



## ADMISSIONS PROCEDURES

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<b>Relevant Legislation &amp; External Documents</b>	<a href="#">University of Wollongong Act 1989</a> <a href="#">University of Wollongong By-Law 2005 (NSW)</a> <a href="#">Education Services for Overseas Students Act 2000 (C'wealth)</a> <a href="#">National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007</a> <a href="#">Higher Education Support Act 2003 (C'wealth)</a>		
<b>Audience:</b>	Public – accessible to anyone		

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## 1 Introduction

1. The Admissions Procedures support implementation of the Admissions Rules for admission to courses at the University of Wollongong.

## 2 Purpose and Scope

1. These Procedures apply to applications for admission to all courses at the University.
2. These Procedures do not apply to applications for admission to a course offered by the University of Wollongong in Dubai or the UOW College.
3. Applications for credit are governed by the *Credit for Prior Learning Policy*, regardless of whether the application for credit forms part of the application process or occurs after enrolment.

## 3 Definitions

1. Terms defined in the Admissions Rules also apply in these Procedures.

Word/Term	Definition (with examples if required)
Admission	Procedures governing application for entry to the University or a course at the University
ATAR	Australian Tertiary Admission Rank
Bonus points	Points added to an applicant's ATAR from an approved scheme that improves the selection rank
Course Finder	The UOW online database that contains course information including course selection requirements for domestic and international students
Course quota	Maximum number of places available within a course for commencing students
Direct application	An application for admission by a means specified by the University including hard copy, online system or through an approved agent
GEMSAS	Graduate Entry Medicine School Admissions System
In writing	Communication via letter, facsimile or email
Non-Year 12 applicant	An applicant other than a Year 12 Applicant
Regional campus	UOW Batemans Bay, UOW Bega, UOW Shoalhaven, UOW Southern Sydney, or UOW Southern Highlands
Year 12 applicant	An applicant completing the NSW HSC, another Australian Senior Secondary



An applicant completing the NSW HSC, another Australian Senior Secondary Certificate of Education, or the International Baccalaureate Diploma in the year immediately prior to the year for which admission to the University is sought
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#### 4 English Language Proficiency Requirement

1. Where an outside agency, including UAC and GEMSAS, processes applications on behalf of the University, the outside agency will assess the English language proficiency of students.
2. For direct applicants, Student Services will assess the English language proficiency of students.
3. Minimum course English language proficiency requirements for international students are outlined at <http://www.uow.edu.au/future/international/apply/english/index.html>.
4. Where an applicant does not satisfy the English language requirements for a course, the Executive Dean or nominee may recommend with supporting evidence to the Delegated Authority that the English language proficiency requirements be waived.

#### 5 Applications for Admission

1. Applications for admission to a course through UAC follow the procedure prescribed by UAC outlined at <http://www.uac.edu.au/>.
2. Applications for admission to a course by direct application follow the procedure prescribed by Student Services outlined at <http://www.uow.edu.au/future/index.html>.
3. Applications for admission to a UOW course delivered at a non-UOW offshore campus follow the procedure prescribed by that campus.
4. Applicants making an application for admission to a course may be required to pay an application fee.

#### Undergraduate Courses: Domestic Applicants

5. Year 12 applicants for admission must apply through UAC Undergraduate.
6. Year 12 applicants for admission may apply by direct application after the final UAC February round of offers.
7. Where courses are specified for admission through UAC only, Non-Year 12 applicants must apply through UAC Undergraduate.
8. Non-Year 12 applicants for admission to undergraduate courses not specified for admission through UAC only may apply for admission through UAC Undergraduate, or by direct application.
9. Applicants for admission to an approved diploma apply by direct application.

#### Undergraduate Courses: International Applicants

10. International applicants completing the NSW HSC or other Australian Senior Secondary qualifications, the International Baccalaureate (IB) in Australia or overseas, or New Zealand's

National Certificate of Educational Achievement (NCEA) Level 3, may apply through UAC International.

11. All international applicants including those in clause 5.10 above may apply for admission to all courses by direct application to the University.

### **One-Year Honours Bachelor Courses**

12. Domestic and international applicants for a one-year Honours Bachelor course apply by direct application to the University.

### **Graduate Entry or Postgraduate Coursework Courses**

13. Domestic applicants for the Doctor of Medicine follow the application procedure prescribed at <http://www.uow.edu.au/handbook/yr2016/ug/H16000145.html>.
14. International applicants for the Doctor of Medicine apply by direct application to the University.
15. Domestic applicants for all other graduate entry or postgraduate coursework courses apply for admission through UAC or direct application to the University as specified for the course.
16. International applicants for all other graduate entry or postgraduate coursework courses apply by direct application to the University.

### **Higher Degree Research Degrees**

17. Domestic and international applicants for a Higher Degree Research course apply by direct application to the University.

### **Non-Award Study**

18. Domestic and international applicants for Non-Award Study apply by direct application to the University.

## **6 Eligibility**

1. Eligibility to be considered for admission to the University is prescribed in the Admissions Rules.
2. Applicants must also satisfy course selection requirements as prescribed in the Course Finder entry for each course.
3. Course selection requirements may include specific academic performance and/or requirements above the standard to be eligible for admission to the University.

## **7 Course Quotas**

1. The Delegated Authority, on advice from the relevant Executive Dean or nominee, may approve entry quotas for each course instance offered by the University.
2. The Delegated Authority, on advice from the relevant Executive Dean or nominee, may approve the establishment of sub-quotas for prescribed groups of applicants within each course intake quota.

3. Where sub-quotas are approved for a course, an applicant may be eligible to be considered for admission in more than one sub-quota.

## 8 Selection for Admission

### Admission of Applicants to an Undergraduate Course through UAC

1. Admission of applicants through UAC is coordinated by the Student Services.
2. The Delegated Authority, on advice from the relevant Executive Dean or nominee, will:
  - a. advise UAC of the courses and applicable quota to which UAC is authorised to make an offer of admission on behalf of the University; and
  - b. set an admission rank cut-off for selection through UAC for each selection round and for each course intake based on the number and quality of the applicants.
3. The admission rank cut-off for each course may vary for each selection round and for each course intake.
4. An applicant can achieve an admission rank cut-off by consideration of their ATAR plus applicable bonus points including Local and Regional Bonus Points, Points to UOW, and the Educational Access Scheme, or other bonus points scheme approved by the Deputy Vice-Chancellor (Academic).
5. UAC manages the addition of bonus points to an applicant's ATAR, to determine if the admission rank cut-off is achieved.
6. For the applicants determined as eligible to receive an offer of admission to a course, the University has authorised UAC to make an offer of admission on its behalf.
7. The Delegated Authority may authorise UAC to make an offer of admission to a course in the appropriate offer round if recommended by the Executive Dean or nominee after consideration of an application:
  - a. where the course has additional selection criteria;
  - b. through an early admission program;
  - c. through an access and equity scheme; or
  - d. following special consideration.
8. ATAR cut-offs published by UAC, Course Finder, or other University publication are historical and/or indicative of the minimum admission rank cut-off to be considered for admission to a course.

### Admission of Applicants to a Graduate Entry or Postgraduate Coursework Course through UAC

9. The Delegated Authority, on advice from the Executive Dean or nominee will advise to UAC:
  - a. the courses to which UAC is authorised to make an offer of admission on behalf of the University; and

- b. the selection criteria by which applicants will be considered for admission to a course.
10. For the applicants determined as eligible to receive an offer of admission to a course, the University has authorised UAC to make an offer of admission on its behalf.

### **Admission of Applicants to a Coursework Course by Direct Application**

11. The following clauses 8.12 to 8.17 apply for direct applications to an undergraduate course other than through an early admission program, one-year Honours Bachelor course, postgraduate coursework courses, and non-award study.
12. Admission of students applying for admission by direct application is coordinated by Student Services.
13. Student Services must develop procedures to assess applications for admission. Such procedures must be in accordance with the Admissions Rules and these Admissions Procedures.
14. All applications must be assessed according to course selection criteria published for the course in Course Finder regardless of the pathway through which the applicants are seeking admission.
15. The Student Services procedures should include:
  - a. the process by which applications will be considered for approval,
  - b. criteria for assessing applications,
  - c. the process for ensuring that sufficient documentation is retained to support decision making.
16. Applicants will follow the application procedure prescribed by Student Services at <http://www.uow.edu.au/future/index.html>.
17. Student Services will process applications and:
  - a. if authorised by the relevant Faculty, the Delegated Authority may make an offer of admission to applicants if places remain within the course; or
  - b. forward the application to the relevant Faculty for assessment; or
  - c. reject the application.
18. In the case of a direct applicant for a place at a UOW onshore campus other than Wollongong, the relevant Manager, UOW Campus or the relevant Academic Director may assess the application for admission in accordance with the relevant faculty procedures (if any) and may make a recommendation to the relevant faculty that the direct applicant be offered a place in the course if places remain within the course.
19. Clauses 9.1-9.10 describe the requirements for a Faculty if applications for admission to coursework courses are assessed by the Faculty.

### **Admission of Applicants to a Higher Degree Research Course**

20. Admission of applicants applying for admission to a Higher Degree Research course is coordinated by Student Services.





21. Applicants will follow the application procedure prescribed by Student Services at <http://www.uow.edu.au/future/postgrad/apply/research/index.html>.
22. Following the preliminary assessment, the application will be forwarded to the relevant Faculty for assessment, following the procedure prescribed by Student Services.
23. Before an applicant can be selected for admission, the Executive Dean or nominee must certify that criteria including, but not limited to the following list, have been met:
  - a. the applicant has an appropriate academic background and prior research training to commence their proposed research project;
  - b. the proposed research project can be completed in the recommended duration of candidature for the course;
  - c. the proposed research project is relevant to the current research interests and goals of the relevant School and/or Faculty;
  - d. appropriate supervision is available for the recommended duration of candidature; and
  - e. adequate infrastructure, resources and other facilities are available to support the applicant and the proposed research project.
24. The Delegated Authority will make an offer of admission to applicants recommended to receive an offer.

## 9 Assessment of an Application for Admission to a Coursework Course at Faculty Level

1. The following provisions apply where applications for admission to a coursework course are forwarded to the relevant Faculty for assessment where:
  - a. all applications are forwarded to a Faculty for assessment; or
  - b. applications are for admission to an undergraduate course through an access and equity scheme or program.
2. Each Faculty must develop procedures to assess applications for admission. Such procedures must be in accordance with the Admissions Rules and these Admissions Procedures.
3. All applications must be assessed according to course selection criteria published for the course in Course Finder regardless of the pathway through which the applicants are seeking admission.
4. The Faculty procedures should include:
  - a. the process by which applications will be considered for approval,
  - b. criteria for assessing applications,
  - c. the process for ensuring that sufficient documentation is retained to support decision making.
5. Where an assessment of an application includes assessment of non-formal or informal learning it must be carried out in accordance with the *Credit for Prior Learning Policy* and *Credit for Prior Learning Procedure*.

6. Where an applicant is eligible to receive an offer of admission by meeting course selection criteria by merit and a place is available for the applicant within the course they must be recommended to receive an offer.
7. The Faculty must assess an application within 10 working days of receipt, unless all applications are assessed following a closing date for applications as published in Course Finder.
8. Faculties must maintain records of applications received from and returned to Student Services and the outcome of the assessment, whether successful or unsuccessful.
9. The Delegated Authority will make an offer of admission to applicants recommended to receive an offer.

### **Early Admission Program**

10. The following provisions apply to applications for admission to an undergraduate course through an early admission program.
11. The Faculty procedure should include:
  - a. the process by which applications will be considered for approval;
  - b. criteria for assessing applications;
  - c. the academic staff member or members nominated by the Executive Dean to recommend applicants to receive an offer of admission; and
  - d. the process for retaining sufficient documentation to support decision making.
12. The Delegated Authority will make an offer of admission to applicants recommended to receive an offer.

### **Special Consideration for Admission**

13. The following provisions apply where an applicant for a coursework course is not otherwise eligible for selection on the basis of qualifications or standards achieved through formal learning. They apply if the applicant is applying through UAC or by direct application.
14. Faculties must develop a procedure to assess special consideration applications in accordance with the *Credit for Prior Learning Policy* and *Credit for Prior Learning Procedure*.
15. The Delegated Authority will make an offer of admission to applicants recommended to receive an offer.

### **Underage Admission**

16. The following provisions apply to applicants under 17 years of age by the date of commencement of session. Applicants under 14 years and 9 months will not be considered for admission.
17. An applicant must provide evidence as requested by the University that they have an outstanding academic background and can demonstrate readiness for university education.
18. Such evidence may include, but is not limited to:

- a. performance in external examinations well in excess of the minimum requirements for course selection;
  - b. relevant employment, community, sporting and/or cultural activities; and
  - c. referee reports.
19. The application will be assessed and the applicant interviewed by the Associate Dean (Education) of the relevant Faculty and the Director, Regional Campuses and Student Diversity who may require the applicant to provide additional evidence.
20. The application will be reviewed by the Deputy Vice-Chancellor (Academic) who retains the discretion to approve an offer of admission to an underage applicant or reject the application.
21. On offer of admission to an underage applicant may include specific conditions and requirements including the discretion retained by the Deputy Vice-Chancellor to withdraw an offer prior to enrolment, or terminate enrolment at any time on reasonable grounds relating to the academic progress or the health, safety or wellbeing of the applicant.

## 10 Acceptance and Enrolment

1. On receipt of a written offer of admission to a course, an applicant will either:
  - a. accept the offer;
  - b. apply to defer entry where allowed within the course rules;
  - c. decline the offer; or
  - d. take no action, in which case the offer will lapse after the specified period.
2. To accept an offer through UAC, the applicant must accept the offer online at <http://www.uac.edu.au/>.
3. To accept an offer following direct application, the applicant must follow the instructions specified in the written offer.
4. The admission process will be deemed to be completed when an applicant has accepted an offer of admission and enrolled in subjects.
5. If an applicant fails to enrol in any subject in the first session of the course into which they have been admitted, the offer of admission may be considered to have lapsed.

## 11 Deferred Entry

1. Where a course is approved by the Deputy Vice-Chancellor (Academic) or Deputy Vice-Chancellor (Research and Innovation) for deferred entry, an applicant who has received an offer of admission may apply to defer entry for up to one year.
2. Student Services manages requests for deferred entry and advising an applicant of the application procedure to be followed.
3. Deferred entry is not guaranteed and is at the discretion of the Delegated Authority.

## 12 Course Transfer

### Coursework Courses

1. An applicant who has accepted an offer of admission to an undergraduate course, may apply for admission to another undergraduate course prior to commencement of that course, subject to:
  - a. the applicant being eligible to be considered for entry to the University, course selection requirements for the proposed course can be satisfied, and places remain within the course; and
  - b. the relevant Executive Dean or nominee has approved the transfer.
2. Applications who wish to transfer from a graduate entry or postgraduate course to another course prior to commencement will normally be required to make a new application for admission to that course.
3. An application to transfer to another course after commencement of that course may occur if:
  - a. any Faculty administrative requirements regarding the course transfer are met;
  - b. the course selection requirements for the course into which the applicant wishes to transfer are met;
  - c. places remain within the course; and
  - d. the relevant Executive Dean or nominee has approved the application.

### Higher Degree Research Courses

4. Conditions for transfer between higher degree research courses and transfer from a higher degree research course to a coursework course are outlined in the General Course Rules.

### International students

5. Any application for course transfer by an international student will be considered in accordance with conditions specified in the confirmation of enrolment and student visa pertaining to the course in which the student is currently enrolled.

## 13 Record Keeping

1. The University will maintain appropriate records of the basis of admission of applicants so that:
  - a. the effectiveness of admission criteria can be evaluated; and
  - b. the performance of student cohorts by admissions pathway can be monitored and reviewed.
2. Student Services is responsible for maintaining such records when it processes applications for admission to a course.
3. The relevant Faculty is responsible for maintaining such records when the Faculty processes applications for admission to a course.

4. Documentation supporting admissions decisions must be retained according to the NSW State Records Act 2005 – General Retention and Disposal Authority – University Records GDA23.

## 14 Monitoring and Review

1. The Academic Quality and Standards Sub-Committee will regularly monitor and review policies, procedures and decisions relating to admission to courses and report on this monitoring and review via the University Education Committee to Academic Senate.
2. Each Faculty Education Committee will regularly monitor and review course selection requirements with respect to the performance of student cohorts by admissions pathway for courses owned by that Faculty to ensure that they remain current and valid for each course; and report on the results of this monitoring and review to the Academic Quality and Standards Sub-Committee.

## 15 Right of Appeal

1. An applicant not selected for admission has the right of appeal against the decision on the following grounds:
  - a. the applicant satisfies all University and course selection requirements;
  - b. the application for admission was lodged on time, in the correct manner, with all relevant documentation included to enable the application to be assessed; and
  - c. the applicant was not selected due to the incorrect application of the Admissions Rules, these Procedures or other relevant University policies.
2. An applicant must lodge a written statement specifying the grounds on which an appeal is being made to the Director, Student Services within 10 working days of receiving notification that their application for admission has been unsuccessful.
3. If the written appeal statement meets the conditions specified in clause 15.1, the Director, Student Services or nominee will consider the appeal and review the admission application in consultation with the Student Services and/or Faculty staff that processed the application for admission or made an application decision. In the case of an appeal against a decision of the Director, Student Services, the Director will nominate the Chief Administrative Officer as their nominee.
4. Upon consideration of the appeal the Director, Student Services or nominee will determine the appeal as follows:
  - a. appeal denied; or
  - b. appeal upheld and
    - i. make an offer of admission to the course instance for which the application was made; or
    - ii. make an offer of admission in the next available course instance; or
    - iii. include the applicant in a pool of applicants from which applicants are selected in order of merit in the next available course instance.

5. The Director, Student Services or nominee must notify the applicant of the outcome of the appeal within 20 working days of the University receiving the written appeal.

## 16 Conflict of Interest

1. University staff responsible for making admission decisions and offers of admission must not participate in any decisions affecting applicants where a potential or actual conflict of interest arises due to a close personal relationship with an applicant; in accordance with the Conflict of Interest Policy.

## 17 Other

### General Savings Clause

1. To provide for exceptional circumstances arising in any particular case, the Vice-Chancellor may relax any provisions of this Procedure.

## 18 Roles & Responsibilities

1. The Director, Student Services is responsible for maintaining a register of:
  - a. staff in positions within the University with Delegated Authority to make an offer of admission of an applicant; and
  - b. agents approved as a UOW Agent with Delegated Authority to make an offer of admission to an applicant.
2. The Executive Dean is responsible for maintaining an accurate register of academic staff within a Faculty who can:
  - a. assess an application for admission;
  - b. recommend that English language requirements for an applicant be waived;
  - c. advise the Delegated Authority concerning courses to be offered for admission through UAC and admission rank cut-offs, course instance entry quotas and sub-quotas;
  - d. endorse an application for admission to a one-year Honours Bachelor degree or Higher Degree Research course; or
  - e. approve a course transfer.
3. The Associate Dean is responsible for approving procedures to assess applications for admission where the Faculty is assessing the application.
4. Student Services is responsible for:
  - a. publishing the pathways through which an applicant may be considered for admission;
  - b. publishing admissions procedures and course selection requirements; and
  - c. maintaining accurate course selection requirements in Course Finder.



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5. Positions with Delegated Authority to make admissions decisions are specified in the Delegations of Authority Policy.
6. Other roles and responsibilities are as detailed in these Procedures.



## 19 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	1 April 2015	University Council	First Version; replacing the Admissions and Advanced Standing Policy and the admissions rules within the General Course Rules.
2	2 December 2016	Vice-Chancellor	Amendments related to nomenclature changes related to the School of Medicine (previously Graduate School of Medicine) and the MD offering.
3	20 April 2016	Deputy Vice-Chancellor (Academic)	Amendments relating to: <ul style="list-style-type: none"><li>• Admission to an onshore campus other than Wollongong</li><li>• Underage admission of international students</li><li>• Appeal against a decision of the Director, Student Services Division</li></ul>