admissions Policy
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	11/2/2021
<b>Effective Date</b>	11/2/2021
<b>Review Date</b>	11/4/2017
<b>Relevant Legislation</b>	<a href="#">Higher Education Support Act (2003)</a> <a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018</a>
<b>Related Policies</b>	<a href="#">Academic Programs and Courses Policy</a> <a href="#">Enrolment Policy</a> <a href="#">Student Code of Conduct Policy</a> <a href="#">Under 18 International Students Policy</a>
<b>Related Procedures</b>	<a href="#">Academic Standing, Progression and Exclusion Procedure</a> <a href="#">Assessment of Special Circumstances Procedure</a> <a href="#">Enrolment Procedure</a> <a href="#">Higher Degree by Research Supervision and Student Support Procedure</a> <a href="#">Review of Decision Procedure</a>



<p><b>Related forms, publications and websites</b></p>	<p><a href="#">Student Authority to Act Procedure</a></p> <p><a href="#">Consent for Internet Access for Persons under 18 Years of Age (restricted access)</a></p> <p><a href="#">Emergency Information Form</a></p> <p><a href="#">English Language Requirements</a></p> <p><a href="#">Feedback, Complaints and Appeals</a></p> <p><a href="#">Incarcerated Student Consent Form</a></p> <p><a href="#">Program Guides</a></p> <p><a href="#">QTAC Guide to Tertiary Courses</a></p> <p><a href="#">QTAC Online Application Form</a></p> <p><a href="#">QTAC Admissions Criteria</a></p> <p><a href="#">Return to Study Form</a></p> <p><a href="#">Under 18 Accommodation and Welfare Carer Application Form (restricted access)</a></p> <p><a href="#">USQ Future Students website</a></p> <p><a href="#">USQ International Students website</a></p> <p><a href="#">USQ Online Application Form</a></p> <p><a href="#">USQ Under 18 International Student Care Framework (restricted access)</a></p>
<p><b>Definitions</b></p>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Academic Merit</a></p> <p>Academic Merit is based on an Applicant's level of academic achievement during their prior studies. It is generally assessed on an applicant's OP score, International Baccalaureate (IB) score, Australian Tertiary Admissions Rank, or equivalent rank based on the applicants qualifications and/or work experience.</p> <p><a href="#">Academic Year</a></p> <p>A period of time consisting of Semesters and teaching periods that all commence in the same calendar year.</p>

## [Admission](#)

The process of submission and assessment of applications for entry to study at the University.

## [Applicant](#)

A person who applies for any program or Course of study offered by the University whether the application is made through the Queensland Tertiary Admission Centre (QTAC) or directly to the University.

## [Assumed Knowledge](#)

Assumed knowledge is the foundational knowledge and related skills considered necessary for Students commencing studies at USQ and are desirable for successful university level study. Assumed knowledge is equivalent to satisfactorily completing senior secondary studies (Years 11 and 12) in specified subjects. For example, assumed knowledge of English is equivalent to completing four semesters of senior secondary school English (Years 11 and 12), at the sound achievement level (4, SA). If Students do not have the assumed level of knowledge for their program, they may still receive an offer of a place at USQ and can still enrol in courses. However, Students are urged to consider the impact not having the assumed knowledge may have on their ability to succeed in their studies. Students who do not have the required level of assumed knowledge are advised to undertake USQ preparatory or bridging courses, or other appropriate study preparation, prior to or during the first year of study. It is the responsibility of the Student to have the assumed knowledge specified for the program or course.

## [Authorised Representative](#)

A representative who has been authorised to represent or act on behalf of a Student and acknowledged as such by the University in writing and in compliance with relevant University policy.

## [Authority to Act](#)

An Authority to Act is an official permission given by a person to another person and/or entity to act on certain matters, or granted to a person or entity to act on behalf of another person through an existing legal instrument for a certain period of time. An Authority to Act can be given in relation to all business transactions with the University, or extended in relation to certain matters only.

## [Award Program](#)

A sequence of study which leads to an academic qualification granted by the University and conferred by Council.

### [Course](#)

A discrete element of a program, normally undertaken over a single Teaching Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.

### [Coursework Program](#)

A sequence of study consisting predominantly of Coursework.

### [Decision](#)

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

### [Deferment](#)

Approval granted to Students who have accepted an offer of Admission to a program for the first time to delay the commencement of Enrolment for up to two calendar years.

### [Domestic Student](#)

A Student who is an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

### [Enabling Program](#)

A program for disadvantaged Students which meets Commonwealth guidelines for such programs and from which successful completion leads to automatic Admission into an Academic Program of the University.

### [Enrolment](#)

The process of admitting Students to one or more Courses for the current Academic Year.

### [Exclusion](#)

Prohibition from enrolling in a Course or a program for a specified period.

### [Government Department responsible for Immigration](#)

Department of Immigration and Border Protection.

### [Higher Degree by Research \(HDR\)](#)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

### [International Student](#)

A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

### [Leave of Absence](#)

An approval granted to a Student to cease formal study as an enrolled Student for a specified period of time.

### [Non-Award Enrolment](#)

The process of admitting Students to one or more Courses in a Non-Award Program for the current Academic Year.

### [Non-Award Program](#)

A sequence of study which does not lead to an Award.

### [Pathway Program](#)

Generally programs of study designed to provide access to higher education to Students who have not qualified through prior study for direct entry; they generally act as an entry point into an appropriate higher education degree for those who successfully complete the program. They normally focus on getting potential Students ready for higher education by helping them to build the skills they need for university such as literacy, numeracy and critical thinking. These are programs normally offered under the heading of Pathways to University and include Tertiary Preparation, Diploma of University Studies and English Language (preparation) programs.

### [Recommended Prior Study](#)

A recommendation that Students have a passing Grade for a designated USQ Course prior to enrolling in another Course. The University accepts no liability if Students fail a Course and they have not completed the Recommended Prior Study. When referenced for admissions purposes, these subjects are recommended in order to

study a program successfully. They are not entry requirements and do not affect applicant selection.

### [Review of Decision](#)

A merits review of a Decision made by the University in relation to a Student matter where the relevant policy or procedure relating to the matter allows for a review of Decision. The Review of Decision will be undertaken in accordance with the Review of Decision Procedure.

### [Semester](#)

The period of time during which instruction is provided, learning is undertaken and Assessment is carried out. There are three periods during an Academic Year known consecutively as Semester 1, Semester 2 and Semester 3.

### [Special Circumstances](#)

Matters which are, in most cases, beyond the control of the Student and which will impact their capacity to progress with their planned program of study or meet a submission deadline. In some legislation, Special Circumstances are referred to as “compassionate and compelling circumstances”.

### [Student](#)

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

### [Teaching Period](#)

The period during which a Course or study unit is offered. Examples of teaching periods include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

### [University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

## **Definitions that relate to this procedure only**

### **Student Visa**

An authorisation permitting people who are not Australian citizens or

	permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the <i>Migration Act (1958)</i> .
<b>Keywords</b>	Tertiary Entrance, Admission, English Language, Internal transfer, Deferment, alternative entry, Streamlined Visa Processing (SVP), return to study
<b>Record No</b>	14/624PL