

ATAR Procedure

Section 1 - Purpose and Scope

- (1) This Procedure outlines the processes for the establishment and review of Australian Tertiary Admission Rank (ATARs) at individual course level and the establishment and review of UNE's ATAR adjustment factors.
- (2) This Procedure applies to all UNE Representatives involved in the establishment and review of ATARs or ATAR adjustment factors at UNE.
- (3) Within this Procedure:
- a. Part A outlines the process for establishment and review of ATARs at course level; and
 - b. Part B outlines the process for establishment and review of UNE's ATAR adjustment factors.

Part A - ATARs

- (4) ATAR (or ATAR equivalence) is one of the criteria used by UNE in assessing an applicant's eligibility for admission to study at UNE. UNE applies a guaranteed ATAR for admission to most UNE undergraduate courses.
- (5) Where relevant, a guaranteed ATAR is set in the establishment of a new course in accordance with the provisions of the [Course and Unit Policy](#). Factors to be considered in the setting of the guaranteed ATAR may include sector benchmarking and any available evidence relating to potential student outcomes.
- (6) As part of annual course monitoring activities, each school must consider the appropriateness of any guaranteed ATAR for each course. Relevant information that may assist in this assessment includes sector benchmarking, overall student outcomes and specific cohort outcomes.
- (7) Where monitoring activities identify that a guaranteed ATAR should be amended, an amendment to the ATAR should be progressed through the course amendment process in the [Course and Unit Policy](#).

Part B - ATAR adjustment factors

Current factors

- (8) UNE applies ATAR adjustment factors to support accessibility to higher education for a diverse range of potential students. UNE's adjustment scheme enable a maximum of ten additional points to be added to the ATAR of eligible applicants.
- (9) UNE's current ATAR adjustment factors are:

Factor	Points
Age > 21	+5
Rural, regional or remote home location	+5
Aboriginal and Torres Strait Islander recognition	+10

Factor	Points
Non-English speaking background	+5
First in family to attend university	+5
Disability or medical condition	+5
School Captain/ Duke of Edinburgh award/ Queen's Scout/ Guide	+5
Under-represented schools	+5

(10) In accordance with the [Admission, Credit and Enrolment Policy](#), additional points are automatically assigned to eligible applications and no additional application is required. Adjustment factors may not be applied to applications in all courses and may not be applied if other adjustments have already been made to the application.

Review Process

(11) UNE's ATAR adjustment factors are reviewed annually.

(12) Student Journey, with assistance from Education Futures, will review the appropriateness and effectiveness of current adjustment factors, including through sector benchmarking and review of available data on student outcomes.

(13) Following the review, recommendations around continuation of factors, or any changes, will be presented to members of Academic Board, Teaching and Learning Committee, Curriculum Committee, School Education Committees and Head of Schools for comment.

(14) Final recommendations will be provided to the Deputy Vice-Chancellor for consideration and if appropriate, approval. Any implemented changes to the ATAR adjustment factors will be published in this procedure.

(15) The approved recommendations will be provided to Academic Board for noting.

(16) While changes to adjustment factors will normally be made through the annual review process, the Deputy Vice-Chancellor has the discretion to add a new, or change or remove an existing, adjustment factor outside the annual review process. Changes through this process will be reported to Academic Board for noting.

Section 2 - Authority and Compliance

Authority

(17) The Deputy Vice-Chancellor, pursuant to Section 65 of the [Admission, Credit and Enrolment Policy](#), makes this procedure.

Compliance

(18) UNE Representatives must observe this procedure.

(19) This procedure operates as and from the Effective Date.

(20) To provide for exceptional circumstances arising from application of this procedure, the Deputy Vice-Chancellor, on the recommendation of an Executive Dean or Executive Principal, may relax any provision of this procedure.

Section 3 - Quality Assurance

(21) UNE's application of ATARs and ATAR adjustment factors are considered as part of annual reporting to Teaching and Learning Committee and Academic Board under the [Admission, Credit and Enrolment Policy](#).

Status and Details

Status	Current
Effective Date	17th December 2024
Review Date	17th December 2026
Approval Authority	Director Governance and University Secretary
Approval Date	17th December 2024
Expiry Date	Not applicable
Unit Head	Jennifer McDonell Executive Principal Student Journey
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Course" - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

"ATAR" - Stands for Australian Tertiary Admission Rank. It is a score (expressed as a rank from 99 — 0) allocated by a Studies Authority to represent the educational order of merit of an applicant who has completed Year 12 and is used by the University (either on its own or in conjunction with other selection criteria) to rank applicants for selection into courses. The ATAR may rise and fall between years as demand for courses changes.

"Undergraduate" - Relates to a course or a student enrolled in that course leading to an award of Diploma, Advanced Diploma, Associate Degree or a Bachelor.