

# Standard Admissions Statements Schedule



## 1 Purpose

To establish the format and scope for the standard Admissions Statements for the University's Award Programs and Non-Award Programs.

## 2 Scope

This schedule applies to all Award Programs and Non-Award Programs offered by the University.

This schedule must be read in conjunction with the Program Accreditation Procedure and is subordinate to it.

This schedule should also be read in conjunction with the English Language Proficiency Requirements Schedule and the Admissions Procedure.

## 3 Schedule

Non-standard Admissions Statements require approval by the Pro Vice-Chancellor (Students).

### 3.1 Standard Admissions Statements

The following table details the format for the standard specification of the Admissions Statements for all awards of the indicated AQF type. Any exceptions to this format will require Pro Vice-Chancellor (Students) approval.

The components of the schedule specification which are in italics need to be completed as appropriate to the specific award and included in the relevant section of the Program Proposal Form.

The completed Admissions Statement must be included in the relevant Program Proposal Form.

Initial “or equivalent” determinations will be recommended by the relevant program coordinator and approved by the appropriate Associate Dean (Academic). After initial determination, the precedent will be applied by the appropriate Admissions team.

AQF Level	Degree Type	Standard Specifications for Admissions Statements
3 - 5	Pathway	To be eligible for Admission, Applicants must satisfy the

		<p>following requirements:</p> <ul style="list-style-type: none"> <li>• Be at least 18 years of age in the first year of Enrolment, or on the recommendation of the Program Coordinator and approved by the Director.</li> <li>• Completion of Australian year 12, or equivalent in another country, or have completed a program specific placement test.</li> <li>• Satisfy English Language Proficiency requirements for Category &lt;to be inserted&gt;.</li> </ul>
5 - 7	Undergraduate Certificate	Admission into this short course is available to Australian Citizens and Permanent Residents who are aged 17 years or over. The University assumes an Applicant's knowledge is equivalent to four semesters at senior high school level (Years 11 and 12) with at least a satisfactory achievement in English.
5	Diploma	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• The specified minimum entry requirement as determined by Overall Position (OP), tertiary entrance rank or equivalent qualification<sup>1</sup>.</li> <li>• Subject Pre-requisite: e.g. <i>English (4, SA)</i> or equivalent.</li> <li>• English Language Proficiency requirements for Category &lt;to be inserted&gt;.</li> </ul> <p>Applicants are advised to also note the following:</p> <ul style="list-style-type: none"> <li>• Recommended Prior Study: e.g. <i>Mathematics A, B or C (4, SA) or equivalent</i>.</li> <li>• Assumed Knowledge expectations: e.g. <i>Mathematics A, B or C; Science</i>.</li> </ul>
6	Associate Degree	To be eligible for Admission, Applicants must satisfy the following requirements:

		<ul style="list-style-type: none"> <li>• The specified minimum entry requirement as determined by Overall Position (OP), tertiary entrance rank or equivalent qualification<sup>1</sup>.</li> <li>• Subject Pre-requisite: e.g. <i>English (4, SA) or equivalent</i>.</li> <li>• English Language Proficiency requirements for Category &lt;to be inserted&gt;.</li> </ul> <p>Applicants are advised to also note the following:</p> <ul style="list-style-type: none"> <li>• Recommended Prior Study: e.g. <i>Mathematics A, B or C (4, SA) or equivalent</i>.</li> <li>• Assumed Knowledge expectations: e.g. <i>Mathematics A, B or C; Science</i>.</li> </ul>
7	Bachelor Degree	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• The specified minimum entry requirement as determined by Overall Position (OP), tertiary entrance rank or equivalent qualification<sup>1</sup>.</li> <li>• Subject Pre-requisite:  e.g. <i>English (4, SA) or equivalent</i>.  e.g. <i>Mathematics A, B or C (4, SA)</i> - i.e. the highest level required.</li> <li>• English Language Proficiency requirements for Category &lt;to be inserted&gt;.</li> </ul> <p>Applicants are advised to also address the following:</p> <ul style="list-style-type: none"> <li>• Recommended Prior Study: e.g. <i>Mathematics A, B or C (4, SA) or equivalent</i>.</li> <li>• Assumed Knowledge expectations: e.g. <i>Mathematics A, B or C; Science</i>.</li> </ul>

8	Honours Separate Year (3+1)	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of an Australian bachelor degree (or equivalent) in <i>&lt;to be inserted&gt;</i> or a related discipline, with a minimum Grade Point Average (GPA) of <i>&lt;to be inserted&gt;</i>.</li> <li>• English Language Proficiency requirements for Category <i>&lt;to be inserted&gt;</i>.</li> </ul>
8	Honours (4 and 5 year) entrance at commencement of Program	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• The specified minimum entry requirement as determined by Overall Position (OP), tertiary entrance rank or equivalent qualification<sup>1</sup>.</li> <li>• Subject Pre-requisite: e.g. <i>English (4, SA) or equivalent</i>.</li> <li>• English Language Proficiency requirements for Category <i>&lt;to be inserted&gt;</i>.</li> </ul> <p>Applicants are advised to also note the following:</p> <ul style="list-style-type: none"> <li>• Recommended Prior Study: e.g. <i>Mathematics A, B or C (4, SA) or equivalent</i>.</li> <li>• Assumed Knowledge expectations: e.g. <i>Mathematics A, B or C; Science</i>.</li> </ul>
8	Honours Embedded (4 year) Transfer into after x years	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of a minimum of <i>&lt;to be inserted&gt;</i> years' full-time equivalent in USQ's Bachelor of <i>&lt;to be inserted&gt;</i> with a minimum GPA of <i>&lt;to be inserted&gt;</i>.</li> </ul>
8	Graduate Certificate	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p>

		<ul style="list-style-type: none"> <li>• Completion of an Australian university &lt;to be inserted&gt; Bachelor degree in &lt;any area or the area of &lt;to be inserted&gt; or equivalent.</li> </ul> <p>Or</p> <p>A minimum of &lt;to be inserted&gt; years' professional work experience equivalent to a qualification at AQF Level &lt;to be inserted&gt;.</p> <ul style="list-style-type: none"> <li>• English Language Proficiency requirements for Category &lt;to be inserted&gt;.</li> </ul>
8	Graduate Diploma	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of an Australian university &lt;to be inserted&gt; year Bachelor degree in the area of &lt;to be inserted&gt;, or equivalent.</li> </ul> <p>Or</p> <p>Completion of a &lt;to be inserted&gt; year Diploma in the area of &lt;to be inserted&gt;, or equivalent.</p> <p>Or</p> <p>A minimum of &lt;to be inserted&gt; years' professional work experience equivalent to a qualification at AQF Level &lt;to be inserted&gt;.</p> <ul style="list-style-type: none"> <li>• English Language Proficiency requirements for Category &lt;to be inserted&gt;.</li> </ul>
9	Masters Conversion	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of an Australian university &lt;to be inserted&gt; year Bachelor degree, or equivalent.</li> </ul> <p>Or</p> <p>Completion of an Australian university &lt;to be inserted&gt; year bachelor degree and a minimum of &lt;to be inserted&gt; years' professional work experience, or</p>

		<p>equivalent.</p> <p>Or</p> <p>Completion of an Australian university <i>&lt;to be inserted&gt;</i> year bachelor degree and a minimum of <i>&lt;to be inserted&gt;</i> years' professional work experience, or equivalent as well as registration for a professional body.</p> <ul style="list-style-type: none"> <li>• English Language Proficiency requirements for Category <i>&lt;to be inserted&gt;</i>.</li> </ul>
9	Masters Continuing	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of an Australian university <i>&lt;to be inserted&gt;</i> year Bachelor degree in the area of <i>&lt;to be inserted&gt;</i>, or equivalent</li> </ul> <p>Or</p> <p>Completion of an Australian university <i>&lt;to be inserted&gt;</i> year Bachelor degree in the area of <i>&lt;to be inserted&gt;</i> and a minimum of <i>&lt;to be inserted&gt;</i> years' professional work experience, or equivalent.</p> <p>Or</p> <p>Completion of an Australian university <i>&lt;to be inserted&gt;</i> year bachelor degree in the area of <i>&lt;to be inserted&gt;</i> and a minimum of <i>&lt;to be inserted&gt;</i> years' professional work experience, or equivalent as well as registration for a professional body.</p> <ul style="list-style-type: none"> <li>• English Language Proficiency requirements for Category <i>&lt;to be inserted&gt;</i>.</li> </ul>
9	Masters by Research	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of a <i>&lt;to be inserted&gt;</i> year Australian university bachelor degree in the area of <i>&lt;to be inserted&gt;</i>, with a GPA of <i>&lt;to be inserted&gt;</i> or above, or equivalent.</li> </ul>

		<p>Or</p> <p>Completion of a <i>&lt;to be inserted&gt;</i> year Australian university Graduate Certificate or Graduate Diploma in the area of <i>&lt;to be inserted&gt;</i> and a minimum of <i>&lt;to be inserted&gt;</i> years' professional work experience, or equivalent.</p> <p>Or</p> <p>Completion of a <i>&lt;to be inserted&gt;</i> year Australian university Master's degree in the area of <i>&lt;to be inserted&gt;</i>, with a GPA of <i>&lt;to be inserted&gt;</i> or above, or equivalent.</p> <ul style="list-style-type: none"> <li>• English Language Proficiency requirements for Category <i>&lt;to be inserted&gt;</i>.</li> </ul>
10	Professional Doctorate	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of a relevant Australian university bachelor degree with First Class Honours or Second Class Honours (Division A) or equivalent.</li> </ul> <p>Or</p> <p>Completion of an Australian university Master's degree (with a research component), or other qualifications equivalent to First Class or 2A Honours.</p> <ul style="list-style-type: none"> <li>• English Language Proficiency requirements for Category <i>&lt;to be inserted&gt;</i>.</li> </ul>
10	PhD	<p>To be eligible for Admission, Applicants must satisfy the following requirements:</p> <ul style="list-style-type: none"> <li>• Completion of a relevant Australian university bachelor degree with First Class Honours or Second Class Honours (Division A) or equivalent.</li> </ul> <p>Or</p> <p>Completion of an Australian university Masters degree</p>

		<p>(with a research component), or other qualifications equivalent to First Class or 2A Honours.</p> <ul style="list-style-type: none"> <li>English Language Proficiency requirements for Category &lt;to be inserted&gt;.</li> </ul>
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*1 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.*

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Pro Vice-Chancellor (Students)
<b>Responsible Officer</b>	Pro Vice-Chancellor (Students)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Academic Programs and Courses Policy
<b>Approved Date</b>	2/7/2020
<b>Effective Date</b>	2/7/2020
<b>Review Date</b>	18/7/2019
<b>Relevant Legislation</b>	
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Program Accreditation Procedure</a>
<b>Related forms, publications and websites</b>	<p>The following form may be accessed in <a href="#">SharePoint</a> (restricted access):</p> <ul style="list-style-type: none"> <li>Program Proposal Form</li> </ul>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Admission</a></p> <p>The process of submission and assessment of applications for entry to study at the University.</p>



### [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.

### [English Language Proficiency](#)

English Language Proficiency is the ability of Students to use the English language to make and communicate meaning in spoken and written contexts while completing their program of study.

### [Enrolment](#)

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

### [Grade Point Average \(GPA\)](#)

A GPA is the sum, for all relevant Courses, of the Unit value for each Course, multiplied by the numerical value of the Grades achieved in those Courses, divided by the sum of the Unit values for all the relevant Courses.

### [Pro Vice-Chancellor \(Students\)](#)

The person bearing that title including a person acting in that position.

### Professional Studies

Academic Programs offered by the University which are applied and interdisciplinary in focus. The programs combine theory and practice-based learning to optimise the individual's professional practice through implementing work-based research projects.

### 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.

### 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 schedule only**

**Keywords**

**Record No**

14/706PL