



UOWC INTERNATIONAL QUALIFICATION EQUIVALENCY REVIEW GUIDELINE

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Responsible Officer:	UOWCA Admissions Coordinator		Document No:	UOWC-AP-GUI-21
Purpose:	This Guideline outlines the procedure for conducting an overseas Qualification Equivalence review for UOW College Australia (UOWCA). It ensures compliance with best practice and secures appropriate endorsement of review outcomes through formal and authorised channels.			
Scope:	This Guideline applies to all UOWCA Staff involved in the Qualification Equivalency review process. It aims to ensure internal consistency and accurate communication of approved equivalencies for international student admissions.			
Related Documents:	UOWCA Admissions Policy			
References and Legislation:	<i>DESE (Department of Education – International Education)</i> <i>NOOSR</i> <i>UAC (Universities Admissions Centre)</i> <i>UCAS (UK Universities and Colleges Admissions Service)</i> <i>UK ENIC (UK Education National Information Centre)</i>			



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1. Definitions

Word/Term/Acronym:	Definition:
Qualification Equivalence	The result of determining the comparability of an overseas qualification to an Australian qualification for academic assessment purposes.
Weighted Average Mark (WAM)	An indicator of a student's overall academic performance throughout their degree. Both the mark obtained for each subject and the number of credit points the subject is worth is used to calculate a WAM. It can be used at an individual student level or averaged across a cohort.
ATAR	Australian Tertiary Admission Rank – a percentile score between 0 and 99.95 that indicates a student's position relative to all other students in their age cohort. Used for university admissions in Australia.

2. Overview of the Review

- 2.1. UOWCA conducts periodic reviews of overseas Qualification Equivalencies to ensure a fair, transparent, and consistent assessment of international academic credentials. These reviews are a key component of UOWCA's commitment to academic quality, equitable access, and student success.
- 2.2. To maintain alignment and efficiency, UOWCA conducts Qualification Equivalency reviews in accordance with the review schedule established by the University of Wollongong (UOW). The process also incorporates flexibility to accommodate ad hoc assessments that address UOWCA specific requirements.

3. Conducting the Review

- 3.1. The UOWCA Panel is responsible for conducting reviews to ensure compliance with institutional standards and best practices. The Panel will comprise of, but not limited to, the following roles:
 1. UOWCA Admissions Coordinator;
 2. Deputy General Manager and Director Global Programs; and
 3. Manager, Admissions, Marketing, and Homestay.
- 3.2. To develop a recommendation, the Panel will collect information from key sources, including:
 1. [UK ENIC \(UK Education National Information Centre\)](#);
 2. [DESE \(Department of Education – International Education\) - Qualifications Recognition](#);
 3. [NOOSR - Recognise overseas qualifications - Department of Education, Australian Government](#);
 4. [UAC \(Universities Admissions Centre\)](#) ; and/or
 5. [UCAS \(UK Universities and Colleges Admissions Service\)](#).



3.3. Peer Institutions that may also be considered include:

1. Deakin College;
2. Macquarie University;
3. Monash College TAFE NSW;
4. The University of Newcastle, Australia;
5. University of New South Wales (UNSW Sydney);
6. University of Technology Sydney (UTS); and/or
7. Western Sydney University.

4. UOWCA Qualification Equivalency Review Process

4.1. Ongoing Review of UOW Timelines

1. **Purpose:** The UOWCA Admissions Team must remain informed of UOW's Qualification Equivalency review calendar to ensure timely alignment.
2. **Actions:**
 - a. Maintain the "[UOWC Schedule of Country Equivalency Review](#)" tracking document for upcoming and ongoing UOW reviews;
 - b. Liaise regularly with the UOW's Senior Manager, Admissions, Quality and Governance to confirm upcoming reviews.
 - c. Identify countries of interest or strategic importance for the upcoming review.

4.2. Receipt and Internal Review of UOW Briefing Paper

1. **Purpose:** Commence UOWCA's internal review process in response to UOW's proposed changes, in accordance with the *UOWCA Qualification Equivalency Review Guideline*.
2. **Sub process:** If UOW requests feedback specific to UOWCA, it should be provided concurrently with UOW's broader consultation process.
3. **Actions:**
 - a. The UOW Senior Manager, Admissions, Quality and Governance will provide UOWCA with a briefing paper outlining the proposed changes.
 - b. UOWCA will acknowledge the receipt and log the document in the [UOWCA Entry Requirements and Equivalency](#).
 - c. Initiate an internal review of UOWCA Qualification Equivalencies and consultation within UOWCA.
 - d. The review will include an analysis of the following:
 - i. Offer trends by country;
 - ii. Student retention data;
 - iii. Student performance outcomes;



- iv. Feedback from relevant stakeholders; and
- v. Visa approval trends (if applicable).
- g. Findings and recommendations from Clause d. (i-v) must be documented and referred for internal feedback.
- h. Seek and incorporate stakeholder feedback on proposed changes.
- e. Draft a proposal of all required amendments, ensuring internal consultation with relevant stakeholders including the Panel.
- f. Finalise the proposal and document agreed amendments.

4.3. Feedback from UOW

1. **Purpose:** Provide UOW with the opportunity to review UOWCA proposed amendments.
2. **Actions:**
 - a. Provide a finalised draft of the proposed amendments to UOW and clarify any changes or approval status.
 - b. Integrate UOW feedback into the UOWCA proposed amendments.

4.4. UOWCA College Education Committee Submission (CEC)

1. **Purpose:** Seek formal approval for the proposed amendments through the UOWCA CEC.
2. **Actions:**
 - a. Liaise with the UOWCA CEC Secretary regarding meeting dates and deadlines for submissions.
 - b. Draft a submission cover paper:
 - i. The UOWCA General Manager, Manager Marketing, Admissions, Homestay & Study Tours and Director Global Student Recruitment are responsible for completing the submission cover paper;
 - c. Submit the submission cover paper via the relevant Delegated Authority. *Refer to Academic Delegations of Authority Policy* for more information.
 - d. If required, refer the submission paper to the UOWC Academic Board and/or UOW's University Education Committee (UEC);
 - e. Receive formal approval confirmation via email from the relevant secretary.
 - f. Confirm the updates have been completed in the Country Equivalency Page.
 - g. Provide training to the relevant teams on the approved changes.

4.5. Implementation and Communication of Approved Changes

1. **Purpose:** Ensure all relevant stakeholders are informed and prepared to implement the approved Qualification Equivalency changes.
2. **Actions:**
 - a. Save all final documentation in the [International Qualification Equivalency Reviews folder](#).
 - b. Develop training resources and materials outlining the approved changes.
 - c. Notify internal staff, education agents, offshore campuses, and partner institutions of the updates.



- d. Update the International Qualification Equivalency website and any related documentation or tools.
- e. Deliver training sessions for the UOWCA Admissions Team to ensure understanding and correct application of the changes.

5. Supporting Tools and Resources

- 5.1. [Working Template Sheet Equivalency Review](#)
- 5.2. Accessing Student Weighted Average Mark (WAM)- Student performance outcomes.
 1. Using the Firefox application, open the following link
<https://uowmailedu.sharepoint.com/sites/intranet-data-insights-hub>
 2. Click on 'Student Demographics and Performance Reports'.
 3. Scroll down and click on 'Access Student Performance on Cognos'.
 4. It will then prompt staff to sign in.
 - a. Staff are to ensure they have the appropriate access arranged through the Data and Analytics team.
- 5.3. Select 'Student Performance Analysis'
- 5.4. Select 'Student Performance by Course'
- 5.5. Select 'Course WAM by Faculty and Citizenship'
- 5.6. Apply Context Filters by dragging and dropping the following filters from the left-hand menu:
 1. All Course Faculties > UOW Global Enterprises;
 2. All Courses > Undergraduate > Diploma All Courses > Non-Award Courses > Enabling Courses > Foundation Studies (2 Session) 1930;
 3. All Campuses > Teaching Onshore; and
 4. All Student Types > International.
- 5.7. View Citizenship data
- 5.8. In the left-hand menu, expand all citizenships.
- 5.9. Drag and drop the relevant citizenship into the 'Rows' section to see the country's overall WAM each year.
- 5.10. **Important points:**
 1. The WAM report will be completed twice (2) – once (1) for the Diploma and once (1) for Foundation Studies.

When reviewing a qualification for Asia, Staff will need to breakdown to the relevant region (listed in the below table).

ASIAN REGION	COUNTRIES INCLUDED
Central Asia	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.



East Asia	China, Hong Kong, Japan, Macau, Mongolia, North Korea, South Korea, Taiwan.
North Asia	Russia (Ural, Siberian, Far Eastern)
South Asia	Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka.
Southeast Asia	Brunei, Cambodia, East Timor, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam

6. Final Checklist

- 6.1. **Run report and save to PDF:**
 1. Save PDF in [International Qualification Equivalency Reviews folder](#) under the country that is undergoing the review.
- 6.2. **Save documents:**
- 6.3. Ensure all equivalence research, briefing papers, memos, approvals, and current UOWCA equivalences are saved to the appropriate location- [International Qualification Equivalency Reviews](#)
- 6.4. **Update review cycle dates:**
 1. Update the review cycle dates on the *UOWC Schedule of Country Equivalency Review.xlsx*
- 6.5. **Update the UOWC Qualification Equivalence template:**
 1. Update the template with the approved thresholds and assessment.
- 6.6. **Set implementation date:**
 1. Seek approval for implementation date. Taking into consideration CoE Cut Off Dates, Training staff and pipeline of students.
- 6.7. **Prepare training resources and communicate changes:**
 1. Inform staff, agents, offshore campuses, and partners about the changes.
 2. Prepare training materials and facilitate a training session for the UOWCA Admissions Team.
- 6.8. **Update assessment resources:** Update the International Qualification Equivalence website.

3. Review Schedule

- 6.1. UOWCA will conduct formal Qualification Equivalency reviews at least once (1) every three (3) years per country or more frequently if:
 1. UOW initiates an update.
 2. Student performance or visa outcomes indicate a need for reassessment.



3. New markets or strategic regions emerge.
- 6.2. The “*UOWC Schedule of Country Equivalency Review.xlsx*” must be updated to reflect completed and upcoming reviews.

4. Change History

Version	Approved By	Date Effective	Amendment
1	Academic Board	July 2025	New Version.
2	Academic Board	05/03/2026	This Guideline was rewritten after review of processes.