

Admission, Credit and Enrolment Policy

Section 1 - Overview & Scope

- (1) This Policy provide a framework for admission, credit and enrolment at the University of New England (UNE).
- (2) This Policy apply to:
 - a. all applicants and potential applicants for admission to undergraduate and postgraduate coursework courses, non-award courses and cross-institutional study at UNE;
 - b. all UNE students; and
 - c. UNE Representatives involved in the admission, credit and enrolment processes at UNE.
- (3) This Policy does not apply to higher degree by research courses or students applying for admission into the Joint Medical Program.
- (4) Within this Policy:
 - a. Part A covers admission criteria;
 - b. Part B covers applications for admission;
 - c. Part C covers credit; and
 - d. Part D covers enrolment.

Part A - Admission criteria

(5) The Curriculum Committee and Academic Board (with final approval from the Vice-Chancellor and Chief Executive Officer) consider and endorse the criteria and conditions of admission for each course (see [Course and Unit Design and Approval Policy](#)). Once approved, Student Experience and UNE International are responsible for communicating the admission criteria, course information, including course requirements, cost and duration, to applicants.

Standard criteria

- (6) Domestic applicants for admission must be at least 17 years old and international applicants must be at least 18 years old at the time of enrolment in their first unit, however UNE may accept younger applicants at its discretion and conditions may be applied.
- (7) Applicants for admission to an undergraduate course must have, or have completed, one or more of the following:
 - a. Australian senior secondary studies and meet the Australian Tertiary Admission Rank (ATAR) or equivalent for the course*;
 - b. overseas secondary qualifications or tertiary qualifications deemed equivalent to Australian qualifications;
 - c. Australian post-secondary or tertiary qualifications (where the qualification is accredited under the Australian Qualifications Framework (AQF), a completed or incomplete qualification must be AQF level 3 or higher);
 - d. relevant professional experience demonstrated to be at sufficient skill level and duration of time that satisfies the University that the applicant possesses the capacity to succeed in their chosen course;

- e. an approved admission scheme or pathway (for domestic students only):
 - i. UNE Early Entry;
 - ii. HSC University Pathways;
 - iii. Special Tertiary Admission Test;
 - iv. Mature Age Special Entry;
 - v. Science Pathways Program;
 - vi. Educational Access Scheme;
 - vii. Internal Selection Program for Aboriginal and Torres Strait Islander students;
 - viii. TRACKS Tertiary Preparation Program for Aboriginal and Torres Strait Islander students;
 - ix. UNE Pathways Enabling Course; or
 - x. TAFE New England Pathways.

*UNE's ATAR Adjustment Scheme adds an additional 5 points to the ATAR of applicants from regional, rural and remote locations, based on the Commonwealth Government's Australia Standard Geographical Classification. The additional points are automatically assigned according to the applicant's residential postcode and no additional application is required. The Scheme is not available to applicants for the Bachelor of Laws (3 year), Bachelor of Music or the Joint Medical Program, and where other adjustments have already been made to the application.

(8) Applicants for admission to a postgraduate (coursework) course must have:

- a. a Bachelor degree or postgraduate qualification awarded by an Australian university, or an equivalent qualification from an approved institution; or
- b. an approved professional qualification or relevant professional experience demonstrated to be at sufficient skill level and duration of time that satisfies the University that the applicant possesses the capacity to succeed in their chosen course.

(9) Applicants for admission to non-award units must satisfy the University that they possess the capacity to succeed in their chosen unit.

(10) Applicants for cross-institutional admission to study units at UNE must:

- a. satisfy any prerequisites;
- b. provide evidence of enrolment in a course at another domestic or tertiary institution; and
- c. provide evidence of the approval of the home institution to study at UNE.

Additional criteria and exemptions

(11) Some courses may have prerequisites and/or additional criteria, such as prior knowledge or professional accreditation, in combination with, or in place of, the standard admission requirements. Any additional criteria will be specified in the published course entry requirements.

(12) If an applicant does not meet the admission criteria but the relevant Course Coordinator considers they possess the capacity to succeed in their chosen course, the Course Coordinator can make a case and recommendation to the relevant Head of School that the student be admitted. The Head of School, in consultation with relevant staff, will make the final decision.

(13) Subject to individual course rules and with the joint agreement of the relevant Course Coordinators, a student may be admitted as a concurrent candidate in two courses; or, in one course and non-award units. The relevant Course Coordinators will jointly set the total maximum study load, and consider whether concurrent enrolment would make successful completion of a course impossible, or highly improbable.

English Language Requirements

(14) All applicants must meet a minimum of one of the following criteria:

- a. English is the applicant's first language (as defined in Section 4 of this Policy);
- b. Satisfactory completion, within five years of the date of application for admission to UNE, of at least one year of full-time or equivalent full-time study at senior secondary, post-secondary or tertiary level in a country in which English is the primary official language or co-official language and in which English was the sole medium of instruction and assessment for the particular period of study claimed. The time limits for the currency of qualifications do not apply where the applicant has successfully completed a tertiary qualification taught and assessed entirely in English, and has, since completion of that tertiary qualification, held residence in a Group A country listed under Section 4 of this Policy;
- c. A pass grade or better in an English language subject at an Australian Year 12 level (or domestic or international equivalent):
 - i. A pass grade or better will be applied to mean 50% or better in the English Year 12 subject or the equivalent band result that indicates a pass (in cases where Year 12 subjects are assessed in bands for example band 3 in English in the NSW Higher School Certificate);
 - ii. The subject 'English as an Additional Dialect' (or a subject to the equivalent of same) is NOT considered an equivalent for a Year 12 English subject for the purposes of this clause.
- d. An International English Language Testing System (IELTS) Academic overall score of at least 6.0 with no sub-band less than 5.5*; or
- e. Equivalent Test of English as a Foreign Language (TOEFL) score of at least 213 in the computer-based test or at least 79 in the internet-based test with no less than 22 in the written component*;
- f. A Pearson Test of English (PTE) Academic minimum overall score of 57 with no skill less than 50*;
- g. Satisfactory completion of the English for Academic Purposes (EAP) program:
 - i. at the University of New England English Language Centre; or
 - ii. an equivalent EAP program at an Australian university National ELT Accreditation Scheme (NEAS)-accredited English Language Centre (subject to certification from the university concerned that satisfactory completion of that university's EAP program would entitle the applicant to be accepted into a comparable award-bearing program at that university); or
 - iii. at a non-university NEAS-accredited English Language Provider that has a formal agreement with UNE under which it provides an equivalent EAP Program; or
 - iv. a NEAS-accredited TAFE NSW EAP Program;
- h. Satisfactory completion on a prior or concurrent basis of an appropriate English communication skills program approved by the Executive Principal Education Futures, on the joint support of the relevant Associate Dean, Teaching and Learning and Director International, or equivalent;
- i. Demonstrated current registration with an accrediting body that has English language requirements equivalent to, or higher than, the minimum standard required by the University of New England, recognised registrations can include:
 - i. Australian Health Practitioner Regulation Agency (AHPRA) registration other than Aboriginal and Torres Strait Island Health Practice registration;
 - ii. NSW Education Standards Authority (NESA) Teacher registration;
 - iii. Australian Medical Council (AMC) registration;
 - iv. Australian Nursing and Midwifery Accreditation Council (ANMAC); and
 - v. Australian Pharmacy Council (APC) registration.

(15) Multilingual applicants with two or more first languages, where English is one of their first languages, will be

deemed to meet the clauses of this Policy or the English Language Requirements Higher than the University Minimum Requirement Annex that require that English is the applicant's first language.

(16) Schools may propose that courses have a minimum English language requirement higher than the standard minimum. The Academic Board must endorse these proposals before the Vice-Chancellor and Chief Executive Officer approves. These courses are outlined in the [English Language Requirements Higher than the University Minimum Requirement Annex](#).

*When an IELTS, TOEFL or PTE score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

Part B - Applications for admission

Applying for admission

(17) Applicants for admission must apply using the manner specified and by the due date for each admission round, as published on the UNE website (different sites for [domestic applicants](#) and [international applicants](#)). Applicants must provide all of the required information, including:

- a. Copies of required documentation. 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.
- b. Where qualifications have been completed in another name, evidence of the change of name.
- c. Where an academic record or transcript is presented in a language other than English, an English translation and evidence that the translation is accurate from a National Accreditation Authority for Translators and Interpreters certified translator.
- d. All details of any current or previous exclusions and expulsions from any higher education provider domestically or internationally, and a case outlining why the applicant should be admitted.

(18) If there are any changes to the information provided in the application for admission, applicants must notify the University as soon as possible.

Decisions on applications for admission

(19) Student Pathways, with input from the Course Coordinator or other staff as required, makes offers to domestic applicants who meet the required criteria and are judged to have the capacity to succeed in their chosen course. Offers may be conditional upon the provision of proof of completion of admission requirements or other factors detailed in the letter of offer. Conditions may be required to be met within a specified timeframe.

(20) UNE International, with input from the Course Coordinator or other staff as required, makes offers to international applicants who meet the required criteria and are judged to have the capacity to succeed in their chosen course. Offers may be conditional upon the provision of proof of meeting all admission requirements or other requirements such as meeting Genuine Temporary Entrant and Financial Capacity requirements. Conditions may be required to be met within a specified timeframe.

(21) Domestic applicants applying for admission into postgraduate coursework courses may be offered a Commonwealth Supported Place or a fee-paying place, depending on the availability of Commonwealth Supported Places in the course. Domestic applications in a fee-paying place may be eligible for FEE-HELP.

(22) For each admission period, UNE may set quotas on places available for each course. Any quotas will be published on the UNE website. In the event of quotas, Student Pathways or UNE International will rank applicants that meet the admission criteria and offers will be made based on the ranked order and the number of places available.

(23) Eligibility for admission into a course does not guarantee selection into a course. UNE reserves the right to decline admission or withdraw an offer to any person for any reason it deems appropriate. Reasons for withdrawal of an offer may include where an error was made in the assessment of an application or where it can be demonstrated that the offer was made on the basis of incomplete, inaccurate or fraudulent information in the application.

(24) If an applicant provides fraudulent information in their application, they may be ineligible for any future admission to the University. The relevant Executive Dean of Faculty (or delegate), in consultation with the Director International for an international applicant, will decide whether an applicant who has previously been denied admission due to the provision of fraudulent information is admitted. The Executive Dean's decision is final.

(25) If an applicant is currently or has previously been excluded from either UNE or another higher education provider, the relevant Dean (or delegate), with advice from the Course Coordinator, will make the decision on admission, and any conditions that may apply. The Dean must consult with the Director UNE International for an international applicant.

Applicant response

(26) Applicants must respond to the letter of offer of admission by the date specified in the letter or the offer will lapse. Applicants must adhere to any admission conditions stipulated in the letter of offer.

(27) After accepting an offer of a place, an applicant may defer their commencement of the course for no longer than two years. Deferment may not be available in courses where admission is based on additional requirements and selection criteria. Student Pathways for domestic applicants or UNE International for international applicants will decide on deferments and notify all applicants who have an approved deferment of admission.

(28) Applicants who have deferred study will be admitted to the same course under the course rules applicable in the teaching period they commence study. If the course is withdrawn or will not be offered when the applicant intends to commence study, Student Pathways for domestic applicants or UNE International for international applicants will notify the applicant of the change and offer admission to a comparable course where they meet the admission requirements and a place is available.

Appeals

(29) Rejected applicants, other than those rejected because they have been excluded from UNE or another institution, may appeal the decision if the following conditions are met:

- a. the applicant considers they satisfy the admission criteria, including any conditions applied, and considers that this Policy was not applied correctly; and
- b. the application for admission was lodged on time, in the manner specified and all required documentation was provided or there were mitigating circumstances (supported by documentary evidence) which directly and significantly affected the applicant's ability to provide complete and accurate information.

(30) Appeals must be in writing (outlining the grounds for the appeal) and submitted within ten (10) working days of notification of the decision and addressed to the relevant Executive Dean of Faculty (or delegate).

(31) The decision-maker in Clause 45 will review the case to determine if this Policy was applied correctly and if the appellant possesses the capacity to succeed in their chosen field of study. The relevant decision-maker will advise the appellant of the outcome of their appeal in writing within ten (10) working days of receipt of the appeal. The determination of the relevant decision-maker is final. If the review results in a decision that supports the applicant, Student Pathways or UNE International will immediately implement any corrective action required.

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

Part C - Credit

Overview

(33) Credit (also known as advanced standing) is a benefit granted to a student by waiving one or more of the normal requirements for completion of a course. It translates to credit points towards a qualification and means that students may be able to graduate earlier than the stated course duration.

(34) UNE grants credit for prior learning to recognise that students may already have achieved some course learning outcomes through knowledge, understanding and skills gained through various means, including formal learning such as prior study or non-formal learning through relevant professional experience.

(35) In granting any credit, UNE must:

- a. be satisfied that the prior learning's learning outcomes, volume of learning, program of study and learning and assessment approaches are comparable or equivalent to the relevant component of the UNE course for which credit is sought;
- b. consider any accreditation requirements that may limit or prevent credit being granted;
- c. be satisfied that the student possesses the capacity to succeed (and is not disadvantaged by the granting of credit) in achieving the remaining course learning outcomes; and
- d. ensure that the integrity of the course and qualification are maintained.

(36) While credit is normally granted as part of the admissions process or before enrolment in the course, students may apply for credit at any stage during their study at UNE.

(37) Instead of credit, a student may be granted an exemption where they are not required to complete a particular unit. Exemptions may be granted when the prior learning does not attract credit or where the course rules do not allow credit. Students granted an exemption will select an alternative unit from the elected or listed component of the course.

Eligibility

(38) All students are eligible to apply for credit if permitted for under the relevant Course Rules (see [UNE Course Handbook](#)). Credit may not be available in some courses or for individual units due to accreditation requirements.

(39) Some UNE courses have nested pathways and are designed for graduates of other specific courses. In these cases, block credit for the previously completed course is automatic and applied during the admission process (though students do not have to accept the granted credit). Applicants do not need to make a separate application for credit.

(40) Prior formal or non-formal learning used for admission to a course under Part A of this Policy can be used in the granting of credit in the same course.

(41) For credit linked to previous formal learning, the learning should generally be less than ten (10) years old (some courses may require shorter or longer time periods) and for credit linked to non-formal learning, the experience must be accumulated before enrolment in the course.

(42) If a student is enrolled in two UNE courses concurrently, a student is eligible for the same credit in both courses. A granting of this credit would need to be approved by both Course Coordinators.

(43) Students may apply to the relevant Course Coordinator for permission to enrol at another institution and to have that study included as credit towards their UNE course. Permission must be sought before enrolment at the other institution or credit will not be granted.

(44) Credit will not be granted for UNE languages to native speakers of that language. Native speakers may seek exemption from specific language units at the discretion of the Course Coordinator to permit enrolment in advanced level language units.

Maximum amount of credit granted

(45) The standard maximum amounts of credit available in courses at UNE are outlined in the table below. However, higher maximums for individual courses can be approved through the course development or amendment processes outlined in the [Course and Unit Design and Approval Policy](#). The maximum amount of credit available for each individual course will be published in the [UNE Course Handbook](#).

Table 1: Maximum amounts of credit

UNE course	Course credit points	Maximum % of course for which credit may be granted	Maximum credit points for which credit may be granted	Minimum credit points that must be completed with UNE
Undergraduate Certificate	24	50%	12	12
Diploma	48	50%	24	24
Advanced Diploma	72	50%	36	36
Bachelor Degree (3-5 year)	144-240	67%	96-156	48-84
Postgraduate Certificate	24	50%	12	12
Postgraduate Coursework Course (1-2 year)	48-96	50%	24-48	24-48

(46) The following also applies to the maximum amount of credit:

- generally a maximum of twenty-four (24) credit points may be granted on the basis of work, life or professional experience;
- at least 50% of the total credit points required to complete a UNE Bachelor with Honours course must be from UNE units;
- credit may not be granted for theses or dissertations; and
- subject to individual course rules, no maximum amount of credit applies when a student transfers units from an incomplete UNE course to another UNE course (the credit will be assessed in the transfer process).

Applying for credit

(47) Students who are applying or have been accepted for admission for the next teaching period at UNE can apply for credit through the UNE website. Credit granted through another provider is not transferable to UNE and new application must be submitted. Applications should be made as early as possible before enrolment in units to allow for applications to be processed and for enrolment to consider any credit awarded. Late or incomplete applications may be given a lower priority or not processed until the next trimester

(48) Applicants must provide all of the required information, including, but not limited to:

- demonstration of how prior learning achieves the learning outcomes of the proposed course and/or units;
- certified copies of required documentation;
- where an academic record or transcript is presented in a language other than English, an English translation and evidence that the translation is accurate from a National Accreditation Authority for Translators and Interpreters certified translator.

Decisions on applications for credit

(49) For an application for credit that includes formal learning, the following steps apply:

- a. The Course Coordinator, with input from relevant Unit Coordinators and academic staff, will:
 - i. conduct an assessment of the prior learning's comparability and equivalency to the applied for course in relation to:
 - learning and assessment approaches;
 - program of study, including content;
 - volume of learning; and
 - learning outcomes.
- b. consider any relevant precedents of granted credit.
- c. The Course Coordinator will:
 - i. grant credit where a relevant precedent applies and the prior learning is comparable and equivalent to the applied for course; or
 - ii. not grant credit where a relevant precedent applies and the prior learning is not comparable and equivalent to the applied for course.
- d. The Course Coordinator will inform Student Student Pathways in the Brand, Partnerships and Business Development Division of their decision on the application.
- e. Student Pathways will inform domestic applicants of the final decision as part of their offer letter to study at UNE or via separate email. A grant of credit may be conditional on provision of required evidence.
- f. UNE International will inform international applicants through a new offer specifying the new (if shortened) duration of the Confirmation of Enrolment. A grant of credit may be conditional on provision of required evidence.
- g. Unsuccessful applicants will be advised of their right of appeal.

(50) For an application for credit that includes non-formal learning, the following steps apply:

- a. The Course Coordinator, with input from Unit Coordinators and academic staff, will conduct an initial assessment on whether the prior learning may achieve learning outcomes and may determine that:
 - i. learning outcomes may be achieved and the provision of further evidence is required (step b); or
 - ii. learning outcomes are not achieved and credit is not granted (step d).
- b. Applicants will be asked to provide additional evidence within a required timeframe to support the application. The evidence required will be determined by the relevant Course Coordinator with input from Unit Coordinators and academic staff, and may include an interview or other form of assessment such as an examination (a supervised examination will be conducted under the provisions of the [Assessment Policy](#)). The Course Coordinator will determine if the applicant is required to meet the cost of this assessment.
- c. After assessing the additional evidence, the Course Coordinator will make a final decision on the application.
- d. Student Pathways will inform domestic applicants of the final decision as part of their offer letter to study at UNE or via separate email
- e. UNE International will inform international applicants through a new offer specifying the new (if shortened) duration of the Confirmation of Enrolment.
- f. Unsuccessful applicants will be advised of their right of appeal.

(51) Credit can be granted for whole or partial units and will either be specified or unspecified:

- a. Specified: granted where prior learning is regarded as having reasonable comparability or equivalence to specific units and learning outcomes. The applicant will be granted credit for specific units and credit points

(e.g. 6 credit points for CHEM110).

- b. Unspecified: granted where the prior learning is considered as having reasonable comparability or equivalence to the learning expected in the course, yet is not equivalent to specific units. The applicant will be granted a total number of credit points by level and/or discipline that will partially fulfil requirements of the course (e.g. 6 credit points at Advanced level in Chemistry or 24 credit points unspecified at Advanced level).

(52) Following a granting of credit, the following will apply:

- a. Student Pathways will update the precedent database. The database will be reviewed every three years or where significant changes to a course and unit are made which would impact the granting of credit;
- b. students can apply to Student Pathways (for decision by the Course Coordinator) to relinquish granted credit to allow them to complete a specific unit or units;
- c. UNE may rescind credit if an error was made in the granting process, the student provided incorrect information or if the student changes their course or major and the granted credit is not relevant to the changed circumstances;
- d. any grades achieved in prior formal learning are not recorded in the credit grant and any credit is not counted towards a UNE Grade Point Average;
- e. the maximum period of candidature for the course will be adjusted pro-rata according to the credit point value of the credit granted; and
- f. credit granted to an international student must allow for completion of the course within the required timeframes and study load. A granting of credit may impact Confirmation of Enrolment and a student's visa.

Appeals

(53) Appeals related to granting of credit must be in writing and submitted within ten (10) working days for domestic applicants and twenty (20) working days for international applicants of notification of the decision and addressed to the Head of School.

(54) The relevant Head of School will convene an appeals panel to assess the appeal. The appeals panel will comprise:

- a. the Head of School;
- b. relevant Associate Dean, Teaching and Learning; and
- c. an academic staff member from the relevant discipline* (the staff member must not have had prior involvement in the assessment of the original application)

*If a suitable academic from the discipline is not available, the relevant Head of School can appoint an alternative academic staff member.

(55) The panel will review the original application and decision 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 panel is final. If the review results in a decision that supports the applicant, Student Pathways will immediately implement any corrective action required.

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

Part D - Enrolment

(57) All students are responsible for their own enrolment into units of study through myUNE. When enrolling students should:

- a. understand the requirements of the course in which they are enrolled and comply with the course rules;
- b. enrol within the timeframes outlined in UNE's Principal Dates;
- c. be aware of course progression requirements; and
- d. monitor progression to ensure the requirements of the course are met to allow for graduation.

(58) More detailed guidance on enrolment is available through the enrolment website.

(59) Students can vary their unit enrolment or withdraw from a unit within the timeframes outlined in UNE's Principal Dates, though students should consider the impact on course progression and any Government income support of their decision. Special considerations for withdrawal include:

- a. withdrawal on or before the census date will not incur a financial penalty and the unit will not appear on the student's academic record;
- b. withdrawal after the census date will incur a financial penalty (cost of studying the unit);
- c. withdrawal on or before the last day to withdraw before academic penalty will be recorded as a withdrawn without failure;
- d. withdrawal after the last day to withdraw before academic penalty will be recorded as withdraw with failure;
- e. withdrawal is not permitted after the start of the examination period for the relevant teaching period;
- f. withdrawal from all units before census date in the first trimester of enrolment will require the student to defer or re-apply for admission to the course.

(60) UNE is no responsible for any consequences arising from a student's voluntary withdrawal from a unit.

(61) If a student re-enrols in a unit they have previously commenced, the student can apply to the Unit Coordinator to 'carry forward' marks from any assessment task where a pass grade or higher was awarded. The decision to allow 'carry forward' of marks is at the discretion of the Unit Coordinator.

Table 2: Summary of Roles and Responsibilities

Executive Principal Education Futures	Regularly monitors and provides an annual report to Teaching and Learning Committee and Academic Board on the operation of, and compliance with this Policy.
Executive Dean	Decides on admission (and any conditions) for excluded students or students who have previously been denied admission due to provision of fraudulent information. Decides on appeals against admission outcomes.
Associate Dean, Teaching and Learning	Provides advice on English Language requirements. Assists with appeals of decision on credit.
Head of School	Decides on admission of applicants who do not meet admission criteria, but possess the capacity to succeed in their chosen course if admitted to the course. Manages appeals of decisions on credit for all applicants.
Executive Principal Student Experience	Manages appeals of decisions on admission for domestic applicants.
Course Coordinator	Recommends whether applicants who do not meet admission criteria should be admitted. Decides on applications for concurrent candidature. Decides on applications for credit. Decides on applications to relinquish credit. Decides on applications for permission to enrol elsewhere.
Unit Coordinator	Provides advice on applications for credit. Decides on requests to 'carry forward' marks from previously passed assessment tasks where a student re-enrols in a unit.

Student Pathways	<p>Communicates admission criteria for each course to potential domestic applicants.</p> <p>Ranks domestic applications for admissions in the event of quotas.</p> <p>Informs domestic applicants of admission decisions.</p> <p>Informs domestic students of approved deferment and any changes to courses following deferment.</p> <p>Implements any corrective action required following an appeals decision on admission for domestic students or credit for domestic and international students.</p> <p>Informs domestic students of decisions on credit applications and records decisions in precedent database.</p> <p>Reviews precedent database for each course every three years</p>
UNE International	<p>Communicates admission criteria for each course to potential international applicants.</p> <p>Ranks applications for international admissions in the event of quotas.</p> <p>Informs international applicants of admission decisions.</p> <p>Informs international students of approved deferment and any changes to courses following deferment.</p> <p>Implements any corrective action required following an appeals decision on admission for international students.</p> <p>Informs international students of decisions on credit applicants and impact on Confirmation of Enrolment and student visa.</p>
Students	<p>Apply for any desired credit through the UNE website, providing all required information.</p> <p>Manage own enrolment.</p> <p>Seek advice and guidance from Student Pathways when deferring, enrolling or changing enrolment to understand the potential impacts on any Government income support or Government Fee Support.</p>
Applicants	<p>Apply in the manner specified and by the required due date, providing all required information.</p> <p>Respond to offers of admission by required date and meet any conditions of admission.</p> <p>Notify UNE of any changes to application.</p>

Section 2 - Authority and Compliance

(62) The Vice-Chancellor and Chief Executive Officer, consistent with the [Vice-Chancellor Functions Rule](#), makes this Policy.

(63) UNE Representatives and students must observe this Policy.

(64) This Policy is consistent with the requirements of the [Higher Educations Standards Framework](#), the [Australian Qualifications Framework](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students](#).

(65) The following records must be kept:

- a. applications for, and decisions (including any conditions) on, admission;
- b. applications for, and decisions on, granting of credit;
- c. precedent database for decisions on credit; and
- d. appeals of admission and credit decisions, and the final appeal decision.

(66) This Policy operates as and from the Effective Date. Previous policies on admission and advanced standing are replaced and have no further operation from the Effective Date of this new Policy.

(67) Notwithstanding other provisions of this Policy, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Policy where the Vice-Chancellor and Chief Executive Officer determines the application of the Policy would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must

- a. be documented in writing;
- b. must state the reason for the exception; and
- c. be registered in the approved electronic Records Management System (RMS) in accordance with the [Records Management Rule](#).

Section 3 - Quality Assurance

(68) The implementation of this Policy will be supported through the Executive Principal Brand Partnerships and Business Development regularly monitoring and providing an annual report to the Teaching and Learning Committee and Academic Board on the operation of, and compliance with, this Policy.

Section 4 - Definitions

(69) Enrolment: The process by which students who have been admitted into a UNE course or program officially register to undertake study in one or more units within the course or program they were admitted into. Enrolment is done each year by both commencing and continuing students. When enrolling in unit/s, students become liable for the associated tuition fees of those unit/s.

(70) English as an applicant's First Language: for the purposes of this policy English is defined to be the applicant's first language if English is the language they learned to speak first.

(71) English speaking Group A countries: American Samoa, Australia and territories, Canada, Fiji, Ireland, Jamaica, New Zealand, Papua New Guinea, Singapore, South Africa, Trinidad and Tobago, United Kingdom (England, Northern Ireland, Scotland, Wales), United States of America.

Status and Details

Status	Current
Effective Date	23rd October 2023
Review Date	23rd October 2026
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	17th October 2023
Expiry Date	To Be Advised
Unit Head	Anthony Smith Executive Principal Brand Partnerships and Business Development 0267732777
Enquiries Contact	Emma Wells Manager, Student Pathways (Admissions and Advanced Standing) +61 2 67732883 <hr/> Student Pathways

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.

"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.

"Records Management System (RMS)" - The University of New England installation of HP TRIM, or equivalent replacement system, under the control of the Records Management Office.

"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.

"Exemption" - (Advanced Standing Policy) Is applied when a student has demonstrated to the satisfaction of the relevant School or Course Coordinator competence in the subject matter of a particular UNE unit such that the student is not required to complete that unit. Exemption may be granted when the previous learning would not attract advanced standing or where the rules of the particular award do not allow for advanced standing. Exemption does not count as advanced standing towards a course and has no credit point value.

"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.

"Prerequisite" - Commonly a unit that must be completed before its associated unit can be enrolled in. It may also be used to define a prior academic background (qualification) required before enrolment is permitted in a course.

"Principal Dates" - The official list of dates for University activities approved by the UNE Council and published annually on the University website. The list includes the official dates of teaching periods, examination periods, graduation days and the deadlines for enrolment in, and withdrawal from, unit and courses.

"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.

"Genuine Temporary Entrant" - Is a person whose circumstances indicate that their intention is for a temporary stay in Australia. (Coursework Admission Procedures and International Student Transfer Procedure)