

# Admission to Coursework Programs Procedure

## Section 1 - Governing Policy

(1) This Procedure is governed by the [Admission to Coursework Programs Policy](#).

## Section 2 - Undergraduate admission

### Availability of Places

(2) Student Administration will offer the number of commencing domestic places available in all coursework award programs, in any given year or semester, approved study period, as determined within the relevant enrolment plan.

(3) Where the number of available places in a coursework program is limited, the allocation of places between international and domestic applicants will be determined as part of the enrolment planning process. Any change to this allocation will occur following consultation between the offices of the Provost, Student Administration, and Global and Education Pathways.

### Calculation and Allocation of Ranks

#### Calculating a Rank

(4) For applicants other than Year 12 school leavers<sup>1</sup>, the University will adopt a common schedule to assign a rank and to align that rank with the relevant ATAR or equivalent. 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 one year of full-time tertiary study (equivalent of 80 credit points)<sup>2</sup>, in which case the rank will be calculated on the basis of the grade point average achieved;
- c. have other relevant education, training and experience or evidence of their ability to undertake tertiary study.

<sup>1</sup> For current Year 12 school leaver applicants only, the University will recognise qualifications achieved at Certificate III and above in addition to the ATAR or equivalent.

<sup>2</sup> May be made up of a number of individual study attempts which together equate to completion of at least one year of full-time tertiary study.

(5) Examples of the types of qualification or prior learning recognised in such schedules include:

- a. Previous Year 12
- b. Previous Australian tertiary study
- c. TAFE qualification

- d. Tertiary Foundation or preparation course
- e. Special Tertiary Admissions Test (STAT) – Multiple choice. STAT results are valid for 3 years
- f. Overseas qualifications
- g. Vocational experience
- h. Personal Competency Statements (Queensland)

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

### **Allocating a Rank**

(7) Where an applicant has several selection ranks calculated using TAC schedules (e.g. ranks based on Year 12 results, preparatory course/s, employment and / or tertiary study), the University will use its discretion to determine which of these selection ranks will be considered.

(8) When there are more applicants with the same first order rank than there are places available, a second order rank will be used to differentiate between applicants.

### **Basis of Selection: Undergraduate**

(9) In cases where delineation of ATAR or equivalent is required, the following provisions will apply for the relevant TAC:

- a. Applicants will be selected on their ATAR or equivalent and additional entry criteria specified by the relevant Faculty.
- b. If the number of eligible applicants exceeds the number of places available for a course, quotas will be used to select applicants to whom an offer will be made.

(10) Direct entry - applicants will be selected on their ATAR or equivalent, and additional criteria specified by the relevant Faculty.

### **Deferment**

(11) Subject to Section 18 of the [Admission to Coursework Programs Policy](#), the Designated Officer may approve an application to defer commencement of a place in an undergraduate course, subject to the following provisos:

- a. applications must be lodged prior to commencement of the relevant standard study period;
- b. deferments for Commonwealth-supported places may be limited;
- c. the maximum duration of a deferment is normally one year;
- d. deferment can only be granted for the course in which the applicant has received the offer of a place;
- e. deferments cannot normally be transferred to the same course at another campus.

## **Section 3 - Postgraduate Admission**

### **Calculation of GPA for Postgraduate Entry**

(12) Some postgraduate courses require a Grade Point Average (GPA) for admission. The student must provide evidence of their GPA for these courses.

(13) The calculation of the GPA will be according to the formula detailed in the [Academic Regulations](#).

(14) The grade point average is calculated as the average of unit grades obtained by the student, weighted by the credit point value of each unit.

## Section 4 - Transfer

(15) Transfer of course or campus will be through a competitive selection process.

(16) The minimum eligibility requirements for a course / campus transfer are detailed in clause (64) of the [Admission to Coursework Programs Policy](#).

(17) For undergraduate transfers to courses not identified in Schedule 1, a student must have completed two units of study, hold an entry rank equal to, or above the published cut-off for entry to the new course / campus from the previous year's main offer round, or a minimum GPA of 4.0 from their last available semester of study, and meet all of the entry requirements in order to be eligible for transfer. Transfers will only be approved subject to availability of a place. Undergraduate transfer requests will be processed before results for the current semester are released.

(18) Where a transfer application for a competitive undergraduate course identified in Schedule 1 of the Procedures is not approved on the basis of the quota of available transfer places, domestic students will be referred to apply for admission through the relevant state TAC. The TAC will consider results from the student's study history, including any previous entry rank, and offers will be made as a part of standard TAC offer rounds.

(19) Transfer requests where students are currently enrolled in a course that is part of an articulation pathway, will be approved where a student has met the requirements for articulation as outlined in Course Rules or other articulation agreements, or where study has been completed to the satisfaction of the destination School, confirmed by the Course Coordinators.

(20) Transfers from a double degree to a single degree will be approved subject to feasibility and place availability, confirmed by the Course Coordinator.

(21) Campus transfers within the same program will be approved subject to place availability, confirmed by the Course Coordinators.

(22) Postgraduate transfer requests will be assessed against minimum eligibility requirements for the new program of study. Admission to an unrelated program of study will be via a new direct offer.

(23) Where a transfer application is unsuccessful, a student will remain in their current course of study for future study periods. They may apply through their state TAC for admission to their chosen course or re-apply to transfer in a future study period and be re-assessed at that time.

(24) Students who are course completing in one course must submit a new application if they want to commence study in a new course.

## Section 5 - Units Studied on a Cross Institutional or Non-award Basis

(25) Non-award applicants must submit a form via the online application system.

(26) Applications for non-award study are processed as per clause (19) of the [Admission to Coursework Programs Policy](#).

(27) Individual UG or PG non-award units are studied on a fee-paying basis.

(28) Cross-institutional applicants must have approval from their home institution for the unit to be credited towards their award course. This requires these applicants to complete the relevant form and submit this to Admissions, in addition to the online direct application.

(29) Cross-institutional UG or PG units may be studied as with Commonwealth Supported or fee-paying basis depending on the funding arrangements of the home institution.

## **Section 6 - Study abroad or exchange**

(30) Inbound study abroad or exchange applicants must be granted permission from their home University, to participate in an exchange or study abroad program, prior to applying to ACU.

(31) Exchange and study abroad applications are submitted directly via the ACU online application system and assessed as per the application processes for direct applications, which are outlined in clauses (86) to (88) inclusive of the [Admission to Coursework Programs Policy](#).

## **Section 7 - Audit**

(32) Applicants wishing to undertake a unit on an audit basis must contact the relevant School or Faculty directly.

## **Section 8 - Schedules**

### **Schedule 1: Courses with Additional Transfer Eligibility Criteria**

- Bachelor of Occupational Therapy
- Bachelor of Physiotherapy
- Bachelor of Speech Pathology

## **Section 9 - Associated Information**

(33) For related Legislation, Policies, Procedures, Guidelines and any supporting resources please refer to the Associated Information tab.

## Status and Details

<b>Status</b>	Future
<b>Effective Date</b>	11th December 2024
<b>Review Date</b>	5th December 2029
<b>Approval Authority</b>	National Manager, Governance
<b>Approval Date</b>	4th December 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Cheryl Fullwood Academic Registrar
<b>Responsible Manager</b>	Cheryl Fullwood Academic Registrar
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