

ADMISSIONS POLICY

Version:	Approved by:	Approval Date:	Effective Date:	Next Review:						
6	Academic Board	17 December 2020	17 December 2020	17 December 2023						
Custodian:	General Manager		Document No:	UOWC-ADM-POL-38						
Purpose:	This Policy governs the admission of students by a Delegated Authority to courses delivered by UOW College Australia									
Scope:	UOWGE		UOWCA	✓	UOWD		UOWCHK		UOWMKDU	
	<ol style="list-style-type: none"> 1) This Policy applies to all domestic and international applications for admission to a course at UOW College Australia, and applies to the following UOW College Australia courses: <ol style="list-style-type: none"> a. English language courses; b. Higher Education Diploma courses; c. Non-Award Pathway Programs – Foundation Studies Program (FSP), University Entrance Certificate (UEC), Special Tertiary Entrance Program (STEP) and University Access Program (UAP); and d. Vocational Education and Training courses. 2) This Policy does not apply to applications to the following: <ol style="list-style-type: none"> a. Study tours; and b. Offshore programs associated with UOW College Australia. 3) This Policy should be read in conjunction with UOW College Australia’s Entry Requirements Table and admission information published by UOW College Australia in course guides, brochures and on the UOW College Australia website. 4) Applications for credit for prior learning, even when submitted with the initial application, are governed by the Credit Transfer and Recognition of Prior Learning Policy 									
Related Documents:	Academic Delegations of Authority Policy UOWCA Credit Transfer and Recognition of Prior Learning Application Form Credit Transfer and Recognition of Prior Learning Policy Deferment, Suspension and Cancellation Policy Fees and Refund Policy International Student Transfer Between Providers Policy Privacy Policy									



	Student Academic Consideration Policy Student Disability Policy Student Grievance and Appeals Policy Records Management Policy
References and Legislation:	Anti-Discrimination Act 1977 (Cth) Education Services for Overseas Students Act 2000 (Cth) National Code of Practice for Providers of Education and Training to Overseas Students 2018

Contents

1.	Definitions	4
2.	Policy Principles.....	5
3.	General Provisions.....	5
4.	Entry Requirements	6
5.	Early Offer of Admission	7
6.	English Language Proficiency	7
7.	Underage applicants	8
8.	Refusal of Admissions.....	9
9.	Appeals against Admissions Decisions	9
10.	Governance	10
11.	Version Control and Change History	10



1. Definitions

Word/Term	Definition
Admission	Procedures governing application and acceptance for entry to the College
Applicant	A person applying for admission to a course delivered by or accredited to the College
Commonwealth Supported Place (CSP)	A higher education place for which the Australian Government provides funding to the higher education provider towards the cost of the education of domestic students
Conditional Offer	An offer generated when an applicant has not fully met relevant entry criteria or provided necessary documentation to support an application. Prior to enrolment, applicants must meet the conditions outlined in their Offer of Admission
Course	A program of study consisting of a combination of subjects and other requirements, whether leading to a specific higher education or vocational award or not.
Delegated authority	A person given delegated authority to approve offers to students under the Delegations of Authority – Part B – UOWC Academic Delegations
Domestic Applicant	A person applying to enrol in a course of study, who is: <ol style="list-style-type: none">i. An Australian Citizen, orii. A Permanent Resident or Humanitarian Visa Holder who will be a resident in Australia for the duration of the course of study.
Early Admission	Where an offer of enrolment is made to a recent secondary school student prior to release of ATARs or equivalent. Such offers are generally conditional on other requirements being met, such as successful completion of a Senior Secondary Certificate of Education or achievement of a specified minimum predicted ATAR.
Head of Program	A staff member with nominated responsibility for a program
Home Schooling Registration	Where the parent takes responsibility for the compulsory education of the child or children, primarily in the child's home.

International Applicant	An applicant who is not a domestic applicant, including, but not limited to, those on a temporary residence visa, a bridging visa or a student visa
Offshore Program	A course or subject accredited by the College that is delivered outside of Australia
Program	The combination of subjects in which a student is enrolled.
Qualification	A formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs, as defined by the Australian Qualifications Framework (AQF).
Subject	A self-contained unit of study or vocational unit of competency in any course offered at, or in conjunction with, UOW College.
University Admissions Centre (UAC)	UAC is the organisation that processes centralised applications for admissions to tertiary education in NSW and ACT.
Unconditional Offer	An offer generated when an applicant has met relevant entry criteria and provided necessary documentation.

2. Policy Principles

- 1) UOW College Australia aims to admit applicants who are likely to succeed in a course.
- 2) Admissions decisions will be fair, equitable, consistent, transparent and as objective as possible. All applicants to UOW College Australia are to be assessed using clearly defined procedures based on these principles.
- 3) UOW College Australia is committed to social inclusion and to providing access for groups who are under-represented in higher education.

3. General Provisions

- 1) To be admitted to a course at UOW College Australia, an applicant must:
 - a. Satisfy general and academic entry requirements as defined in the Entry Requirements Table;
 - b. Satisfy English language proficiency requirements applicable to the relevant course, and as outlined in the Entry Requirements Table;

- c. Lodge an application form for admission or apply online via the UOW College Australia website by the closing date, with all specified supporting documentation;
 - d. Be selected for admission to the course by a Delegated Authority;
 - e. Accept an offer of admission and submit the associated acceptance agreement (where applicable); and
 - f. Pay any required fees.
- 2) Eligibility for admission does not guarantee selection for a course. Where a quota exists for a particular course and selection is from a pool of applicants, selection will be based on merit.
 - 3) UOW College Australia may determine and apply a quota of places available in a course, including limiting the number of applicants granted admission to a course.
 - 4) Where applicable, quotas for Commonwealth Supported Places (CSP) will be determined by UOW. In cases where a quota exists, eligibility does not guarantee a CSP.
 - 5) Applicants who intend to seek progression to an Australian university other than UOW should discuss entry requirements with the relevant university prior to accepting a place at the College.
 - 6) Applicants must provide certified copies of all documents included with their application. Details of required acceptable certification authorities can be found at: <http://www.uow.edu.au/future/international/apply/how/certified/index.html>
 - 7) The College retains the right to request original documents be provided at any stage of the application process.
 - 8) Proof of name change must be provided if supporting documents show a name which is different from that used at the time of application.
 - 9) An offer of admission will only be made in writing by an officer with Delegated Authority to make the offer.
 - 10) Students with an offer to study at UOW College Australia must provide the following before being permitted to enrol:
 - a. Acceptance agreement in the form prescribed by UOW College Australia (where applicable);
 - b. Any payment required, or acceptable notification of a payment (excluding STEP); and
 - c. In the case of a conditional offer, evidence that the applicant has satisfied and/or cleared all the conditions of that offer.
 - 11) Admission of international students to any course will be in accordance with applicable legislation.

4. Entry Requirements

- 1) The entry requirements for each course are outlined in the Entry Requirements Table.

- 2) The Entry Requirements Table are reviewed and endorsed by the Academic Board.
- 3) Applicants who do not meet the prescribed entry requirements may have their application assessed on an individual basis by the relevant Head of Program who may, as a Delegated Authority, grant admission to a course or subject, where discretionary entry is permitted as outlined in the Entry Requirements Table
- 4) Applicants with any injuries, illness, disorder, impairment, condition or incapacity that has the potential to impact their ability to learn or progress through, or successfully complete, their course are encouraged to discuss this with UOW College Australia to assist in the process of identifying reasonable adjustments.
- 5) Domestic applicants who complete their secondary education within the previous two years and apply for admission to undergraduate courses through UAC can be admitted on the basis of an assessment of academic potential via an early admissions scheme, or completion of a recognised enabling program (non-ATAR). This scheme does not apply to English Language Courses and Vocational Education and Training Courses.

5. Early Offer of Admission

- 1) Applicants nearing the completion of their Year 12 studies (but have not yet sat their final exams) may apply to the University or UOW College Australia for early admission to a bachelor degree or College course at an eligible Australian campus (excluding English Language Courses and Vocational Education and Training Courses).
- 2) 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.
- 3) The application process for early admission is detailed at <https://www.uow.edu.au/earlyadmission/index.html>.
- 4) Early admission involves an assessment of academic potential taking into account a range of evidence, which may include:
 - a. Year 11 subject performance;
 - b. application responses to UOW's identified 'indicators for success'. These are attributes deemed important for independent learning and include academic readiness, motivation and passion, planning and persistence, communication and collaboration;
 - c. performance at a pre-admission interview;

6. English Language Proficiency

- 1) English is the language of instruction at UOW College Australia.

- 2) All domestic and international applicants must satisfy the English language requirements applicable to the relevant course, as defined in the Entry Requirements Table.
- 3) Where English test results (e.g. IELTS) are provided as evidence to satisfy English language requirements, they must be no more than one year old.
- 4) For the Diploma of Nursing only, where English is not the primary language of the applicant meaning the language primarily used for reading, writing, listening, and speaking, the applicant must have completed formal English language testing with the required minimum scores from one test sitting. English Language Tests approved by the Nursing and Midwifery Board of Australia are published on their website.
- 5) Other than the Diploma of Nursing, applicants may be considered as satisfying English language requirements if successfully completing two years of secondary or tertiary study at an approved institution where:
 - a. The language of instruction was English; and
 - b. The institution is located in a country where the official language is English.
- 6) Applicants with the following citizenships may be considered for an English language waiver under the above guideline: Bahamas, Barbados, Canada, Fiji, Ireland, Jamaica, New Zealand, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad & Tobago, UK, and USA.
- 7) An academic transcript and official letter from the institution certifying that English was the sole language of instruction and assessment must be provided where an exemption is being sought.
- 8) Previous study in English as outlined in clauses 7.5 to 7.7 is considered on a case-by- case basis. Satisfying requirements outlined in clauses 7.5 to 7.7 does not guarantee that an English language exemption will be granted.

7. Underage applicants

- 1) Unless otherwise stipulated in the Entry Requirements Table, all applicants to the College must be at least 15 years of age at the time of commencement of their course and, for Academic programs, must have completed Year 11 to be considered for entry unless:
 - a. Demonstrated extenuating circumstances apply; and/or
 - b. The underage applicant can demonstrate relevant work or life experience.
- 2) The Head of Program will conduct an academic suitability assessment to ensure an underage applicant has the requisite skills and knowledge to successfully complete the course. When conducting the academic suitability assessment, the Head of Program will consider if literacy and numeracy testing is required. This will be determined on a case by case basis.

- 3) In cases where an underage applicant is at least 15 years of age and has completed Year 10 by home schooling registration, the applicant must provide a Certificate of Completion of Year 10 in support of their application.

8. Refusal of Admissions

- 1) UOW College Australia may refuse admission to an applicant on the grounds that:
 - a. They are not eligible to be considered for admission to a course;
 - b. The quota of places for each course has been reached;
 - c. There are not appropriate and sufficient personnel, resources or number of applicants to enable the course to be offered; or
 - d. Where evidence from the applicant's history, in the opinion of the Delegated Authority, makes them unsuitable to study the course for which they have applied on academic or non-academic grounds;
 - e. There are other restrictions or limitations applying to the course.
- 2) In cases where UOW College Australia refuses admission on the grounds outlined in 10.1 the applicant will be supplied with written notification of the reasons for refusal.
- 3) The Delegated Authority may withdraw an offer of admission made to an applicant where the offer is made in error; or is made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or by a certifying authority.
- 4) Where fraudulent documents have been submitted to support an application, the application will be rejected and the matter may be referred to an appropriate authority, e.g., Police and/or Immigration Department, for investigation.

9. Appeals against Admissions Decisions

- 1) Applicants may appeal against a decision by the Delegated Authority to refuse admission if:
 - a. The applicant satisfies all UOW College Australia and course selection requirements; and
 - 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; and
 - c. The applicant was not selected due to the incorrect application of the Admissions Policy or any other relevant UOW College Australia Policy.
- 2) Appeals will be managed in the procedure prescribed by the Student Grievance and Appeals Policy.

10. Governance

Record Keeping

- 1) Delegated Authorities are responsible for maintaining appropriate records of the basis of admission of applicants.
- 2) Records are to be kept in accordance with the Record Management Policy.

Conflict of Interest

- 3) Delegated Authorities must not participate in any decisions affecting applicants where a potential or actual conflict of interest arises due to close personal relationships with an applicant.

11. Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	10/03/2011	WCA Academic Board	New Policy
2	17/04/2012	Lynette Harris	Custodian changed from Campus Director
3	04/09/2015	Policy Officer and Law Clerk	Minor changes – merged to new template update of position titles.
4	21/07/2016	Compliance Officer	Minor change only - College branding and formatting updated
5	08/06/2017	Academic Board	Review of entire Admissions Framework including the removal of course specific requirements, inclusion of grounds for refusal of admission, record keeping and conflict of interest and defining the grounds for an applicant to appeal.
6	17/12/2020	Academic Board	Scheduled review and update to include references to the Early Admission



			Scheme and provisions for applicants who have been home schooled.
--	--	--	---