<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Admissions Policy</th>
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<tbody>
<tr>
<td>Description of Policy</td>
<td>This policy sets out the requirements to be met for entry to a course.</td>
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- New Policy: unchecked
- Revision: checked

<table>
<thead>
<tr>
<th>Date of Original Approval</th>
<th>23 July 2008</th>
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<tr>
<td>Review Date</td>
<td>July 2011</td>
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<tr>
<td>Approved By</td>
<td>Academic Board</td>
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<tr>
<td>Officer Responsible</td>
<td>Pro-Vice-Chancellor (Academic Affairs)</td>
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<tr>
<td>Contact Officer:</td>
<td>Academic Registrar</td>
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ADMISSIONS POLICY

1. Admission Rules

This Policy will be read in conjunction with the Admission Rules.

2. Academic Board to determine requirements for admission

Academic Board will determine the requirements to be met for entry into a course.

3. Availability of places

The Pro-Vice-Chancellor (Academic Affairs), after consultation with the Faculty Deans, will determine the number of commencing places available for each course in each semester/year. Separate quotas will be determined for Commonwealth-supported and, where relevant, fee-paying places. If any differentiation is required in relation to applicants entering with credit for prior study, this will be specified in the Pro-Vice-Chancellor’s determination. Offers may be made only within the parameters of such approval and specific approval of the Pro-Vice-Chancellor (Academic Affairs) must be obtained for any variation from such parameters.¹

4. Administration of admission processes

Admissions will be administered on behalf of the University by designated Admissions Officers through the Manager, Admissions, in accordance with the Admission Rules, this Policy and related policies. The Manager will liaise with Heads of School and/or their nominees regarding the selection of qualified applicants.

5. Consistency of entry requirements when courses offered on multiple campuses

Notwithstanding different state/territory frameworks, the substance of the University’s entry requirements for any course will be as consistent as possible across states/territory, provided that different cut-offs may apply for the same course offered on different campuses.

The Admissions Officer(s) will record the basis for ranking of applicants in such circumstances.

6. Honours courses

Offers of admission to an honours course require the approval of the Head of School or nominee and will only be made where the student’s proposed area of study aligns with a demonstrated capacity for honours research within the School.

¹ See Annual Allocation of Commonwealth Grant Scheme Places and Development and Application of the Admissions Model.
APPENDIX 1

CALCULATION OF RANK

For applicants other than year 12 school leavers, the University will adopt the common schedules* developed by the respective TACs in order to assign a rank and to align those ranks with the relevant UAI, ENTER and OP scores. These include applicants who –

(a) completed year 12 studies in a previous year and have not completed at least 12 months of full-time tertiary study;
(b) have completed at least 12 months of full-time tertiary study (equivalent of eight full-time units), in which case the rank will be calculated having regard to the grade point average achieved;
(c) have other relevant education, training and experience or evidence of their ability to undertake tertiary study.

* Examples of the types of qualification or prior learning recognised in such schedules include -
  - Previous Year 12
  - Previous Australian tertiary study
  - TAFE qualification
  - Tertiary foundation or preparation course
  - Special Tertiary Admissions Test (STAT) – Multiple choice. STAT results are valid for 3 years
  - Overseas qualifications
  - Vocational experience
  - Personal Competency Statements (Queensland)

In any state/territory where such schedules are not in use by the TAC, the University will utilise comparable schedules.