

Admissions Policy

1. Purpose

UNSW College offers a range of non-award and award programs to domestic and international students.

This Policy specifies the principles and guidelines for admission of students to College academic programs.

2. Scope

This Policy applies to:

- (a) domestic and international students applying for and enrolling in a College award or non-award program; and
- (b) all College staff involved in the process of recruitment, application and admission to these programs.

3. Policy statement

This Policy acts as a guide for decision-making to ensure transparent, consistent and fair assessment of applications for admission. It is underpinned by the following principles:

- (a) admission standards ensure the academic standards of the College, whilst providing access to those with high potential to succeed, irrespective of background;
- (b) admission offers are broadly based on academic achievement, but may also take into account other factors such as work and life experience, as well as educational or social disadvantage;
- (c) admission offers are made to applicants who are assessed as having the background and ability to have a reasonable expectation of successfully completing the program;
- (d) applicants from a non-English speaking background must demonstrate a suitable level of English language proficiency to be admitted to the program;
- (e) applicants with approved credit through recognition of prior learning are not disadvantaged in achieving the expected learning outcomes;
- (f) information on admission standards, programs and support must be transparent, clear, concise, equitable and publicly available to enable an applicant to make informed decisions about entry;
- (g) selection may involve consideration of capacity constraints and availability of resources, in which case, offers will be made in order of applicant merit;

- (h) applicant information will be treated in accordance with the College's [Privacy Policy](#) and relevant privacy legislation;
- (i) applicant selection and admission must be consistent with relevant legislative, regulatory and reporting requirements.

4. Admissions process

- (a) To be eligible for selection to a program, an applicant must meet the program entry requirements and apply via the approved admission process.
- (b) The admissions process is dependent on the applicant category (domestic applicant or international applicant), the program into which an applicant is seeking entry and the Term in which the applicant seeks entry.
- (c) Further detail is available in the [Admissions Procedure](#) and Section 6 below. The application process can be via the University Admissions Centre (UAC) or direct to the College.

5. Admissions information

- (a) [Admission Schedules](#) detail entry requirements for each program, together with different country or qualification equivalencies. The [Admission Schedules](#) are available on the College website.
- (b) They are used as the basis for determining an applicant's eligibility for entry into a particular program, together with any additional considerations relating to access and equity.
- (c) All entry requirements in the Admissions Schedules have been approved by the College Academic Board.
- (d) Periodically, an analysis of student cohort outcomes is undertaken to determine the effectiveness of entry, whether revision is required, or targeted student support is implemented.

6. Admissions criteria

To be eligible for selection to a program, an applicant must meet both the College's general entry requirements and the program entry requirements and apply via the approved admission process.

(a) General Academic Entry Requirements

While specific ATARs or percentage grades for entry are established at the program level, the following is a general rule for the level of program an applicant seeks to enter:

- i. Foundation Program: successful completion of Australian Year 11 or equivalent;

- ii. Diploma Program: successful completion of Australian Year 12 or equivalent;
 - iii. Pre-Master's Program: successful completion of an Australian bachelor's degree or equivalent.
- (b) Program Entry Requirements
- i. Entry requirements for each program are approved by the College Academic Board, on recommendation of the Program and Development Review Committee and recorded in the [Admission Schedules](#), which are available on the College website.
 - ii. After approval, program entry requirements are available on the College website and in marketing material.
 - iii. Program entry requirements include:
 - Academic entry requirements specific to a particular program;
 - English Language entry requirements specific to a particular program.
- (c) Program entry requirements may also include:
- i. specific subject minimum grade requirements; and / or
 - ii. assumed knowledge in one or more subject areas which, although not a pre-requisite for entry, is considered desirable to have to achieve success in the program.
- (d) English Language Proficiency
- i. Applicants from a non-English speaking background are required to provide evidence of meeting minimum standards of English language proficiency.
 - ii. The [Admission Schedules](#) provide details of requirements by program, and these are also available on the College website and in marketing material.
 - iii. Students who do not meet the required level of English Language proficiency will be given the opportunity to undertake a College English Language Program, with this opportunity provided at the offer stage.
 - iv. All English Language tests must be no more than two years old at the time of the program commencement date.
 - v. For international student visa purposes, applicants may be required to provide the Department of Home Affairs (DHA) with further evidence of English proficiency which may differ to that required by the College. Therefore, satisfying the College English language proficiency requirement may not satisfy the requirements for a student visa. Further information can be accessed at the website Department of Home Affairs, Student Visa.
- (e) English Waiver
- The College may consider a student's life experience or other circumstances where a student does not meet the documented English language proficiency requirements for program admission.

The decision is case-by-case only, will require special approval by the Head of Admissions and Student Systems, and the details of the decision and decision maker will be recorded in the student management system.

(f) Minimum Age Entry Requirement

- i. To enroll in a College program, students must normally be at least 17 years of age at the time of commencement.
- ii. Domestic applicants under the age of 17 must have completed their secondary studies to Year 12 level or completed an AQF Certificate 3 or higher and meet all other admission requirements. In this case, approval for entry is required by the Chief Academic Officer.
- iii. International applicants who are under 18 at the time of commencing must comply with the College [International Students Under 18 Policy](#), which articulates the guidelines for ensuring appropriate arrangements and support for the welfare of these younger international students, in line with the [ESOS National Code](#).
- iv. International applicants who would be under the age of 17 at the time of commencement will be considered for admission on a case-by-case basis, in line with the [Foundation Program Standards](#).

(g) Access and Equity

- i. The admissions process includes provision for additional consideration from applicants who provide evidence of:
 - a disability or long-term medical condition;
 - social or educational disadvantage; or
 - Aboriginal and Torres Strait Islander descent.
- ii. Assessment of the application and evidence provided is undertaken by the Student Support team, with a subsequent recommendation to the Chief Academic Officer. The recommendation would include reference to the most suitable College pathway that would best suit the applicant's abilities and any specialised support required to assist the applicant in their studies.
- iii. The Chief Academic Officer has the authority to approve the application or recommend another alternative.

(h) Alternative entry

- i. Applicants applying for entry who do not have an ATAR, or equivalent interstate or overseas qualification that satisfies the minimum academic requirements, may be considered for admission based on approved alternative entry qualifications.
- ii. Domestic applicants must be 18 years or over and international applicants must be 21 years or over at the time of commencing studies to be considered for admission in this alternative entry category.

- iii. Applicants would need to demonstrate relevant life / work experience and skills, which may include organization ability, time management skills or other skills or knowledge relevant to the specific program. References from an employer, along with a statement from the applicant describing how the knowledge, skills and life experience will assist the applicant to succeed, is required.
- (i) Additional International Student Entry Requirements
- i. Genuine Temporary Entrant:
An international applicant must meet the Genuine Temporary Entrant (GTE) requirements and Genuine Student (GS) requirements as defined in Ministerial Direction 69 issued by Department of Home Affairs (DHA).
Factors considered when determining eligibility as a GTE and GS include:
 - the applicant's circumstances in their home country, including: previous study, gaps in previous study, employment, financial capacity, age;
 - the applicant's Statement of Purpose;
 - program relevance to previous study;
 - program relevance to past or proposed future employment; and
 - the applicant's immigration history.
- (j) Verification of Qualifications
- All supporting academic qualification documentation must be:
- i. submitted in the original language, together with a translated copy; and
 - ii. certified by an authorized College representative, such as an Education Agent or College staff.
- International qualifications may be checked against benchmarks including:
- i. IELTS Test Report Form (TRF) Verification Service;
 - ii. Test of English as a Foreign Language (TOEFL) Verification Service;
 - iii. Verification Service for Cambridge English Exams;
 - iv. International Baccalaureate (IB) Information System (IBIS);
 - v. Cambridge Assessment International Education (CIE Direct);
 - vi. American College Testing (ACT) - Encoura;
 - vii. National Office of Overseas Skills Recognition (NOOSR);
 - viii. National Recognition Information Centre for the United Kingdom (ECCTIS).

7. Offer Process

(a) Types of Offers

Applicants will be assessed and receive formal notification of their admissions outcome, either through the University Admissions Centre (UAC) or the College.

(b) Outcomes include the following:

- i. Unconditional offer;
- ii. Conditional offer;
- iii. Provisional offer;
- iv. Notification that the applicant does not qualify for entry, stating the reason.

(c) Withdrawal of Offer

The College reserves the right to withdraw an offer made to an applicant or cancel the enrolment of any student who provided inaccurate, incomplete or misleading information on which their offer of admission was based.

(d) Deferral

An applicant to whom an offer has been made can apply to the College to defer commencement of their studies for a period of no longer than twelve months.

If the deferral is approved by the College, the applicant is guaranteed entry into the same program, provided the place is taken up by the agreed term of commencement. However, the fees and charges that apply at the time of deferred commencement, are those that will apply to the student's enrolment.

8. Recognition of Prior Learning

The College may recognise prior learning and grant credit in select cases in accordance with the [Recognition of Prior Learning and Credit Transfer Policy](#). The College will consider each application submitted under that Policy on a case-by-case basis.

9. Appeal against Admission Decision

When an application for admission is not successful, and the applicant is dissatisfied with the outcome, they may apply for a review of the decision within ten (10) working days of the decision.

A review of the decision will be undertaken by the Head of Admissions and Student Systems or other Senior Manager in the area, and the applicant will be notified in writing of the decision of the review within 10 working days of lodgement.

If still not satisfied, the student can appeal under the [Student Review and Appeal Policy](#).

10. Roles, responsibilities and delegations

Role	Responsibility
Academic Board	<ul style="list-style-type: none"> Approves the Admissions Policy. Provides oversight and approval of admission standards.
Executive Director, Future Students and Business Development	<ul style="list-style-type: none"> Responsible for the implementation, dissemination and review of this policy.
Head of Admissions and Student Systems	<ul style="list-style-type: none"> Responsible for the day-to-day implementation of this policy.
Quality and Compliance Officer	<ul style="list-style-type: none"> Responsible for the administration and publishing of this policy.
Student Support Advisers	<ul style="list-style-type: none"> Provision of welfare and wellbeing support. Key contact for international students under 18 years of age

11. Definitions

Definitions and Acronyms	
Admission	Entry into a program granted to an applicant following assessment of their application.
Applicant	A person who has submitted an application for admission and is awaiting an outcome.
AQF	Australian Qualifications Framework
ATAR	Australian Tertiary Admissions Rank. The ATAR is a number between 99.95 and zero that reports a student's rank position relative to all other students.
Conditional Offer	Conditions to be met prior to enrolment.
Deferral	Deferral is taking an authorised gap between being offered a place at the College and commencing studies in the offered program.
Domestic applicant	Citizens or permanent residents of Australia, holders of Australian humanitarian visas or citizens of New Zealand.
Department of Home Affairs (DHA)	Australian Government agency with responsibilities for national security, law enforcement, border control, immigration, refugees, citizenship, transport, security and multicultural affairs.
ECCTIS	National Recognition Information Centre for the United Kingdom. It provides an official, international source of comparison information and advice on international education and training systems and overseas skills and qualifications.
Genuine Student	A student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

Genuine Temporary Entrant	A person whose circumstances indicate their intention is for a temporary stay in Australia.
IELTS	International English Language Testing System
International applicant	An applicant who is not a citizen or permanent resident of Australia or holder of a humanitarian visa or Citizens of New Zealand who are not eligible to be Commonwealth supported students.
Non-award Program	An approved program of study that does not lead to an AQF award but leads to a college qualification. This can include a tertiary preparation program, an English Language Intensive Program for Overseas Students (ELICOS) or a Foundation and Pre-Masters Program.
Offer	Offer is the formal invitation of admissions made to a prospective student.
PTE	Pearson Test of English (Academic)
Program	Collection of academic subjects or units which may or may not lead to the award of a certificate, diploma or degree.
TEQSA	Tertiary Education Quality Standards Agency
TOEFL	Test of English as a Foreign Language
Unconditional offer	No conditions to be met prior to enrolment.

Related Policy Documents and Supporting Documents	
Legislation	<ul style="list-style-type: none"> • National Code of Practice for providers of Education and Training to Overseas Students 2018 • Foundation Program Standards 2021 • ELICOS National Standards • Higher Education Standards Framework (Threshold Standards) 2021
Policy	<ul style="list-style-type: none"> • Student Grievances and Complaints Policy • Recognition of Prior Learning and Credit Transfer Policy • International Students Under 18 Policy • Privacy Policy
Procedures	<ul style="list-style-type: none"> • Student Review and Appeal Procedure • Recognition of Prior Learning and Credit Transfer Procedure • International Students Under 18 Procedure
Forms	<ul style="list-style-type: none"> • Grievance and Complaints Form • Credit to Prior Learning Application



	<ul style="list-style-type: none"> • Deferral application • GTE process and checklist • Request for verification letter • Notification to applicant/agent – do not qualify for admission
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12. Policy Governance

Admissions Policy	
Category/Business Group	Admissions
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director, Future Students and Business Development
Contact Officer	Head of Admissions and Systems
Effective Date	17/08/2023
Next Review Date	17/08/2026
Version	1.0

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1	Academic Board	08 August 2023	17 August 2023	N/A

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: unswcollege.edu.au/about/policies