

Admissions (Coursework) Policy

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This Policy should be read in conjunction with *Statute No. 11 - Admissions*.

Purpose:

To provide the framework for the admission of students to enabling programs, undergraduate and postgraduate coursework courses, Honours programs and Non-award study.

This policy applies to all domestic, international and transnational applicants for admission to enabling and pathway programs, undergraduate degrees, postgraduate coursework degrees, non-award courses and honours degrees.

The scope does not apply to applicants to short courses and Higher Degrees by Research courses offered by the University.

Audience:

Staff, Students, Prospective Students

Objectives:

- To provide for the admission and readmission of students to enabling programs, undergraduate and postgraduate coursework courses, Honours programs and Non-award study offered by Murdoch University in a manner that:
 - Supports the University's Strategic Plan; and
 - Complies with the relevant legislative, regulatory and reporting requirements.
- To ensure those admitted to the University have the greatest chance of success in their chosen course(s).

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

- "Accountability" refers to broad oversight of a function, or group of closely related functions, to monitor and assure compliance with the regulatory obligations and conditions of statute, regulation and policy.
- "Principal Course" is the main course of study to be undertaken by an international student where a student visa has been issued. The principal course of study would normally be the final course of study where the international student arrives in Australia with a student visa that covers multiple courses.

- “Registered Provider” refers to a provider that is registered under the *Education Services for Overseas Students Act 2000* and listed on the Commonwealth Register of Institutions and Courses for Overseas Students to provide a course at a location.
- “Responsibility” refers to direct oversight of a function, or group of closely related functions, and assurance that those functions are consistently executed in compliance with regulatory obligations and conditions of statute, regulation and policy.

Policy Statement:

1. Accountabilities and Responsibilities:

- 1.1 *Statute No. 11 - Admissions* (1(a)) provides that Academic Council approves policy on the academic aspects of admission of students.
- 1.2 *Statute No. 11 - Admissions* (3(a)) provides that decisions on the admission of individual coursework students are made in accordance with policy approved by Academic Council by the director of the area responsible for the admission of coursework students to the University.
- 1.3 *Statute No. 5 - Academic Council* (1b) provides that Academic Council determine the degrees, courses and majors to be offered by the University (including admission requirements), subject to the authority of the Vice Chancellor as chief executive officer and academic principal of the University.
- 1.4 Academic Courses and Admissions Committee has authority under the *Curriculum Policy* to approve revisions to courses, including admission requirements.
- 1.5 The Provost has overall accountability for coursework admissions.
- 1.6 The directors responsible for Domestic and International admissions are responsible for the admission of individual coursework students, in accordance with policy and approved course entry requirements.

2. Policy Principles:

- 2.1 Applicants shall be admitted by fair, timely, transparent and formally approved standards and procedures, on the basis of course admissions requirements that:
 - 2.1.1 Are clearly defined, consistent and equitable;
 - 2.1.2 Focus on merit and reflect the potential for academic success;
 - 2.1.3 Provide accessible options for applicants to demonstrate that they meet the course admission requirements;
 - 2.1.4 Maintain the University’s reputation by demonstrating appropriate admissions standards; and
 - 2.1.5 Are periodically reviewed to ensure that those who are admitted are able to succeed in the relevant course.

- 2.2 The University's commitment to social inclusion shall be taken into account by the provision of appropriate enabling and pathway courses, and internal course transfer rules that provide access to the University's courses to:
 - 2.2.1 Aboriginal and Torres Strait Islander applicants; and
 - 2.2.2 Cohorts who are under-represented in tertiary education; and
 - 2.2.3 Applicants with educational disadvantage including disabilities, compassionate, traumatic and medical considerations, social disadvantage or other circumstances beyond an individual's control; and
 - 2.2.4 Those who do not, at the time of initial application, satisfy the course admission requirements.

3. Course Admission Requirements:

- 3.1 Course admissions requirements for each course shall clearly define:
 - 3.1.1 The minimum academic entry requirements; and
 - 3.1.2 The minimum English language proficiency entry requirement; and
 - 3.1.3 The inherent requirements of the Course; and
 - 3.1.4 Any other additional specific entrance requirements of the course. These may include, but are not limited to the submission of evidence of a working with children clearance; police clearance; immunisation certificates; curriculum vitae; work experience; animal handling experience; or submission of a personal statement; portfolio; completion of additional forms or questionnaire; or attendance at an interview or additional selection process.
- 3.2 Course Admission requirements shall be set and reviewed in light of evidence that applicants meeting these requirements are likely to succeed in the course or program.
- 3.3 Normally there is consistency of admission criteria across all campuses and modes of learning. Any variation to admission criteria between campuses or modes of learning must be approved by Academic Courses and Admissions Committee.
- 3.4 Course admission requirements shall be publicly available.

4. Approval of Course Admission Requirements

- 4.1 When a new course is proposed, the course admissions requirements shall be defined and recommended for approval by the relevant College Academic Committee as part of the course proposal in accordance with the *Curriculum Policy*.
- 4.2 The College Academic Committee may subsequently request the amendment of the course admission requirements for approval by the Academic Courses and Admissions Committee in accordance with the *Curriculum Policy*.
- 4.3 Any approved changes to course admission requirements will not take effect for six (6) months following their approval unless alternative approval is granted by the Academic Courses and Admissions Committee.

- 4.3.1 Any existing applicants must be informed of the changes to course admission requirements and have their eligibility reassessed.
 - 4.3.2 Where an applicant has already accepted an offer, the offer will stand and their eligibility shall not be reassessed.
- 4.4 Any amendments to course admissions requirements shall be published as soon as possible after the amendment has been approved.

5. Courses that have caps/quotas

- 5.1 Quotas or caps on commencement numbers shall be approved by the Academic Courses and Admissions Committee.
- 5.2 Where approved quotas or caps exist, the marketing collateral must clearly reflect the limited number of places.
- 5.3 Admissions into these restricted courses may be made in “admission rounds” or by an earlier closing date specified by the University to enable the Discipline to select the most qualified applicants.

6. Eligibility for Admission

- 6.1 An applicant must submit an application through approved channels as set out on the University web site, on time, in the correct manner and complete with satisfactory documentary evidence of all their qualifications (completed or not) and proof of identity and citizenship and may be required to produce other documentation pertaining to their suitability to undertake a specific course. The University will conduct verification checks of such documents.
- 6.2 An applicant must provide documentary evidence that they satisfy the course admission requirements.
- 6.3 The person responsible for managing Domestic or International Admissions has delegated authority to approve admission where:
 - 6.3.1 the applicant meets the published course admission requirements and the course does not have a quota;
 - 6.3.2 a determination has been previously approved and has been recorded as a precedent in a precedents register by the person responsible for managing Domestic or International Admissions; or
 - 6.3.3 a determination has been approved in accordance with Clauses 6.4.2. or 6.5.

Precedents should be reviewed on an annual basis. An annual summary report listing admission precedents set by Academic staff is submitted to the Academic Courses and Admissions Committee and Academic Council.

- 6.4 The relevant Academic Chair or Academic staff nominee confirms eligibility for admission where:
 - 6.4.1 the applicant meets the published course admission requirements and the course to which admission is sought has an admission quota; or

- 6.4.2 an individual applicant does not meet a particular academic or English admission requirement but the Academic Chair determines, on the basis of other considerations, that the applicant has a high probability of successfully completing the course to which admission is sought. The consideration and rationale for such determinations shall be documented and may become a precedent.
- 6.5 The Provost or Senior Academic staff nominee, in consultation with the Dean Academic Operations, Head of Discipline or Academic Chair (as appropriate), approves admission where a group of applicants, with the same basis for admission, based on a determination that after a review of other considerations, the group has a high probability of successfully completing the course to which admission is sought. The rationale for such decisions shall be documented and students' progress monitored.
- 6.6 International applicants must satisfy the University that they meet the appropriate requirements as determined by government regulations. Satisfying the University that they are Genuine Temporary Entrants and/or Genuine Students does not guarantee that they will be granted a Student Visa.
- 6.7 Satisfaction of course admission requirements and the University's checks on Genuine Temporary Entrant requirements permits an applicant to be considered for a place; it does not guarantee an offer of a place.

7. Applicants who are currently or have previously been excluded from Murdoch University or suspended or excluded from another Institution

- 7.1 An applicant who is currently or has previously been suspended or excluded from Murdoch University or any other higher education provider will only be considered for admission if the period of their suspension or exclusion will have been served before the commencement of study.
- 7.2 An applicant for admission who is currently or has previously been suspended or temporarily or permanently excluded from Murdoch University or from any tertiary institution or program of study, or course, whether in Australia or elsewhere, on the basis of academic performance, misconduct or disciplinary reasons, is required to include all details of the exclusion or suspension in their application for admission.
 - 7.2.1 Any such applicant must demonstrate, by providing a written statement:
 - 7.2.1.1 why they should be considered for admission into the University; and
 - 7.2.1.2 how they have an improved likelihood of success in the course for which they are applying.
 - 7.2.2 Decisions regarding such applications can be made by the relevant Dean Academic Operations, Head of Discipline or Academic Chair of the course into which the applicant is applying for admission.
 - 7.2.3 If non-disclosure is discovered, assessment of the application will be halted until the applicant explains the reason for the non-disclosure.

8. Applicants who have a history of failure at a tertiary institution

- 8.1 An applicant for admission who has failed more than 50% of attempted credit points in two or more consecutive study periods in previous studies from any tertiary institution or program of study, or course, whether in Australia or elsewhere is required to include a written statement explaining:
 - 8.1.1 why they should be considered for admission into the University; and
 - 8.1.2 how they have an improved likelihood of success in the course for which they are applying.
- 8.2 Decisions regarding such applications shall be made by the person responsible for managing Domestic or International Admissions in conjunction with the relevant Academic Chair of the course into which the applicant is applying for admission.

9. Admissions arrangements for International Under 18's

- 9.1 Admissions of international students under the age of 18 are to be made in accordance with the *International Under-18 Student Policy* and the *International Under-18 Student Procedure*.

10. Refusal of admission

The University may refuse admission to a qualified applicant if:

- 10.1 The limit on available places in the course or University is exceeded; or
- 10.2 There are not appropriate and sufficient personnel, resources or number of students to enable the course to be offered; or
- 10.3 There is evidence that a decision to admit would adversely affect the University, its staff or students. This determination to be made by the Provost or nominee; or
- 10.4 The applicant is currently or has previously been suspended or excluded from Murdoch University or any other higher education provider and will not have served the period of their suspension or exclusion before the commencement of study; or
- 10.5 The University is not satisfied with the applicant's explanation following a suspension or exclusion from a course at this or another tertiary educational institution; or
- 10.6 The University is not satisfied with the applicant's explanation following a history of failure at a tertiary level; or
- 10.7 The applicant has outstanding fees owing to Murdoch University; or
- 10.8 Admission of the applicant would be contrary to Australian Law; or
- 10.9 An applicant is unable to satisfy the inherent requirements of a course; or
- 10.10 The University is not satisfied that an international applicant meets the appropriate requirements as determined by government regulations; or

- 10.11 An international applicant is yet to complete six months of their Principal Course provided by another Registered Provider and does not meet admission criteria outlined in *the International Student Transfer Procedure*; or
- 10.12 An international applicant does not meet the criteria for Genuine Temporary Entrant or Genuine Student; or
- 10.13 There are age restrictions imposed by third party bodies associated with compulsory school-age or course components of practicum or industry experience; or
- 10.14 There are other restrictions or limitations applying to the course.

11. Applicant response to an Offer

- 11.1 Applicants must either accept, defer, or reject, within the prescribed time, and in accordance with the procedures for admissions and enrolments, an offer of a place within their chosen course at the relevant campus.
- 11.2 Deferral of admission may be granted to any person offered a place in an undergraduate or postgraduate course who applies for deferment for a maximum of:
 - 11.2.1 two years for domestic students who meet the direct entry course admission requirements where admission to the course is not restricted by a quota;
 - 11.2.2 one year for domestic students who meet the direct entry course admission requirements where admission to the course is restricted by a quota;
 - 11.2.3 one year for domestic students who meet the course admissions requirements via an enabling course or alternative pathway;
 - 11.2.4 two years for international or transnational students; and
 - 11.2.5 one year for international onshore students who are enrolled in a pathway program under a packaged arrangement.
- 11.3 Provision may be made to approve deferment beyond the timelines stipulated above. This determination can be made by the person responsible for managing Domestic or International Admissions.
- 11.4 Students who defer their admission will be subject to the tuition fee structure and the course version at the time of admission.
- 11.5 Students are obliged to provide the University with full details of any formal tertiary study taken elsewhere during the course of a deferral. The offer of a deferred place may be withdrawn if the results of any such study are unsatisfactory.

12. Internal applications and Course Transfers

- 12.1 Once admitted to the University and their nominated course of study, students may apply for transfer between courses, majors and campuses.
- 12.2 Internal applicants must satisfy the same course entry requirements as other applicants for the course. The University has discretion, however,

to give preference to an internal applicant above an external applicant, in accordance with the selection methodology for the Course.

- 12.3 Transnational students who transfer to an onshore campus will need to satisfy the University that they meet the appropriate requirements as determined by government regulations. Satisfying the University that they are Genuine Temporary Entrants and/or Genuine Students does not guarantee that they will be granted a Student Visa to study in Australia.

13. Transfer of international students prior to completion of six months of study in the principal course

- 13.1 The University will assess requests from international students seeking to transfer to the University prior to the completion of six months of their Principal Course of study in accordance with the *International Student Transfer Procedure* which is aligned with Standard 7 of the National Code.

14. Withdrawal of Offer/Cancellation of Enrolment

- 14.1 The Provost or nominee may withdraw an offer or cancel an applicant's student enrolment if:
- 14.1.1 the offer has been made in error;
 - 14.1.2 the applicant has been found to have been offered a place or admitted on the basis of incomplete, inaccurate, fraudulent or misleading information;
 - 14.1.3 the Course to which the applicant has an offer has been discontinued.

15. Course discontinuations

- 15.1 The University reserves the right to discontinue a course that is not viable, and to cancel any offers of admission to the course.
- 15.2 Where the University is considering the discontinuation of a course, adequate consultation with partners and key internal stakeholders will be conducted prior to submission to the Academic Courses and Admissions Committee.
- 15.3 The decision to discontinue a course and cancel offers of admission for unaccepted offers will be made by the Provost or nominee on recommendation from the Academic Courses and Admissions Committee.

16. Advanced Standing

- 16.1 Requests for advanced standing on the basis of prior learning are to be made in accordance with the *Advanced Standing Policy*.
- 16.2 The award of advanced standing is subject to the applicant meeting the course admission requirements and commencing the course.

17. Appeals

17.1 Appeals against decisions made with regard to admission into the University or its courses are to be made in accordance with the *Student Appeals Policy*.

Performance Indicators:

There are no performance indicators.

Related Documents:

[Admission and Support of International Students Policy](#)

[Advanced Standing Policy](#)

[Coursework Regulations: Effective from 1 January 2018](#)

[Curriculum Policy](#)

[International Student Transfer Procedure](#)

[International Under-18 Students Policy](#)

[Statute No. 5 - Academic Council](#)

[Statute No. 11 - Admissions](#)

[Student Appeals Policy](#)

References:

[AQF Qualifications Pathways Policy, Australian Qualifications Framework](#)

[Genuine Temporary Entrant \(GTE\) and/or Genuine Student requirements, Australian Higher Education Standards Framework \(The Threshold Standards\) 2011, 1.1 Admission](#)

[National Code of Practice for Providers of Education and Training to Overseas Students \(National Code 2018\)](#)

Approval and Implementation:

Approval Authority:	Academic Council
Responsible Officer(s):	Secretary to Academic Council
Approval Authority for supporting procedures:	The Director Student and Library Services and Pro Vice Chancellor International are authorised to approve all the supporting procedures
Contact Officer:	Secretary to Academic Council

Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Administrative amendment	11/08/2020			
Approved by AC	30/03/2020			AC/21/2020
Approved by AC	26/06/2019			AC/37/2019
Approved by AC	12/03/2019		12/03/2022	AC/16/2019(ii)
Approved	06/07/2018			AC/63/2018(i)
Rescinded AC/136/2016	06/07/2018			AC/63/2018(ii)
Approved Schedule A Extenuating Circumstances	02/11/2016		16/09/2018	AC/136/2016
Approved	16/09/2015		16/09/2018	AC/117/2015(i)
Rescinded AC/166/2012(i)	16/09/2015			AC/117/2015(ii)
Approved	07/11/2012	01/01/2013		AC/166/2012(i)