

Offshore Admissions Policy

1. Purpose

UNSW College (the College) offers some of its Award and Non-Award Programs to offshore Students, i.e., those located outside of Australia.

These offshore Programs may be delivered either directly by the College (College delivered Program) or through a Transnational Education (TNE) Provider (TNE Provider delivered Program), both of which operate under the College's academic and operational standards. The TNE Provider is a third-party provider and TNE refers to the delivery of Programs, courses, or services to learners offshore.

This Policy ensures the College upholds its commitment to ensuring transparent, consistent and fair assessment of all applications for Admission to its offshore Programs, and that selection is carried out in a professional and responsible manner, while upholding equal opportunity principles.

2. Scope

This Policy applies to:

- (a) Prospective Students seeking to enrol in College Award and Non-Award Programs delivered offshore;
- (b) Enrolled students undertaking Programs offshore;
- (c) all modes of offshore delivery, including online, face to face and Hybrid Delivery; and
- (d) all staff involved in the promotion, recruitment, Admission, delivery, support or administration of offshore Programs and students.

3. Policy Statement

The College is committed to the transparent, consistent, and fair assessment of applications for Admission to College offshore Programs.

4. College Responsibilities:

The College will:

- (a) ensure Admission standards set by the College provide access to those with high potential to succeed, irrespective of background;
- (b) ensure offers are made to Applicants who are assessed as having the background and ability to have a reasonable expectation of successfully completing the Program;
- (c) periodically undertake an analysis of the various student cohort outcomes to determine the effectiveness of entry standards and respond where appropriate;
- (d) retain records of the application and the decision for a period of at least two years after the Applicant has received notification of an application rejection, or for a

Student, at least five (5) years after Program completion;

- (e) monitor the Admissions services provided by the College and/or TNE partner to ensure:
 - i. the application, assessment and offer process is consistent with College policies, eligibility criteria for entry and relevant regulatory requirements;
 - ii. provision of appropriate support for students with special needs, including students under the age of 18 years;
 - iii. demonstration of a suitable level of English language proficiency from Applicants from a non-English speaking background;
 - iv. ensure information on Admission standards, Programs and support is transparent, clear, concise, equitable and publicly available, to enable an Applicant to make informed decisions;
 - v. ensure Applicant information is treated in accordance with the College's [Privacy Policy](#);
 - vi. advise the Applicant is advised in writing of the reasons for refusal if the application for entry is not successful.

5. TNE Provider's Responsibilities

The TNE Provider will, when delegated the responsibility of managing the application lifecycle:

- (a) ensure all academic and English entry requirements set by the College are applied to all applications;
- (b) retain records of the application and the decision for a period of at least two years after the Applicant has received notification of an application rejection, or for a Student, at least five (5) years after Program completion;
- (c) ensure Applicant information is treated in accordance with the College's [Privacy Policy](#);
- (d) ensure the Applicant is advised in writing of the reasons for refusal if the application for entry is not successful.

6. Students' Responsibilities

All Students must:

- (a) meet published entry requirements for the Program in which they are Enrolled;
- (b) provide evidence of meeting English language proficiency requirements required for entry, that is no more than 24 months old at the Program commencement date;
- (c) understand the minimum system requirements and personal electronic device requirements for maximizing their learning experience and participating in the

learning activities (see [Offshore Personal Electronic Device Student Guidelines](#));

- (d) understand and commit to the standards of behaviour outlined in the [Offshore Student Code of Conduct](#);
- (e) understand and commit to College policies that guide their enrolment and provision of support services;
- (f) actively engage in the learning process, and intervention strategies where applicable, to maximise their opportunity of success; and
- (g) ensure the application for Admission is accompanied by a parent or legal guardian's signature if under the age of 18 years.

7. Admission Criteria

To be eligible for selection, an Applicant must satisfy all published Admission requirements relevant to the Program, including but not limited to:

- (a) General Academic Entry Requirements;
- (h) Program Entry Requirements;
- (b) Any Additional Program-Specific Entry Requirements / Assumed Knowledge;
- (c) English Proficiency Requirements;
- (d) Minimum Age Requirements.

7.1 General Academic Entry Requirements

- (a) Specific academic qualifications and percentage grades relevant to the country or region in which prior studies were completed, are established and published at a Program level: <https://www.unswcollege.edu.au/study/entry-requirements>
- (b) However, the following is a general rule for the level of Program an Applicant seeks to enter:

Program	Australian Academic Qualification
Foundation Studies	Successful completion of Australian Year 11 or equivalent
Diplomas	Successful completion of Australian Year 12 or equivalent
Degree Transfer Program	Successful completion of Australian Year 11 or Year 12, or equivalent
Pre-Masters	Successful completion of an Australian bachelor's degree or equivalent

7.2 Program Specific Entry Requirements

- (a) Entry requirements for each Program are approved by UNSW College Academic Board and recorded in the [Admissions Schedules](#) available on the College website.
- (b) Program-specific entry requirements, both academic and English Language, are also available in College and TNE Provider marketing material and may also include:
 - i. specific course minimum grade requirements; and / or
 - ii. assumed knowledge in one or more course areas which, although not a pre-requisite for entry, is considered desirable to have to achieve success in the Program.

7.3 English Proficiency Requirements

- (a) Applicants from a non-English speaking background are required to provide evidence of meeting minimum standards of English language proficiency.
- (b) All English Language tests must be no more than two years old at the time of the Program commencement date.
- (c) 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.
- (d) The [Admissions Schedules](#) available on the College website and in TNE marketing material provide specific English Language requirements by Program.

7.4 Minimum Age Requirements

- (a) To enrol in a College Program, students must normally be 17 years of age at the date of Program commencement.
- (b) Approval from the College is required to enrol any student under the age of 17.
- (c) If an Applicant is under the age of 18 years at the time the Program commences, the application for Admission must be signed by a parent or legal guardian and students must comply with the [Offshore Under 18 Policy](#).

7.5 Verification of qualifications

- (a) All supporting academic qualification documentation must be:
 - i. submitted in the original language, together with a translated copy in English; and
 - ii. certified by an authorised College or TNE Provider representative, or an authorised Education Agent.
- (b) International academic qualifications may be checked against benchmarks, including:
 - i. National Office of Overseas Skills Recognition (NOOSR);
 - ii. National Recognition Information Centre for the United Kingdom (ECCTIS);

- iii. International Baccalaureate (IB) Information System (IBIS).
- (c) English Language Tests may be checked against benchmarks, including:
 - i. IELTS Test Report Form (TRF) Verification Service;
 - ii. Test of English as a Foreign Language (TOEFL iBT) Verification Service;
 - iii. Verification Service for Cambridge English Exams.
- (d) If an Applicant is found to have provided fraudulent documentation as part of their application for Admission, they will be excluded from entry.

8. Admission Outcome

- (a) All applications for Admission will be assessed against the relevant Program Admissions criteria.
- (b) All Applicants will receive formal notification of their Admission outcome, with the outcome being one of the following:
 - i. an Unconditional Offer; or
 - ii. a Conditional Offer; or
 - iii. a Provisional Offer; or
 - iv. an unsuccessful Admission letter, stating the reason.

9. Grounds for Refusal of Admission

The College or TNE Provider may refuse to admit an Applicant under, but not limited to, the following circumstances:

- (a) the Applicant provided false information or fraudulent documentation to gain Admission; or
- (b) where Admission is considered to be a breach of Australian law.

10. 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](#). Each application will be considered on a case-by-case basis. TNE Providers must receive authorisation from the College to recognise prior learning and/or apply credit.

11. Offer Letter

- (a) The Offer Letter can include:
 - i. information regarding the Program and/or specialisation (where applicable), location, study mode, study duration, tuition fees, non-tuition fees, commencement date and any other relevant detail;
 - ii. enrolment terms and conditions and links to associated policies and guidelines;
- (i) any conditions imposed on the student's enrolment and any necessary prerequisite requirements that must be met to enter the Program, including

English Language requirements;

- iii. details about any credit that has been applied.
- (b) Failure to meet any condition stated in the Offer Letter may result in the withdrawal and cancellation of the offer.

12. Acceptance of Offer

- (a) To accept an offer, Applicants will need to follow the instructions specified in the Offer Letter, including:
 - i. signing and returning the Offer Letter by the date indicated; and
 - ii. following the instructions about payment of fees.
- (b) If a student is under 18 years of age, a parent or guardian will also need to sign the acceptance of offer.

13. Deferral of Offer

- (a) Applicants who have been offered a place in a College Program but wish to apply for deferment, must do so prior to commencement of the Program.
- (b) Deferral will only be granted for the following reasons:
 - i. Failure to meet entry requirements (English or Academic); or
 - ii. Compassionate or compelling circumstances, with supporting evidence
- (c) Students will only be permitted to defer the commencement of studies twice. If a third request is made, it may be refused.
- (d) Tuition fees applicable will be those current at the time of the deferred commencement.
- (e) Any fees paid will be administered in accordance with the [Offshore Student Fees Policy](#), [Offshore Student Refund Policy – College Delivered Programs](#), [Offshore Student Refund Policy – TNE Provider Delivered Programs](#).

14. Request for a Change of Program Prior to Commencement (after acceptance of offer)

- (a) Applications for change of Program are determined on the basis of academic merit. To be eligible for consideration, a student must satisfy all Admissions criteria for the proposed Program.
- (b) TNE Providers must receive authorisation from the College to allow a student to change their Program.
- (c) The Applicant will be notified in writing regarding the outcome of their application.

15. Withdrawal after acceptance and prior to commencement

- (a) If a student wants to withdraw from a Program after they have accepted, they must submit a formal withdrawal request with supporting documentary evidence.

- (b) Examples of acceptable documentation are listed below:
 - i. evidence of failure to meet the required English proficiency levels through IELTS (or similar) test results;
 - ii. a medical certificate or letter from a registered medical practitioner, psychologist, counsellor or other appropriate professional supporting compassionate circumstances.
- (c) The College will process refunds in accordance with the [Offshore Student Fees Policy](#), [Offshore Student Refund Policy – College Delivered Programs](#), [Offshore Student Refund Policy – TNE Provider Delivered Programs](#).

16. Withdrawal of offer

- (a) The College may revise or withdraw an offer of Admission, if:
 - i. entry requirements change for a Program;
 - ii. a Program is suspended or discontinued, in which case, the Applicant may be offered an alternative Program if available;
 - iii. where an offer of Admission was incorrectly made;
 - iv. an offer for a Program was based on fraudulent information provided by the Applicant.

17. Re-Admission after Exclusion

- (a) A student can be excluded permanently or for a specified period of time from the College, typically due to unsatisfactory Program progress or as a penalty for misconduct.
- (b) If the Exclusion is for a specified period of time, the student may apply for re-Admission after completing the Exclusion period.
- (c) Applications for re-Admission must be received by the College at least four weeks prior to the commencement of the Term in which the student seeks to resume study, for the College to enable an assessment of whether the student has a reasonable chance of success in returning to study.
- (d) If a student is accepted for re-Admission, they will be subject to any conditions outlined in the Offer Letter.
- (e) If an application for re-Admission following Exclusion is not approved, the decision can be reviewed through the College appeals process, where applicable.

18. Appeal against Admission Decision

- (a) When an application for Admission is not successful, and the Applicant is dissatisfied with the outcome, they may apply for a review within ten (10) working days of the decision.
- (b) A review of the decision will be undertaken by the College Head of Admissions

and Student Systems, or their nominee, and the Applicant will be notified in writing of the review decision within ten (10) working days of lodgement.

- (c) If still not satisfied, the student can appeal under the [Offshore Student Appeal Policy](#).

19. Privacy

Applicant information will be treated in accordance with the College's [Privacy Policy](#) and any relevant legislation.

20. Roles, responsibilities and delegations

This Policy operates within the context of, and subject to, relevant Australian State and Commonwealth legislation.

Role	Responsibility
Executive Director, Future Students and Business Development	Responsible for reviewing re-Admission and marginal application matters.
Head of Admissions and Student Systems	Responsible for the day-to-day implementation of this policy.
Governance and Policy Lead	Responsible for the administration and publishing of this Policy.
Student Support Advisers	- Provision of welfare and wellbeing support. - Key contact for international students under 18 years of age

21. Definitions

Definitions and Acronyms	
Admission	Entry into a Program or course granted to an Applicant following assessment of their application.
Applicant	A person who has submitted an application for Admission and is awaiting an outcome.
Award Program	Has the meaning as defined in the TEQSA Act (see higher education award) and includes Diplomas, Advanced Diplomas and undergraduate Degrees.
Conditional Offer	Conditions identified in the Offer Letter must be met prior to enrolment.
Deferral	Taking an authorised gap between being offered a place at the College and commencing studies in the offered Program or course.
Enrolled	A status where a student has already accepted the conditions of enrolment and paid the required amount to secure their place in the Program.

Definitions and Acronyms	
Exclusion	A student's enrolment has been cancelled, either permanently or for a specified period of time, typically due to unsatisfactory Program progress or as a penalty for misconduct.
Hybrid Delivery	Combines both online and face-to-face learning and teaching activities in one class, thus providing greater flexibility around attendance.
IELTS	the International English Language Testing System.
Non-Award Program	An approved Program of study that does not lead to an Australian Qualifications Award (AQF) but leads to a College qualification. Examples include Transition Program, English Language Programs, Foundation Studies Programs, Degree Transfer Program, Pre-Masters Program.
Offer Letter	The formal invitation for Admission to a place at the College made to a Prospective Student.
Program	Collection of academic courses or units which may or may not lead to the award of a certificate, diploma or degree.
Prospective Student	A person outside Australia who intends to become or has taken any steps towards enrolling in a TNE Program.
Provisional Offer	A formal invitation of admissions made to a prospective student.
Refusal of Admission	The decision by the College and/or TNE Provider not to offer a place to an applicant in a Program, based on failure to meet academic, English language, or other entry requirements; concerns related to genuine student status or visa eligibility; capacity limitations; or other relevant institutional or regulatory considerations.
Term	A teaching period in which courses and their related classes are taught and timetabled.
TOEFL	Test of English as a Foreign Language.
Transnational Education (TNE)	Educational Programs, courses or services where learners are located in a country different from the one in which the College is based.
Unconditional Offer	No conditions are to be met prior to enrolment.

Related Policy Documents and Supporting Documents	
Policy	• Offshore Personal Electronic Device Student Guidelines • Offshore Student Code of Conduct • Offshore Under 18 Policy • Recognition of Prior Learning and Credit Transfer Policy • Offshore Student Fees Policy

Related Policy Documents and Supporting Documents	
	• Offshore Student Refund Policy – College Delivered Programs • Offshore Student Refund Policy – TNE Provider Delivered Programs • Offshore Student Appeal Policy • College Privacy Policy
Forms	• Application to Withdraw Form

22. Policy governance

Offshore 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 Student Systems
Effective Date	22 May 2025
Next Review Date	22 May 2028
Version	2.0

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
2.0	Academic Board	22 May 2025	22 May 2025	Updating policy to be an 'Offshore' policy, incorporating award and Non-Award Programs.
1	Academic Board	23 May 2024	23 May 2024	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