

Admission Undergraduate and Postgraduate (Coursework) Procedures

Section 1 - Overview

(1) These Procedures provide practical assistance for staff involved in the implementation and administration of the [Admission Undergraduate and Postgraduate \(Coursework\) Rule](#) and must be read in conjunction with that Rule.

Section 2 - Scope

(2) These Procedures apply to Admission to undergraduate and postgraduate (coursework) Courses, non-award and cross-institutional study.

(3) The only exception is Admission into the [Joint Medical Program \(JMP\)](#) with the University of Newcastle. These procedures apply from the date of publication.

Section 3 - Procedures

General

(4) Applicants for Admission must apply using the manner specified and by the due date published by the University for each admission round.

(5) An application must be accompanied by all required documentation which has been properly certified by either the issuing body or people qualified to certify documents. Scanned documents will be accepted but applicants should be prepared to provide original documents or original certified copies of required documents upon request at any time.

(6) Where an Academic Record (Transcript) is presented in a language other than English, it must be accompanied by an English translation and evidence that the translation is accurate and from a recognised Accredited Translator.

(7) Where qualifications have been completed in another name, evidence must be provided of the change of name.

(8) International Applicants under the age of 18 are ineligible for Admission to UNE unless they are being cared for in Australia by a parent or suitable nominated guardian.

(9) International applicants shall be admitted to all Courses and Non-Award study in accordance with Commonwealth legislation.

(10) Selection criteria for and conditions of Admission are published in the [Course and Unit Catalogue](#) at the University of New England website.

(11) Eligibility for Admission into a Course does not guarantee selection into a Course.

(12) Domestic Applicants applying for Admission into postgraduate coursework courses may be eligible for a Commonwealth Supported Place (CSP) or may be offered Admission in a fee place, depending on the availability of

Commonwealth Supported Place (CSP)s in the Course and the results of any competitive selection process that is in place.

Undergraduate Admission Requirements

(13) Applicants for Admission to an undergraduate Course must have one or more of the following:

- a. Australian Senior Secondary Studies
 - i. Applicants must have satisfied the requirements of an Australian secondary education course for which an Australian Tertiary Admission Rank (ATAR) or equivalent has been awarded.
 - ii. The most recent ATAR or equivalent gained by a person who has attempted a school leaving examination more than once shall be used for determining eligibility for admission.
 - iii. The University will annually set the ATAR cut-off for entry to individual courses.
 - iv. Regional Bonus Scheme: for eligible applicants from regional, rural and remote locations, the University offers an additional five points to a student's ATAR. Bonus points do not affect a student's ATAR but they do affect a student's selection rank. The University Admissions Centre (UAC) automatically assigns bonus points according to the applicant's residential postcode. The Regional Bonus Scheme is not available for Psychology with Honours, Bachelor of Laws (3 year) or Music degrees.
- b. Overseas Secondary or Tertiary Qualifications
 - i. International applicants into undergraduate Courses must have completed an educational qualification considered equivalent to Year 12 in Australia.
 - ii. Overseas qualifications equivalent to Australian qualifications are based on the guidelines established by the National Office of Overseas Skills Recognition (NOOSR).
- c. Australian Post-Secondary or Tertiary Qualifications
 - i. Applicants must have completed, at an Australian tertiary institution, a course of study or part thereof, which is acceptable for direct entry into a UNE course.
- d. Approved Admission Schemes and Pathways (applicable to domestic students only)
 - i. [Schools Recommendation Scheme](#) (UAC)
 - ii. UNE Early Entry
 - iii. Special Tertiary Admission Test (STAT)
 - iv. [Mature Age Special Entry](#)
 - v. Educational Access Scheme
 - vi. [Internal Selection Program for Aboriginal and Torres Strait Islander students](#)
 - vii. [TRACKS Tertiary Preparation Program \(UNE\)](#) for Aboriginal and Torres Strait Islander students
 - viii. UNE Pathways Enabling Course
 - ix. HSC University Pathways
 - x. [Limited ATAR](#)

Approved Inter-Institution Agreements

(14) The University has a number of formal arrangements with external institutions (public and private, Australian and international) that allow Admission to specific courses of study. These arrangements incorporate Admission and Advanced Standing assessments that have been approved by Academic Board and Admission is granted according to the terms of the agreement.

(15) These assessments will be subjected to regular review by the University and the conditions of Admission and/or selection criteria may be changed subject to not disadvantaging prospective students of the University who have commenced studies at the external institution.

(16) Where a formal arrangement is terminated or has lapsed, the provisions of clauses 14 and 15 are also automatically terminated or lapsed and Admission with or without Advanced Standing will then be considered under other provisions of the [Admission Undergraduate and Postgraduate \(Coursework\) Rule](#).

Additional Requirements and Selection Criteria

(17) For specified courses selection for Admission may be based on criteria in addition to, in combination with, or in place of standard admission requirements. These criteria may include:

- a. performance in an audition;
- b. responses in an interview;
- c. demonstrated achievement of specified vocational or professional standards;
- d. completed specified Year 12 subjects to a specified level of achievement or satisfied the requirement by an alternative means as set out in the relevant course admission requirements;
- e. meeting any Inherent Requirements to be able to complete the course.

(18) Additional requirements and selection criteria are included in course entry requirements published on the [Course and Unit Catalogue](#) website.

Other Qualifications and Vocational Experience

(19) Applicants with qualifications accredited under the Australian Qualifications Framework (AQF), must have completed an AQF Level 4 (Certificate IV) or higher to be considered for Admission. Vocational experience may include demonstrated relevant work and/or other experience and the submission of a portfolio.

Non-Standard Admission

(20) Provision is made to admit individual persons who may not meet the Admission criteria (above) but, on the basis of other considerations, have a reasonable prospect of success in university study and whose Admission is considered to bring benefits to both the University and the applicant. For an applicant to receive an Admission offer under this category, permission is required from the relevant Head of School.

Non-Award Admission

(21) Admission as a Non-Award student is assessed on an individual basis. Permission is required from the Head of School through which each unit is administered and is necessary for the application to be processed.

Cross-Institutional Admission

(22) An application for cross-institutional Admission must be accompanied by documented approval from the home institution.

Concurrent Candidature

(23) Subject to individual Course rules and subject to the joint agreement of the Course Coordinators, a Student may be admitted as a concurrent candidate in up to two Courses; or, in one Course and in Non-Award units. The relevant Course Coordinators will jointly set the total maximum study load.

Quotas

(24) Each trimester the University may set quotas on places available for each undergraduate and postgraduate (coursework) Course. Schools may also set quotas for Admission in individual Courses. Where a School has set a quota of places for a Course, they will assess and determine a ranked listing of applicants who meet the eligibility criteria,

and offers will be made to applicants based on the ranked order and number of places available.

Offers

(25) During the Admission period for a given trimester, Admission offers are made by application of the [Admission Undergraduate and Postgraduate \(Coursework\) Rule](#) and on the recommendation of the relevant Head of School, where applicable. Offers may be conditional upon the provision of proof of completion of Admission requirements or other factors detailed in the letter of offer.

(26) Admission offers to:

- a. domestic applicants are made by the Director Student Success;
- b. international applicants are made by the Director UNE International.

(27) Offers made through UAC or QTAC are made on the authority of the Director Student Success.

Acceptances, Lapsing of Offers

(28) For an offer of Admission to remain valid it must be accepted by the manner specified in the letter of offer. Failure to accept the Admission offer in the manner specified will result in the offer lapsing.

(29) An acceptance of an offer of Admission received from an onshore international applicant must be accompanied by the payment for the first trimester fees and evidence of Overseas Student Health Cover.

Withdrawal of Admission Offer

(30) The University reserves the right to withdraw an Admission offer to any person:

- a. where the offer was made on the basis of incomplete, inaccurate or fraudulent information supplied by the applicant or a certifying authority;
- b. where an applicant is excluded from any other higher education provider; or
- c. where an international applicant is identified as not being a Genuine Temporary Entrant or Genuine Student as defined by the Australian Government Department of Immigration and Border Protection.

(31) In such circumstances, the applicant shall not be eligible to apply for Admission to the University for a period of two years, with the exception of a person who provides fraudulent information who shall be deemed ineligible for Admission to the University.

(32) The University may withdraw an Admission offer where an error in assessment of the application or making of the offer is identified. The University will endeavour to admit the applicant to any other Course (for which the applicant had expressed a preference) to which they are eligible for Admission and in which a place is available.

Deferment

(33) After accepting an offer of a place an applicant may defer their commencement of the Course for a specified period (no longer than two years) by the manner specified in the letter of offer. Deferment may not be available in Courses where admission is based on additional requirements and selection criteria.

(34) The University notifies all persons who have an approved deferment of Admission.

(35) When assessing an applicant for readmission they may be admitted under the current rules to the same Course. If the Course has been discontinued or is currently not offered the Student will be offered Admission to a comparable Course where they meet the Admission requirements and in which a place is available.

Transfers

(36) A Student who has been enrolled at the University in a Course may apply to transfer to another Course by internal transfer and make application to the Director Student Success (for domestic applicants) or to the Director UNE International (for international applicants). Transfer is subject to Admission to the new Course being approved.

Excluded Students

(37) An applicant for Admission who is under exclusion on the basis of academic performance or misconduct from any higher education provider, whether in Australia or elsewhere, is required to include all details of the exclusion in their application for Admission.

(38) Excluded from a UNE Course:

- a. Students excluded from a UNE Course must apply for readmission after the exclusion period. An application for readmission is subject to the approval of the relevant Course Coordinator who may impose conditions on the admission.
- b. Students who successfully apply for readmission will be admitted to a Course under the current rules for that Course. Students may apply to be admitted under the rules of the Course in which they were previously enrolled with the approval of the Course Coordinator. The Course Coordinator's decision is final.
- c. An excluded student may apply for Admission to another Course before the period of exclusion has expired. The decision of the Course Coordinator of the Course sought is final.

(39) Excluded from the University:

- a. A Student who has been excluded from the University as a result of misconduct and applies for readmission after the exclusion period shall be readmitted subject to the approval of the Pro Vice-Chancellor (Academic Innovation) whose decision is final.

(40) Excluded from another higher education provider:

- a. An applicant who has been excluded from another higher education provider will only be considered for Admission if the period of exclusion has been served. An applicant may present a case for their exclusion to be put aside and their application for Admission to be considered on its merits. An application is subject to the approval of the Pro Vice-Chancellor (Academic Innovation) whose decision is final.

Appeals

(41) Except for Students who have been excluded an Admission decision may be appealed providing the following conditions are met:

- a. the applicant satisfies all University and Course entry requirements;
- b. the application for Admission was lodged on time, in the manner specified and all required documentation was provided;
- c. the applicant was not selected due to the improper application of this and/or other University policies;
- d. there are mitigating circumstances (supported by documentary evidence) which directly and significantly affected the applicant's ability to provide complete and accurate information (when an Admission offer has been withdrawn on this basis).

(42) Appeals must be in writing and submitted within 10 working days of notification of the decision and addressed to:

- a. the Director Student Success for domestic applicants; or

b. the Director UNE International for international applicants.

(43) The relevant Director will review the case and provide the appellant with the outcome of their appeal in writing within ten (10) working days of receipt of the appeal. The decision of the relevant Director is final. If the review results in a decision that supports the applicant the University will immediately implement any corrective action required.

(44) The appellant must be advised that they can lodge a complaint with the [NSW Ombudsman](#).

Authority and Compliance

(45) The Pro Vice-Chancellor (Academic Innovation) is the Procedure Administrator, pursuant to the [Admission Undergraduate and Postgraduate \(Coursework\) Rule](#), makes these procedures.

(46) UNE Representatives and Students must observe them in relation to University matters.

(47) These procedures operate as and from the Effective Date.

(48) Previous procedures relating to the [Admission Undergraduate and Postgraduate \(Coursework\) Rule](#) are replaced and have no further operation from the Effective Date of these new procedures.

Status and Details

Status	Historic
Effective Date	22nd September 2016
Review Date	31st July 2020
Approval Authority	Pro Vice-Chancellor (Academic Innovation)
Approval Date	15th September 2016
Expiry Date	16th December 2020
Unit Head	Richard Dobek Executive Principal Student Experience
Enquiries Contact	Office of the Deputy Vice-Chancellor +61 2 6773 5050

Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Australian Qualifications Framework (AQF)" - Is the national guidelines that establishes standards for Australian qualifications. Qualifications are given a level based on the depth of learning.

"Commonwealth Supported Place (CSP)" - Is a place that is subsidised by the Australian Government and only available to domestic students. In a CSP students only pay the student contribution amount set by the University, for their units of study.

"Inherent Requirements" - Are the fundamental parts of a course or unit that must be met by all students. They are the abilities, knowledge and skills needed to complete a course.

"NOOSR" - Is the "National Office of Overseas Skills Recognition" within Australian Education International. NOOSR manages international qualifications recognition including educational and professional recognition information services and support.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Academic Record (Transcript)" - Is the official record of a student's academic history at the University including enrolment in all courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.

"Course" - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

"Advanced Standing" - Credit granted toward a UNE course in recognition of prior learning. Eligible prior learning may include formal study, informal study or experiential learning. Advanced standing may be specified in terms of particular UNE units, or it may be granted as a number of unspecified credit points, or as block advanced standing at an appropriate level.

"ATAR" - Stands for Australian Tertiary Admission Rank. It is a score (expressed as a rank from 99 — 0) allocated by a Studies Authority to represent the educational order of merit of an applicant who has completed Year 12 and is used by the University (either on its own or in conjunction with other selection criteria) to rank applicants for selection into courses. The ATAR may rise and fall between years as demand for courses changes.

"UAC" - Stands for University Admissions Centre. UAC acts on behalf of the University to process some undergraduate and postgraduate admissions.

"QTAC" - Stands for Queensland Tertiary Admissions Centre. This is an agency similar that provides university admission processing services for universities

"Domestic Applicant" - Is an applicant who is a citizen or permanent resident of Australia or holder of an Australian humanitarian visa or citizens of New Zealand and who is eligible to be a Commonwealth-supported student.

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

"Admission" - The process of assessment of an application leading to entitlement to enrol as a student in a course leading to an award of the University.

"Non-Award" - A type of enrolment by students in units that are not part of a program of study leading to an award of the University. It usually requires enrolment as a full-fee student.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"International Applicant" - Is an applicant for admission to the University who is not an Australian citizen, a New Zealand citizen or an Australian permanent resident or the holder of an Australian Humanitarian visa.