



ADMISSIONS PROCEDURES (COURSEWORK)

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1 Purpose

1. The Admission Procedures (Coursework) support the admission provisions in the [Coursework Rules](#).
2. These Procedures are designed to ensure that admission decisions and processes are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and have no known limitations that would be expected to impede their progression and completion.

2 Scope

1. These Procedures apply to admission to undergraduate and postgraduate (coursework) courses, non-award and cross institutional study.
2. These procedures apply to all teaching locations onshore and offshore with the exception of UOW Dubai which has its own Admissions Procedures.

3 Definitions

1. Refer to [Coursework Rules](#).

4 Transparency of Admissions

2. The University is committed to publishing transparent information about its admission requirements and selections outcomes.
3. The University will ensure that accurate and timely information is publically available to prospective students to enable them to make informed decisions about their university studies. This information will be written in plain English and include details about courses on offer, including the course design, prerequisites, assumed knowledge, when and where courses/units are offered, mode of delivery, application dates, arrangements for recognition of prior learning, standing credit transfer arrangements, known charges associated with the course, any mandatory placement requirement, pathways to employment and eligibility for registration to practice where applicable.
4. For each course of study, the Delegated Authority in the relevant course owning Faculty will ensure that both the academic requirement for admission to the course and any additional criteria and requirements for admission are published in [Course Finder](#).
5. Requirements for admission to undergraduate courses for which applications are received through the Universities Admissions Centre (UAC), will be published in the UAC Guide. Details of course specific admission requirements are published in the University's [Course Finder](#) and are reviewed annually.

5 Admission to Undergraduate Courses – Domestic Applicants

5.1 Recent secondary education

1. Applicants who completed their secondary education within the previous two years apply for admission to undergraduate courses through UAC. Applicants are admitted on the basis of:



- a. their academic achievement in the Higher School Certificate or other equivalent senior secondary qualification as measured by their Australian Tertiary Entrance Rank (ATAR);
 - b. ATAR plus additional criteria where applicable; or
 - c. an assessment of academic potential via an early admissions scheme, interview, portfolio or completion of a recognised enabling program (non-ATAR).
2. For state-based Australian Year 12 qualifications, the ATAR is used as the basis for ensuring consistency in the assessment of academic achievement. For students studying in Australian states under different education systems (e.g. International Baccalaureate), an ATAR equivalent is provided by UAC, which is then used in the same way as the ATAR for determining eligibility and for selection.

Selecting applicants

3. Where the number of applicants who meet the admission requirements exceeds the number of places available in a course, the University will rank the applicants and offer places in order of selection rank. A selection rank is determined by combining applicants' ATAR with any additional points they are eligible to receive. These additional points are referred to as Adjustment Factors.

ATAR plus additional criteria – Use of Adjustment Factors

4. Adjustment factors points are applied for applicants who completed their HSC (or equivalent) in the previous two years.
5. Adjustment factors take into account:
 - a. an applicant's proximity to UOW's catchment areas;
 - b. an applicant's likelihood of success in their intended course including achievement in a particular subject area; and
 - c. circumstances that are likely to have adversely affected an applicant's prior academic achievement.
6. UOW has three types of adjustment factors which are applied in accordance with the following:

Adjustment factor	Eligibility	Maximum Points
UOW catchment adjustments	Students who attend a school in UOW's catchment areas.	3
Subject adjustments	Awarded for strong performance in relevant HSC subjects.	Up to 3
Equity adjustments	High school students who have experienced educational disadvantage may be eligible for up to five adjustment points on one or more equity grounds.	Up to 5



7. A maximum of 11 adjustments points can be awarded to an individual applicant. Further information is provided at <https://www.uow.edu.au/future/school/apply/index.html>.
8. Adjustment factors are applied automatically when applicants apply through UAC.
9. Adjustment factors are reviewed on an annual basis and are approved by the Deputy Vice-Chancellor (Education).

Early Offer of Admission

10. Applicants nearing the completion of their Year 12 studies (but have not yet sat their final exams) may apply to the University for early admission to a bachelor degree at an Australian campus.
11. To be eligible for early admission, an applicant must be completing the NSW HSC (or interstate equivalent) at an Australian high school (and be eligible to receive an ATAR) or the International Baccalaureate Diploma.
12. The application process for early admission is detailed at <https://www.uow.edu.au/earlyadmission/index.html>.
13. Early admission involves an assessment of academic potential taking into account a range of evidence, which may include:
 - a. Years 11 subject performance;
 - b. application responses to UOW's identified 'indicators for success'. These are attributes deemed important for independent learning: academic readiness, motivation and passion, planning and persistence, communication and collaboration;
 - c. performance at a pre-admission interview;
 - d. a statement of support which outlines factors which may have adversely impacted students study.
14. Where evidence provided under 5.1.13 (a) and (b) above is not deemed sufficient, applicants will be required to attend an early admission interview with a Faculty Assessor.
15. Failure to register for or attend an early admission interview, where required, will result in the early admission application being rejected.
16. Following the assessment process, the Faculty Assessor will recommend one of three outcomes:
 - a. Applicant to be offered a place in their chosen course; or
 - b. Applicant to be offered a place in an alternate course; or
 - c. No offer to be made.
17. High school students who have completed a University supported pathway program (Year 12 University Preparation Program or Year 12 HSC Summer Master Class) are guaranteed an early admission interview, but they are not automatically guaranteed entry into the University. Such students are assessed in line with other applicants for early admission.
18. An offer of early admission will be approved by the Delegated Authority in each Faculty.

19. Applicants who are made an early offer of admission, will receive their formal offer via UAC. This offer is conditional on the applicant completing their schooling and sitting their HSC exams (or equivalent). The University reserves the right to rescind an early offer of admission made to a student if that student fails to achieve the minimum entry requirements for their course.
20. Unsuccessful applicants may still apply through UAC for admission using their HSC results (or equivalent) as the basis for their assessment.

Pathway Programs for School Leavers

21. The University offers a range of pathway programs to increase educational opportunity for those who may not otherwise qualify for direct entry into the University.
22. Such programs are designed to enable students to reach the level of proficiency required to gain entry to and succeed in their studies at university.
23. Pathway programs are approved by Academic Senate or the UOW College Academic Board in consultation with relevant Faculties. The approved list of pathway programs for domestic students is set out in Table 1.
24. The progress of students admitted via a pathway program will be monitored to verify the efficacy of the pathway and to ensure that students entering via these means are not disadvantaged in any way.
25. Successful completion of the pathway program will guarantee students direct entry into a number of the University's undergraduate degree programs.
26. Students completing a Diploma program, may apply for credit for their prior studies in line with the [Credit for Prior Learning Policy](#).

Table 1: Pathway Programs – Domestic Students

Scheme name	Target Group	Application process
UOW's Short-Course Enabling Pathway	Applicants without the necessary qualifications for direct entry but who meet entry criteria based on HSC subject results or UniSelect literacy and numeracy testing.	Application through online form
STEP to UOW (run through UOW College)	Recent school leavers whose education during Years 11 and/or 12 was seriously affected by circumstances beyond their control. Applicants must have completed the NSW HSC in the last two years and must demonstrate that they have experienced disadvantage while studying for their final year/s of high school.	Applicants apply directly to the University's Admission Office



UOW College pathways (Domestic) Diplomas University Access Program University Entrance Certificate	Domestic students who do not qualify for direct entry	Applicants apply through the Universities Admission Centre (UAC) or directly to UOW College
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Enabling or Preparation Programs

27. The University offers a number of enabling or preparation programs for students in Year 12 or vocational education and training (VET) which they undertake concurrently with or immediately following their school or VET studies.
28. Enabling/preparation programs are recommended by the Pro Vice-Chancellor (Students) and approved by the Deputy Vice-Chancellor (Education). The approved list of enabling/preparation programs is set out in Table 2.
29. These programs are designed to enhance preparedness for university study. Students attend classes on campus and are enrolled on a non-award basis. Successful completion of the program does not guarantee admission to the University, but the student's performance in the program may be considered as part of an assessment for admission.
30. Year 12 students who successfully complete the University Preparation Program or Summer Master Class are guaranteed an early admission interview.

Table 2: UOW Enabling/Preparation Programs

Scheme name	Target Group	Application process
University Preparation Program (UPP)	Year 12 students who satisfy equity criteria	Applicants for the program apply directly to the University's Student Equity and Success Office.
Pathways to Higher Education Program (including UniReady Bridging Course)	Students who are studying or have completed a VET course	Applicants who have completed a supported pathway program apply for admission to UOW via Early Admission or through the Universities Admission Centre (UAC).
Summer Master Class	High achieving year 12 students	

Access and Equity Schemes

31. Domestic applicants to bachelor's degree courses at an Australian campus may be eligible for entry under an Access and Equity Scheme which recognise individual circumstances or membership of an equity group that may have affected the applicant's education.



32. Access and Equity Schemes are recommended by the Pro Vice-Chancellor (Students) and approved by the Deputy Vice-Chancellor (Education). The approved list of Access and Equity Schemes is set out in Table 3.
33. The University provides a consistent and transparent way of taking into account the nature and likely extent of disadvantage.
34. Where portfolios, personal statement and interviews are used as part of the admissions assessment process, there will be clear criteria for making those assessments as determined by the Delegated Authority in consultation with the relevant Faculty.
35. Information about the criteria used to assess portfolios, personal statements or interviews will be available to applicants on request.

Table 3: UOW Access and Equity Schemes

Scheme name	Target Group	Application process
Woolyungah Indigenous Admissions Program	Applicants of Aboriginal or Torres Strait Islander descent	Applicants apply directly to UOW's Woolyungah Indigenous Centre.
Access UOW	Applicants who meet the following equity criteria: - Aboriginal or Torres Strait Islander students - Low socio-economic students Regional and remote students Students with a disability	Applicants must have UOW as a listed preference on their UAC application. UAC automatically generates an application on the applicant's behalf. Applicants will be interviewed by Student Equity & Success staff who make an assessment of preparedness for university study. This assessment is taken into account by the Faculty Designated Authority in making an offer of admission.
Admissions Scheme - Home Schooled Students	Students who have been home schooled and have not sat the HSC (or equivalent)	Home-schooled applicants submit results from either the Special Tertiary Admissions Test (STAT) or the Scholastic Aptitude Test (SAT). The test will be assessed in conjunction with a portfolio by the UOW Admissions Office.
Admissions Scheme - Refugees	Australian citizens or permanent residents who have been granted refugee status, but who do not have documentation for qualifications achieved in their home country.	Applicants apply directly to the University's Admission Office. Applicants must meet English language requirements and academic requirements which are assessed via interview and portfolio.



Portfolio Admission	Students who have completed their schooling under a 'Big Picture' school program	Applicants apply directly to the University's Admission Office.
Special Tertiary Admission Test (STAT)	Applicants 21 years or over who do not have assessable qualifications or whose qualifications do not meet the University's entry requirements.	Applicants are selected on the basis of their performance in the Special Tertiary Admission Tests (STAT). Note not all courses permit entry via the STAT.

Bridging Courses

36. The University offers a number of bridging courses which are designed to assist students to gain knowledge in specialist areas that are a core component of a course. A list of current courses is provided at <https://www.uow.edu.au/student/admin/bridging-courses/>.
37. A bridging course may be prescribed as a prerequisite for a course, in which case students without the requisite prior study will be made an offer conditional on the successful completion of the bridging course.
38. In other cases, a bridging course may be recommended to students to help them to bridge the gap in their knowledge, but is not made a condition of offer.
39. Bridging courses are approved by the relevant Faculty Education Committee.

5.2 Other Bases of Admission

Vocational Education and Training (VET) study

1. Applicants who have completed a vocational education and training (VET) course at AQF Level 4 or above from a registered training organisation may be considered for admission on the basis of their previous studies.
2. The minimum AQF level of qualification required to be considered for admission to a specific course will be described clearly in Course Finder.
3. Applicants will be required to provide an original or certified copy of the transcript of the diploma or certificate.

Higher Education Study

4. Applicants who have successfully completed at least six months of full time study (or equivalent) of a bachelor degree course may be considered for admission on the basis of their previous higher education study. Applicants will be required to provide an original or certified copy of their academic transcript from their previous institution.

Work and life experience

5. Applicants who completed their secondary education more than two years prior to applying for admission and have not undertaken VET or higher education since, may be considered for admission on the basis of successfully completing the STAT test or an enabling program or an assessment under an access and equity scheme.

6 Admission to Undergraduate Courses – International Applicants

1. International students apply for admission to undergraduate entry courses either through UAC or directly to the University.
2. International senior secondary qualifications are reviewed by the Admissions team within Student Services Division and a table of equivalence between the ATAR and achievement in the international qualification determined.
3. Where senior secondary schooling was not taught and assessed entirely in English, a test of English language proficiency designed for international students (such as IELTS) is required as detailed in Section 11.
4. International students may be admitted on the basis of successfully completing a recognised university preparation or pathway program. The University, through UOW College Australia, offers a number of such programs, some of which are designed specifically for international students. Refer Table 4 below.
5. The same stipulations that apply to enabling or pathway programs designed for domestic students also apply to pathway programs designed for international students (refer clause 5.23 above).
6. Completion of one or two pathway programs may form part of a packaged offer into the University (refer Sections 13.12-13.7).

Table 4: International Pathway Programs

Scheme name	Target Group	Application process
UOW College Diploma	International students who do not qualify for direct entry based on their academic qualifications and/or English language proficiency.	Applicants apply directly to UOW College Australia
Foundation Studies Program		
English for Tertiary Studies		

7 Admission to One-Year Honours Bachelor Courses

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

8 Admission to the Doctor of Medicine

1. Applicants for the Doctor of Medicine apply by direct application to the University.
2. As a graduate entry program, applicants must have completed a recognised undergraduate (Bachelor) degree. Further information about the requirements for admission and the application process is provided at <https://smah.uow.edu.au/medicine/future/md/index.html>

9 Admission to Postgraduate Coursework Courses

1. Domestic applicants for all postgraduate coursework courses apply for admission through UAC or by direct application to the University as specified for the particular course.

2. International applicants for all postgraduate coursework courses apply by direct application to the University.

10 Admission to Offshore Courses

1. Offshore students are admitted to UOW award courses offered in conjunction with UOW Global Enterprises or an overseas partner involved in tertiary education, in accordance with a formal agreement between UOW and UOW Global Enterprises or between UOW and the overseas partner.
2. Responsibility for admission of all offshore students lies with the Admission team within the Student Services Division.
3. The same minimum requirements for admission are applied offshore. Applications may be referred to Faculty staff for assessment, where necessary.
4. UOW Global Enterprises or the overseas partner submits all applications for admission to UOW for assessment and verification. Offers are made by UOW, either to individual applicants or through the partner, as stated in the agreement.

Pre-assessment of eligibility and post-enrolment conditions

5. An offshore student may be made a conditional offer into a UOW course and enrol in that course prior to the awarding of the lower qualification which forms the basis for admission. For example, entry into a degree course prior to the finalisation of grades for and the award of a diploma. This may occur in rare cases where the timing of sessions is such as to prevent a full assessment of eligibility.
6. A pre-assessment of eligibility for admission is conducted based on academic performance in the enabling course to-date.
7. In all such cases where the student fails to achieve the enabling qualification, the University will withdraw the offer of admission and cancel the student's enrolment immediately.
8. Students made a post-enrolment conditional offer will be notified in writing of the conditions attached to the offer, the timeframe for meeting the conditions and the consequence (cancellation of enrolment) should they fail to meet the conditions.

11 English Language Requirements for Admission

1. All applicants for admission to a UOW course delivered either in Australia or overseas must provide evidence that their English language ability meets the minimum requirements for admission.
2. English language requirements for each course are determined by the Faculty Education Committee (FEC) and approved by the Academic Senate as part of the course approval process. They are formally reviewed every five years as part of the course review process. Any variations outside the five year course review cycle must be endorsed by the Faculty Education Committee and approved by the Delegated Authority.

Previous study in English



3. Applicants will be deemed to have satisfied the University's English language requirements if they have successfully completed a minimum of two years of secondary or tertiary study at an approved institution within the last two years where:
 - a. the language of instruction was English; and
 - b. the institution is located in an approved country where the official language is English.
4. Applicants from countries where the official language is not English, but whose prior academic study has partially or fully been undertaken in English, will be assessed via an approved English Language Proficiency statement. Such applicants must have successfully completed two years of full-time (or equivalent) of studies in English within the last two years.
5. The 'Assessment of previous studies by country' list is maintained by the Admissions team within Student Services Division and is reviewed at least every three years.
6. For the purposes of clause 11.3, successful completion is considered to be a pass result in no less than 50 per cent of attempted units/courses in any assessable period (for example, term or semester) in the academic year.
7. For the purposes of clauses 11.3 and 11.4, documentary evidence confirming the language of instruction and assessment of the relevant qualification must be presented.

English Language Tests

8. Satisfactory performance in an accepted English language test will meet the University's English language requirements, provided the test was taken no more than two years prior to the commencement of the UOW course.
9. UOW recognises a number of English language tests, the primary one being the International English Language Testing System (IELTS). The list of accepted tests is provided at <https://www.uow.edu.au/future/international/requirements/english/index.html#previous>.
10. UOW sets minimum IELTS (or equivalent) performance standards for each course which are listed on [Course Finder](#). The minimum overall score on IELTS for any course is 6.0. Some courses have set a higher minimum between 6.5 to 8.5 with some variation in the minimum scores required for each component of the test.
11. UOW determines IELTS equivalencies based on the Common European Framework of Reference for Languages and benchmarking data for comparable Australian universities. The approved list of equivalence is provided at <https://www.uow.edu.au/future/international/requirements/english/index.html#previous>.
12. This list is maintained by the Admissions team within Student Services Division and is reviewed at least every three years in consultation with an English language expert.

English Preparation Courses

13. An applicant who has completed, at the specified level, an English preparation course at UOW College Australia, will be deemed to have met the University's English language requirements, subject to clause 11.15 below.
14. An applicant who has completed, at the specified level, an English preparation course at an accredited English language provider recognised by UOW may:

- a. be deemed, on that basis, to have met the University's English language requirements to be considered for admission to a course, or
 - b. may be asked to provide additional evidence of English language proficiency to be considered for admission to a course, which may include satisfactory completion of a further English language test.
15. To satisfy the English language proficiency requirements, an English preparation course must have been undertaken no more than two years prior to the commencement of the course offered by the University.

Faculty Assessment of English Language Proficiency

16. Where English language test results are borderline or where alternative evidence of English language proficiency exists, an application may be referred to the relevant Faculty for additional assessment.
17. The Faculty may request additional information be submitted by the applicant to support this assessment of English language proficiency. Examples of evidence that may be taken into consideration include, but are not limited to:
 - a. Interview with student with an independent corroboration of skills where practical.
 - b. Sample of written work attested to by an independent source.
 - c. Evidence of work experience requiring English language proficiency.
 - d. Evidence of study taught and examined solely in English but less than the required two years' full time duration.
 - e. Test results or completion of an English language course which meet requirements up to six months older than the two year expiry date.
 - f. IELTS test results within a 0.5 margin in any band (or equivalent for alternative English language tests).
18. The outcome of the Faculty assessment will be recorded and, where deemed as satisfying the English language requirements, approved by the Delegated Authority.

12 Admission of Underage Applicants

1. An underage applicant (over 14 years 9 months but less than 17 years of age) will be considered for admission to UOW only if they show evidence of outstanding academic achievement, capability of university study and the maturity to handle the university environment.
2. Applicants will be expected to demonstrate academic ability aligned with the requirements for admission and meet the same course pre-requisites that are required of other students.
3. Applicants will be asked to provide a full academic history, a statement of support from their school and may also be asked to undertake an external examination such as a STAT Test to support their application.
4. All underage applicants will be interviewed by the Pro Vice-Chancellor (Students) and the Associate Dean (Education) of the relevant Faculty (or their respective nominee), with their parent or guardian present, as part of the assessment process.

5. Parental/guardian permission will need to be provided, acknowledging that the student is entering an adult learning environment.
6. The Deputy Vice-Chancellor (Education) will make a final determination as to whether an underage applicant is admitted to the University. The tests mentioned in 12.3 above may not be the sole basis of this determination.
7. An underage student will be offered support which will include access to a student advisor/mentor for the duration of their studies conducted under the age of 17 years.

13 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 UOW outlined at <http://www.uow.edu.au/future/>.
3. Applications for admission to a UOW course delivered at an offshore campus follow the procedure prescribed for that campus.
4. Applicants making an application for admission to a course may be required to pay an application fee.

14 Making and Accepting Offers

1. Applicants are sent a formal notification of outcome, which will be one of the following:
 - a. an unconditional offer;
 - b. a conditional offer;
 - c. a packaged offer to two or more courses of study; or
 - d. no offer.
2. An offer of a place in a course is issued to the successful applicant in writing using a UOW offer letter template approved by the Delegated Authority.
3. The offer letter is the University's contract with the student and will set out clearly the student's rights and obligations, including all known charges associated with the proposed course; as well as information on changes to or withdrawal from offers, acceptance and enrolment, course commencement date, tuition protection and refunds of charges.
4. In addition, the offer letter will set out any particular conditions of enrolment that might apply to particular courses of study, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.
5. Only delegated officers may make offers of admissions as specified in the Delegations of Authority Policy.
6. 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.
7. To accept an offer through UAC, an applicant must accept the offer online at <http://www.uac.edu.au/>.
 8. To accept an offer following direct application, the applicant must follow the instructions specified in the written offer.
 9. Students are admitted to a course and enrol in subjects that form part of a course. Once admitted to a course, it is common usage to refer to a student as being registered for the course.
 10. The admission process will be deemed to be completed when an applicant has accepted an offer of admission and enrolled in subjects.
 11. If an applicant fails to enrol in any subject in the first session of the course into which they have been admitted, and has not been granted a deferral or leave of absence, the offer of admission will be considered to have lapsed.

Packaged offers

12. A packaged offer of admission may be granted where a student does not meet the University's direct entry requirements or where an integrated undergraduate and postgraduate offer is made.
13. Students will be admitted to the next level of study only once their eligibility to progress has been confirmed. A new application is not required; however the University may require the student to indicate that they are seeking to be admitted to the next level in line with their original offer.
14. A packaged offer may include an offer to study a relevant English language course and/or academic pathway program at UOW College Australia (UOWC) and a conditional offer to study a formal course at the University. Students gain entry to the University course on completion of the UOWC course(s) at the required level.
15. A packaged offer involving completion of a UOWC English language course and a University course will be issued by the Delegated Authority on behalf of the University.
16. A packaged offer involving completion of a UOWC academic pathway program will be issued by the Delegated Authority on behalf of UOWC and the University.
17. The entry requirements into the academic pathway program is determined by the UOWC Academic Board. The level of performance required for entry into the University course is governed by the articulation agreement between UOWC and the University for the particular course.

15 Deferring an Offer

1. An applicant, who has received an offer of a place, may request to defer their offer for up to 12 months, subject to clause 15.2 below.
2. The following courses cannot be deferred:
 - a. Postgraduate courses in Psychology, Nutrition and Dietetics, and Exercise Science

- b. Doctor of Medicine.
3. Applicants must submit a formal request for deferral online at <https://www.uow.edu.au/future/youroffer/index.html>
4. Applicants accepted for deferral will be issued a new offer letter with a new commencement date.
5. Applicants who do not take up the deferred offer within the 12 months will be required to submit a new application for admission.
6. The University may, at its discretion, withdraw a deferred offer if the applicant fails to enrol in the deferred course by the enrolment date or fails to comply with any requirements prescribed by the University in relation to the deferment.
7. An applicant taking up their deferred offer will be admitted to the current curriculum of their course, provided that the course has not be discontinued, in which case the applicant will be offered admission to a comparable course, where available.

16 Re-Admission

1. If a person has:
 - a. discontinued a course of study, or
 - b. failed to enrol or re-enrol in subjects by the last date for enrolment/re-enrolment,

an application to resume studies in the course will be treated as a new application for admission. This means it will be considered in competition with all other applications for admission to the course in accordance with the normal selection process for the course concerned.

17 Admission to Non-award Study

1. Applicants may apply for non-award study by completing a non-award application form and applying directly to UOW. Application forms are available online and from UOW Student Central.
2. Applicants must be able to demonstrate their reasons for seeking admission to undertake non-award study and provide documentary evidence that allows UOW to assess the likelihood of the applicant successfully completing the intended program of study.
3. Admissions to non-award programs are coordinated by the Student Services Division and are subject to approval by the Faculty Delegated Authority and the availability of class places.
4. Any applicant who has been excluded from a university will not be permitted to undertake non-award study during the period of exclusion.

18 Admission to Cross Institutional Study

1. Applicants from other Australian higher education institutions who wish to undertake a UOW subject or concurrent subjects as part of their award course must apply directly to UOW by completing a cross-institutional study application form. Application forms are available online and from UOW Student Central.

2. The University requires applicants to provide documentary evidence that their own institution has approved the concurrent enrolment and that any proposed subjects are appropriate for the student.

19 Study Abroad and Student Exchange

1. UOW admits international students for a program of study which may be counted towards a degree at their home university. Programs of study may be over one or two sessions.
2. Admission for both Study Abroad and Exchange students is coordinated by UOW's Office of Global Student Mobility (OGSM).
3. The student's study plan is coordinated through the OGSM and assessed by the appropriate faculty. Students must enrol in a minimum of 18 credit points and a maximum of 32 credit points for one session and a minimum of 36 credit points and a maximum of 64 credit points for two sessions.
4. Study Abroad students may apply individually to UOW or through an approved UOW agent or Study Abroad Program Provider.
5. Exchange students must be nominated by their home institutions. Direct applications are not accepted from exchange students.
6. To admit Exchange students, a Student Exchange Agreement must be signed with the overseas partner university. This process is managed by OGSM. The exchange arrangements are bound by the terms of the Student Exchange Agreement, particularly in relation to the number of exchange places.

20 Internal Course Transfers

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 meeting the course selection requirements for the proposed course and places remain within that course; and
 - b. the course transfer being approved by the Delegated Authority.
2. Applicants who are applying for a course transfer within UOW, based on completion of a period of study in another UOW course, will be treated on the same terms as an applicant from another institution.
3. An applicant who wishes to transfer from a postgraduate course to another postgraduate course prior to commencement may be required to make a new application for admission to that course.
4. An application to transfer to another course after commencement of that course is covered under the Enrolment Rules.
5. An application for a 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.

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

22 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.

23 Right of Appeal

1. An applicant not selected for or refused 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;
 - c. the applicant was not selected due to the incorrect application of the Admissions Rules, these Procedures or other relevant University policies; and
 - d. the applicant believes the University has not taken account of all relevant circumstances in arriving at a decision to refuse admission.
2. An applicant must lodge a written statement specifying the grounds on which an appeal is being made to the Student Ombudsman 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 clauses 23.1 and 23.2, the Student Ombudsman 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. Upon consideration of the appeal, the Student Ombudsman 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.
4. The Student Ombudsman must notify the applicant of the outcome of the appeal within 20 working days of the University receiving the written appeal.

24 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.

25 General Savings Clause

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

26 Roles and Responsibilities

1. Positions with Delegated Authority to make admissions decisions are specified in the Delegations of Authority Policy.
2. Broad responsibilities for admission processes and decision making are as detailed below:

Academic Senate is responsible for:

3. Approval and re-approval of course-level admission requirements as part of the course approval and review cycle.
4. Approval of enabling programs offered by the University.
5. Quality assurance of admission processes and procedures by receiving reports and making recommendations to the Deputy Vice-Chancellor (Education), faculties and Student Services Division as appropriate.

The Deputy Vice-Chancellor (Education) is responsible for:

6. Approval of the quota of places for a course or for categories of applicants for a course;
7. Approval of courses through which the University Admissions Centre (UAC) is authorised to make an offer of admission on behalf of the University;
8. Approval of UOW course admission requirements (minimum selection ranks) published by UAC;
9. Approval of UOW algorithm used by the UAC to assess non-school leaver applications;
10. Instructing that no further offers are to be made and approve the withdrawal of current offers to a course for which the Academic Senate has accepted a notice of discontinuation;
11. Approval of the re-admission of a student excluded from UOW or another institution, on the recommendation of the relevant Faculty;
12. Approval of changes to course admission requirements made outside the course approval and reapproval cycle, including changes to minimum English language requirements;

13. Approval of adjustment factors;
14. Approval of UOW supported pathway programs and access and equity schemes, on the recommendation of the Pro-Vice Chancellor (Students).

The Faculty, through the appropriate Delegated Authority, is responsible for:

15. Recommending course-level admission requirements for approval by Academic Senate as part of the course approval and review cycle and, outside that cycle, by the Deputy Vice-Chancellor (Education);
16. Assessment and approval of applications for early admission or admission applications which require discretionary decision making;
17. Approval of an alternative assessment of English language proficiency;
18. Approval of an application for admission to a one-year Honours Bachelor degree;
19. Approval of a course transfer;
20. Approval of study plans for exchange and study abroad students;
21. Record keeping of selection processes and decisions undertaken within the Faculty;
22. Monitoring and review of course admission requirements with respect to the performance of student cohorts by admission pathways for courses managed by that Faculty.

The Student Ombudsman is responsible for:

23. Determining appeals made against an admissions decision.

Director, Student Services is responsible for:

24. Maintaining a register of staff in positions within the Division with delegated authority to make an offer of admission of an applicant;
25. Maintaining a register of staff employed by a collaborative delivery partner in positions with delegated authority to make an offer of admission of an applicant;
26. Maintaining a register of agents approved as a UOW International Education Agent with delegated authority to make an offer of admission to an applicant.

Student Services, through the appropriate Delegated Authority, is responsible for:

27. Making offers to students who meet the general and course-level admission requirements;
28. Managing and reviewing UOW's agents in accordance with the [International Education Agent Policy](#);
29. Managing and supporting the early admission process in consultation with Faculties;
30. Maintaining a register of approved English language standard equivalencies and ensuring they are reviewed in accordance with clause 11.12;
31. Advising the Delegated Authority on courses to be offered for admission through UAC, minimum admission selection ranks, course instance entry quotas and sub-quotas, and use of adjustment factors;
32. Publishing timely admissions information for prospective students including the pathways through which an applicant may be considered for admission;



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33. Maintaining accurate course-level admission requirements in Course Finder;
34. Maintaining accurate records of admissions including the basis of admission and reasons for decision making (where selection decision made centrally).

The Office of Global Student Mobility is responsible for:

35. Coordinating the admission of international students undertaking an exchange or study abroad program.

UOW College Australia, through the appropriate Delegated Authority, is responsible for:

36. Making offers to students who meet the admission requirements for a packaged offer which involves a UOW College academic pathway program.



27 Version Control and Change History

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">• Admission to an onshore campus other than Wollongong.• Underage admission of international students. Appeal against a decision of the Director, Student Services Division.
4	1 January 2020	University Council	Major amendments made to improve transparency and clarity, including: <ul style="list-style-type: none">• New section on Transparency of Admissions.• More detailed information on admission pathways including early admission.• More detailed information on English language requirements for admission.• Changes to delegations relating to (and new section on) Alternative Assessment of English Language Proficiency.• More detailed section on offers including packaged offers.• New section on admission to study abroad or exchange.• More detailed section on roles and responsibilities.• Change in delegated authority for considering admission appeals – from Director SSD to Student Ombudsman.