

Admission Undergraduate and Postgraduate (Coursework) Rule

Section 1 - Overview

(1) This Rule provides the framework for Admission to undergraduate and postgraduate (coursework) Courses, Non-Award and cross-institutional study at the University and must be read in conjunction with the [Admission Rule — Undergraduate and Postgraduate \(Coursework\) Procedures](#) that support this document.

Section 2 - Scope

(2) This Rule applies to all applicants for Admission to undergraduate and postgraduate (coursework) Courses, Non-Award and cross-institutional study and all staff involved in the administration and recruitment of these prospective students. Admission into all other courses is governed by the specific course rules.

(3) The only exception is Admission into the Joint Medical Program (JMP) with the University of Newcastle.

Section 3 - Rule

Principles

(4) Through Admission, the University seeks to maximise the opportunity for our diverse communities and under-represented groups to access and participate in higher education.

(5) Applications for Admission will be assessed fairly, equitably and transparently.

(6) Admission offers are made to applicants who are judged to have the background and abilities to have a reasonable prospect of success. The University recognises that this can be measured by formal qualifications and by means other than formally recognised educational attainment.

(7) All applicants must meet the University's [English Language Requirements for Admission Rule](#) (ELRAR) irrespective of the study location or study mode.

(8) The University may apply quotas on the number of Admissions to any particular Course.

(9) The University reserves the right to decline Admission to a Course or other studies to any person for any reason that the University deems appropriate.

Undergraduate Admission Requirements

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

- a. completed Australian senior secondary studies;
- b. completed overseas secondary qualifications or tertiary qualifications deemed equivalent to Australian qualifications;

- c. completed Australian post-secondary or tertiary qualifications;
- d. completed an approved admission Scheme or Pathway;
- e. satisfied the requirements of an approved inter-institution agreement;
- f. satisfied any additional requirements and/or selection criteria prescribed for particular courses;
- g. obtained other equivalent qualifications and/or vocational experience;
- h. satisfied the requirements for non-standard Admission.

Postgraduate (Coursework) Admission Requirements

(11) Applicants for Admission to a postgraduate (coursework) Course must have one or more of the following:

- a. a Bachelor degree or Postgraduate qualification awarded by an Australian university, or an equivalent qualification from an approved institution;
- b. evidence of an approved professional qualification or vocational experience that satisfies the University that the applicant possesses the capacity to undertake study at an appropriate level in the relevant course; and/or
- c. satisfied any prerequisites and/or additional requirements prescribed for a particular course.

Non-Award Admission

(12) A person who wishes to complete single units offered by the University without enrolling in a course may apply for admission as a Non-Award student.

Cross-Institutional Admission

(13) Students enrolled at another institution may apply to undertake UNE units for Advanced Standing towards their Course.

Appeals

(14) An applicant may appeal an Admission decision by the process set out in the [Admission Rule — Undergraduate and Postgraduate \(Coursework\) Procedures](#).

Responsibilities

(15) Applicants for Admission are responsible for:

- a. providing full and accurate information in their application including all previous academic information and study as required;
- b. notifying the University of any changes or corrections to the original application; and
- c. adhering to any Admission conditions the University stipulates.

(16) Directors and Head of School are responsible for ensuring that staff within their Directorate or School are aware of and comply with this Rule and the related procedures.

(17) The Pro Vice-Chancellor (Academic Innovation) is responsible for ensuring that:

- a. information about programs, entry requirements and application procedures are accurately communicated to applicants in a timely manner;
- b. Admission processes are explicit, fair, equitable and transparent; and
- c. relevant Directorates and Schools comply with and implement this Rule and the related procedures.

(18) Academic Board on the recommendation of the University's Curriculum Committee is responsible for approving

selection criteria and conditions of Admission for each course.

Records Management

(19) Electronic records are to be retained in a systematic fashion and record the basis for Admission of each applicant in accordance with the University [Records Management Rule](#).

Authority and Compliance

(20) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the [University of New England Act](#), makes this University Rule.

(21) UNE Representatives and Students must observe it in relation to University matters.

(22) The Pro Vice-Chancellor (Academic Innovation) is the Rule Administrator and is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(23) This Rule operates as and from the Effective Date.

(24) Previous policy on Admissions and related documents are replaced and have no further operation from the Effective Date of this new Rule.

(25) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

Status and Details

Status	Historic
Effective Date	31st July 2015
Review Date	31st July 2020
Approval Authority	Council
Approval Date	7th July 2015
Expiry Date	17th December 2020
Unit Head	Steven Warburton Pro-Vice Chancellor Academic Innovation Acting
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.

"Bachelor" - Is the main higher education degree course at undergraduate level most commonly of three or four years and may include combined or double Bachelor degrees, graduate entry degrees, and the Bachelor with Honours degree.

"Postgraduate" - Relates to a course or a student in that course leading to the award of Graduate Certificate, Graduate Diploma, Master or Doctor.

"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.

"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.

"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.