Admissions Policy
# Admissions Policy

**Approved by:** UOW College Academic Board  
**Date:** 10 March 2011

**Date Effective:** 20 June 2011  
**Date of Next Review:** March 2014

**Document No:** POL-UOWC-15  
**Revision:** 2

**Custodian:** Administration Manager

**Supporting Documents, Procedures & Forms:**
- Application for Course Credit
- Attendance Policy
- Course Credit Policy
- Deferment, Suspension and Cancellation Policy
- Fees and Refunds Policy
- Privacy Policy
- Student Academic Consideration Policy
- Student Conduct Policy
- Student Disability Policy
- Student Grievance Policy – Academic
- Transfer Between Providers Policy
- ITC Education Ltd Academic Delegations

**References & Legislation:**
Contents

1. Purpose of Policy ................................................................. 4
2. Definitions ............................................................................. 4
3. Application & Scope.............................................................. 5
4. Policy Principles .................................................................. 5
5. Application for Admission ..................................................... 5
6. Entry Requirements .............................................................. 6
7. Admission to English Language Programs ............................ 6
8. Admission to Foundation Studies Program (FSP) and Diploma Programs – Domestic and International Applicants .............. 7
9. Admission to the Special Tertiary Entrance Program (STEP) – Domestic Applicants Only .................................................. 8
10. Admission to the University Access Program (UAP) – Domestic Applicants Only ............................................................ 8
11. Appeals against Admissions Decisions ................................... 9
12. Roles & Responsibilities ....................................................... 9
13. Version Control and Change History ................................... 9
1. Purpose of Policy

1.1 This policy sets out:

a. Entry requirements and conditions for application and admission to courses delivered by or accredited to UOW College (the College)

b. The responsibilities of applicants, UniAdvice Admissions and College staff or delegates with regard to course admission.

2. Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Programs</td>
<td>include Diplomas and UOW courses delivered by UOW College designed to prepare students for university, such as Foundation Studies, STEP and University Access Program</td>
</tr>
<tr>
<td>admission</td>
<td>procedures governing application and acceptance for entry to the College</td>
</tr>
<tr>
<td>applicant</td>
<td>a person applying for admission to a program delivered by or accredited to the College</td>
</tr>
<tr>
<td>Commonwealth Supported Place (CSP)</td>
<td>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</td>
</tr>
<tr>
<td>conditional offer</td>
<td>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</td>
</tr>
<tr>
<td>course</td>
<td>a program of study</td>
</tr>
<tr>
<td>domestic applicant</td>
<td>a person applying to enrol in a course of study, who is:</td>
</tr>
<tr>
<td></td>
<td>• an Australian Citizen,</td>
</tr>
<tr>
<td></td>
<td>• a New Zealand Citizen, or</td>
</tr>
<tr>
<td></td>
<td>• a Permanent Humanitarian Visa Holder who will be a resident in Australia for the duration of the course of study.</td>
</tr>
<tr>
<td>international applicant</td>
<td>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</td>
</tr>
<tr>
<td>offshore program</td>
<td>a program accredited by the College that is delivered outside of Australia</td>
</tr>
<tr>
<td>Program Manager</td>
<td>a staff member with nominated responsibility for the program</td>
</tr>
<tr>
<td>qualification</td>
<td>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)</td>
</tr>
<tr>
<td>unconditional offer</td>
<td>an offer generated when an applicant has met relevant entry criteria and provided necessary documentation</td>
</tr>
<tr>
<td>UniAdvice</td>
<td>the division responsible for new student admissions to the College and UOW</td>
</tr>
</tbody>
</table>
3. Application & Scope

3.1 This policy applies to the following courses:
- English language programs
- UOW College Higher Education programs – Diplomas
- UOW accredited courses – Foundation Studies Program (FSP), Special Tertiary Entrance Program (STEP), and University Access Program (UAP)

3.2 This policy does not apply to
- Group Programs
- Study tours
- IELTS Testing Centre
- Offshore programs associated with UOW College.

3.3 This policy should be read in conjunction with UOW College course guides, brochures and prospectus, and admission information published on the College website.

4. Policy Principles

4.1 Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice. All applicants to the College are assessed using clearly defined and fair procedures based on these principles.

5. Application for Admission

General Provisions

5.1 To be considered for admission to a UOW College course an applicant shall lodge an application, with appropriate supporting documentation.

5.2 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.

5.3 Applicants must provide certified copies of all documents included with their application. Details of required acceptable certification authorities can be found at www.uow.edu.au/future/international/apply/how/certified.

5.4 Proof of name change must be provided if supporting documents show a name which is different from that used when applying.

5.5 The College retains the right to request original documents be provided at any stage of the application process.

5.6 Where an application includes fraudulent documents, the application will be rejected; any offer of enrolment shall be withdrawn; and the
matter may be reported to the Police and/or the Immigration Department.

5.7 Once an offer has been made, the applicant will be required to provide the following before being permitted to enrol:
   
a. Acceptance Agreement, excluding STEP
   
b. Required payment, or acceptable notification of payment, excluding STEP, and
   
c. If the applicant’s offer was conditional, evidence that the applicant has cleared all conditions described in that offer.

5.8 The Campus Director may limit:
   
a. the number of applicants to be granted admission; and
   
b. the number of places available in a course or subject.

6. Entry Requirements

5.1 The entry requirements for each course are outlined in the Admissions Guidelines, [http://www.uow.edu.au/future/international/agent/ug-admissions/index.html](http://www.uow.edu.au/future/international/agent/ug-admissions/index.html) international entry requirements and domestic entry requirements can be located by contacting UniAdvice [http://www.uow.edu.au/index.html](http://www.uow.edu.au/index.html) and are approved by the Academic Board and UOW/UOW College Board of Studies following review by the UOW Enrolment Group and Quality Committee.

5.2 Entry requirements are reviewed annually in accordance with the UOW Enrolment Group and Quality Committee annual review.

5.3 Applicants to the College must be at least 15 years of age at the time of commencement of their course, with the exception of the University Access Program.

5.4 Applicants who do not meet the entry requirements may have their application assessed on an individual basis. Exceptions may be made at the discretion of the relevant Program Manager in accordance with the ITC Education Ltd Academic Delegations.

7. Admission to English Language Programs

5.1 To be eligible for an admission offer to a course in the English Language Programs, applicants must:
   
a. meet the minimum English language level for that course, as outlined in the Admissions Guidelines, or
   
b. meet any specified special selection criteria, where relevant.
8. Admission to Foundation Studies Program (FSP) and Diploma Programs – Domestic and International Applicants

8.1 To be eligible for an admission offer for FSP or the Diploma programs, applicants must satisfy:

   a. the standard entry requirements specified in the Admissions Guidelines,
   b. specified pre-requisites where relevant,
   c. specified English language requirements where relevant, and/or
   d. any specified special selection criteria, where relevant.

8.2 English Language Requirements for Admission to FSP & Diploma Programs

8.2.1 Applicants are required to meet the prescribed minimum proficiency standards in English language, as detailed in the Admission Guidelines, to be considered eligible for admission to a College program.

8.2.2 An applicant who has an education from, or lives in, a country in which English is not recognised as the medium of instruction must provide a certified copy of an internationally recognised English language test result, such as IELTS.

8.2.3 Applicants who are unable to provide an accurate assessment of English language proficiency with their application will be required to provide an IELTS test report form or equivalent prior to an offer being made.

8.2.4 English test results must be no more than two years old.

8.2.5 Previous study in English is considered on a case-by-case basis.

8.2.6 English language requirements may also be met where applicants have successfully completed a minimum of two years full-time secondary or tertiary studies from an approved institution where:

   a. the sole language of instruction and assessment was English; and
   b. the qualifications were attained within two years of the intended commencement date of study at the College

8.2.7 An Academic transcript and official letter from the institution certifying that English was the sole language of instruction and assessment must be provided where exemptions are being sought.
8.2.8 The requirements in 8.2.2 & 8.2.3 do not apply to applicants who have completed English for Academic Purposes at UOW College within two years of applying for a UOW College Academic Program and achieved the required minimum exit result as listed in the Admissions Guidelines.

8.3 Partial Scholarships - International Applicants Only

8.3.1 The College offers partial tuition scholarships to international applicants from selected countries. To be eligible to receive a partial tuition scholarship the applicant must be a citizen of an eligible country and must be residing in that country at the time of application.

9. Admission to the Special Tertiary Entrance Program (STEP) – Domestic Applicants Only

9.1 To be eligible for an admission offer for STEP, applicants must:
   a. be an Australian citizen, permanent resident, or New Zealand citizen, or hold a permanent humanitarian visa and reside in Australia,
   b. have completed secondary schooling at a high school in UOW’s local and regional drawing area in the two years prior to commencing the STEP program, and
   c. Meet criteria as outlined in the STEP to UOW application form.
   d. Applicants who do not meet the specified criteria may be considered on a case by case basis.

9.2 All STEP to UOW places are fully-funded Commonwealth Supported Places.

10. Admission to the University Access Program (UAP) – Domestic Applicants Only

10.1 To be eligible for an admission offer for UAP, applicants must
   a. be an Australian citizen, permanent resident, or New Zealand citizen, or hold a permanent humanitarian visa and reside in Australia,
   b. satisfy specified pre-requisites where relevant, and/or
   c. satisfy any specified special selection criteria where relevant.

10.2 Applicants for the UAP who have not completed the NSW Higher School Certificate or equivalent in the five years prior to application, will be required to sit the College Literacy and Numeracy Test in order to assess their suitability for the course.

10.3 Some University Access Program places are fully funded, Commonwealth Supported Places (CSPs). CSPs are allocated by the
UOW Dean of Students, who takes into account any educational disadvantage which an applicant may have experienced. Applicants from disadvantaged backgrounds, those returning to formal study and others who may not have completed formal requirements are encouraged to apply.

11. Appeals against Admissions Decisions

11.1 Applicants who do not believe that the requirements in this policy are being adhered to should refer to the UOW College Student Grievance Policy & Procedure – Academic.

12. Roles & Responsibilities

12.1 It is the responsibility of the applicant to:
   a. ensure that all information given with application is true and correct.
   b. inform the College immediately if there is any change to the information given with the application.
   c. abide by student visa obligations, where applicable.

12.2 It is the responsibility of staff to assess applications and respond in a timely manner.

13. Version Control and Change History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date Approved</th>
<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/03/11</td>
<td>10/03/11</td>
<td>WCA Academic Board</td>
<td>New Policy</td>
</tr>
<tr>
<td>2</td>
<td>17/04/12</td>
<td>17/04/12</td>
<td>Lynette Harris</td>
<td>Custodian changed from Campus Director</td>
</tr>
</tbody>
</table>