

# ADMISSION TO COURSEWORK COURSES POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure outlines CQUniversity's commitment to inclusive access to higher education, its admissions requirements and processes for [coursework courses](#).

## 2 SCOPE

- 2.1 This policy and procedure applies to applicants and current CQUniversity students applying for admission or accepting an offer of admission to a higher education coursework course at CQUniversity or a higher education single non-award unit.
- 2.2 This procedure does not apply to admissions for:
- research or research preparatory courses – refer to the relevant [Course Rules](#)
  - vocational education and training (VET) courses – refer to the [Pre-enrolment Assessment Policy and Procedure \(VET\)](#), or
  - enabling courses.

### 3 POLICY STATEMENT

- 3.1 The University is committed to inclusive access and participation and aims to attract and admit a diverse range of applicants based on the principles of:
- operating fair and transparent admissions processes
  - offering admission to students assessed as being academically suited to their course
  - taking into account factors such as demonstrated skills, employment history and specific achievements in relevant fields in making admission decisions, and
  - supporting students from disadvantaged, First Nations, first-in-family background, and rural or remote locations through applicant pathways to achieve admission.
- 3.2 The University accepts applications for admission, through:
- Tertiary Admissions Centres
  - direct application
  - foundation and enabling pathways, and
  - industry-based group entry to specific courses.
- 3.3 Applicants are responsible for understanding the requirements for admission, progression, and completion of their chosen course of study.
- 3.4 To assist applicants determine their readiness for study and to support their choice of a course that is academically suited to them, the University publishes information in the [CQUni Handbook](#), and provides information in Letters of Offer of Admission, that includes but is not limited to:
- course duration, location, and mode of delivery
  - assessment requirements and academic progression expectations
  - obligations around fees and financial implications associated with unsatisfactory academic progression and engagement
  - minimum English language proficiency requirements
  - pre-requisites, assumed knowledge or recommended studies, designed to assist students to successfully complete their course, and
  - additional requirements where appropriate, such as clearances for working with children, vaccinations and registrations.
- 3.5 Students must provide appropriate and valid evidence to support their application for admission.
- 3.6 Eligibility for admission into a course does not guarantee an offer for or admission into a course.

### 4 PROCEDURE

#### Eligibility for admission

- 4.1 To be eligible for admission to the University, an applicant must:
- a) meet the minimum requirements in the [English Language Proficiency Requirements Policy and Procedure](#), including any course-specific requirements
  - b) fulfil to the satisfaction of the Manager National Admissions and Student Services or the Manager International Admissions<sup>1</sup>, any other requirements specified in recommended prior study and other requirements for entry detailed in the CQUni Handbook or the course webpages, e.g. audition or interview
  - c) declare their citizenship status - applicants who provide inaccurate, incomplete, fraudulent or misleading information concerning their citizenship status will have their offer of admission revoked

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<sup>1</sup> Where mentioned within this document, decisions made by the Manager National Admissions and Student Services will be regarding domestic applicants, and by the Manager International Admissions will be regarding international applicants.

d) meet the minimum criteria for admission, as set out below and specified in the CQUni Handbook for each course:

- for domestic applicants:
  - school-leavers – OP or ATAR and subject pre-requisites
  - non-school leavers – selection rank and subject pre-requisites, or
  - for all other applicants – selection rank based on work and life experience
- for international applicants:
  - undergraduate courses – successfully completed Australian Year 12 or equivalent; international academic entry requirements from some source countries are published on the University's [website](#)
  - postgraduate courses – successfully completed an AQF<sup>2</sup> Bachelor degree or equivalent
  - may be admitted based on pathway courses if they meet the published admission criteria for selected pathways, or
  - applying for a student visa, they must undergo screening by the University to satisfy the determination of 'Genuine Temporary Entrant' and 'Genuine Student' criteria as defined by the [Department of Home Affairs](#).

4.2 Eligibility for admission into a course does not guarantee selection into that course.

## Admission

4.3 The Dean of School may specify a minimum entry level below which places may not be offered.

4.4 Domestic applicants can apply to the University for:

- a) undergraduate places – through the relevant Tertiary Admissions Centre, or through direct entry for Western Australian applicants and enabling students
- b) approved undergraduate courses, postgraduate coursework courses, honours, cross-institutional, single non award units, and enabling courses – through direct entry to the University via the CQUni Handbook.

4.5 International applicants will be offered an international full-fee-paying place provided they have met the specified requirements for admission, there is a study place available at the campus of choice for them, and they hold an eligible Australian visa. Letter of offers and admission at the University for International Student Visa holders will be subject to Australian Government National Code requirements.

4.6 The following considerations are given to domestic student applications for entry into [quota](#)-based courses:

- a) The Manager National Admissions and Student Services, following consultation with the relevant Vice-President or Dean of School, sets a quota of places for each course and campus, which are available to applicants eligible for a domestic quota place and/or domestic full-fee paying students.
- b) An agreed number of quota-based places are allocated to Skills for Tertiary Education Preparatory Studies (STEPS) graduates, as determined by the Head of College and the Deputy Associate Dean (STEPS), in accordance with the 'Requirements for Direct Entry' document.
- c) Offers are made to eligible domestic applicants in order of merit, until the quota set for each course is filled. In determining the order of merit, each applicant's qualifications are assessed.
- d) Full-fee paying domestic students are not eligible to occupy a Commonwealth-funded quota place.

4.7 For international applications for entry into [quota](#)-based courses, the Manager International Admissions (or delegate) confirms enrolments for international applicants in order of merit until the quota for the course is filled.

4.8 Offers are not made for a commencement date later than two years from the time the offer is made, except in cases of students following a [recognised articulation or pathway](#).

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<sup>2</sup> The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training.

## Full-fee-paying applicants

- 4.9 The following are not eligible for a Commonwealth supported place in a course:
- Australian citizens studying overseas for the duration of their course
  - New Zealand citizens living overseas, and
  - any person enrolled as a full-fee-paying international or domestic student.

## Pathway courses and articulations

- 4.10 Applicants may be able to apply for admission for a coursework course through completion of a [pathway course](#) or [articulation](#).
- 4.11 Applicants who have completed the [Start Uni Now](#) (SUN) course must have also successfully completed year 12 or equivalent.
- 4.12 Applicants who have completed the STEPS courses are admitted in accordance with the established 'Requirements for Direct Entry' document.
- 4.13 The University offers a number of dual qualification courses in partnership with a number of tertiary institutes (i.e. registered TAFE institutes and other VET providers). Students must successfully complete the tertiary institute component of the course (usually a Diploma or Advanced Diploma), prior to articulating to the university level component of their study with CQUniversity. Domestic applicants must first apply for the dual qualification through a Tertiary Admissions Centre.
- 4.14 Students can articulate to the University by applying for direct admission and do not need to reapply through a Tertiary Admissions Centre. Domestic students should apply for direct admission when they are nearing the end of their tertiary institute course, when they have graduated from their tertiary institute course, or before the course closing date.
- 4.15 International students can apply for direct admission any time prior to the commencement of term at the University. In some cases, international students may choose to apply prior to commencement of the pathway course for student visa purposes.
- 4.16 Dual qualification courses provide students with a credit transfer from their tertiary institute study into university level study at the University. This shortens the length of study required to obtain a Bachelor degree. Students can apply for a credit transfer within their admission application.

## Exemption from admission requirements/prerequisites

- 4.17 An applicant who has undertaken study at another tertiary institution that, in the opinion of the Manager National Admissions and Student Services, Manager International Admissions or relevant Vice-President, is of a standard equal to or better than that specified by the University for admission, may be exempted from such prerequisites and other requirements as they may determine.
- 4.18 An applicant who has successfully completed a similar level of academic study at a relevant institution may be eligible for relevant exemptions to their course of study.

## Non-award admission

- 4.19 An applicant who enrolls in a unit/s but does not seek to enrol in a course leading to a degree or other award of the University may enrol only if the applicant would be eligible for admission to a place, unless the Manager National Admissions and Student Services determines otherwise. Clinical or placement units will not be considered.

## Cross-institutional admission

- 4.20 Applicants enrolled at other tertiary institutions may apply to undertake units for credit towards their course. Such applicants are eligible for admission, unless the Manager National Admissions and Student Services or Manager International Admissions determines otherwise. Clinical or placement units will not be considered for cross-institutional admission.

## Readmission

- 4.21 This section does not apply to students in cases where:
- course quotas require students to reapply through a Tertiary Admissions Centre, or
  - a period of 10 years or more has lapsed since the student first enrolled in the course (or its earlier equivalent course).
- 4.22 Students whose enrolment in a course has been cancelled at the University<sup>3</sup>, and who wish to recommence their studies in that same course, may apply directly to the University for readmission. Such students are eligible for admission, unless the Manager National Admissions and Student Services or Manager International Admissions (or delegate) determines otherwise.
- 4.23 Students applying for early readmission following cancellation of their enrolment under Monitoring Academic Progress (MAP) Stage 3 will only be considered if insufficient units are available in the specified term of re-enrolment to allow progression.

## Change of course

- 4.24 Students may apply for a change of course if they:
- a) are applying to change to a course at the same career level, for example, Bachelor to Bachelor, or
  - b) have successfully completed at least one unit in their current course.
- 4.25 Domestic students may change their course by completing an [Application for Change Of Course](#), except in cases where course quotas require students to reapply through a Tertiary Admissions Centre.
- 4.26 International students may apply to change their course by completing and submitting a Change of Course Application through the [International Online Application System](#) (iStart).

## Refusal of admission for non-academic reasons

- 4.27 The University may, through the Manager National Admissions and Student Services or Manager International Admissions (or delegate), refuse admission to, withdraw an offer to, or cancel an enrolment of an applicant who would otherwise be eligible for admission where they reasonably believe that:
- a) the applicant or their presence poses a risk to University students and/or employees or the wider University community
  - b) the applicant may prejudice the University's reputation, management or good governance
  - c) the applicant acted in a dishonest and/or deceitful manner when applying for admission to the University or any other tertiary educational institution
  - d) the applicant would be lawfully prevented from entering University premises for all or part of the course or unit because of a court order or any enactment or decision made under legislation
  - e) the University would be subject to sanctions under the [Autonomous Sanctions Act 2011](#) (Cwlth), or
  - f) the applicant would be unable to meet the course or unit requirements, including but not limited to attendance or group participation requirements.
- 4.28 Applicants who submit fraudulent information, as part of their admission application, may be permitted to re-apply following a two-year exclusion period for admission. Fees paid may be forfeited.

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<sup>3</sup> This includes students who were previously enrolled with the Capricornia Institute of Advanced Education (CIAE), University College of Central Queensland (UCCQ), University of Central Queensland (UCQ), or Central Queensland University (CQU).

- 4.29 Before deciding to refuse admission, withdraw an offer or cancel an enrolment for a domestic student, the Manager National Admissions and Student Services must give the applicant an opportunity to provide written reasons why they should be permitted to attend the University.

## **Review**

- 4.30 Unsuccessful domestic applicants who believe the University failed to properly assess their application, may seek a review of their case by a National Admissions Officer. If the unsuccessful applicant is dissatisfied with the outcome of the review, they may seek a further review by the Manager National Admissions and Student Services.
- 4.31 Domestic applicants who are refused admission, or who have had an offer withdrawn or cancelled by the Manager National Admissions and Student Services, who believe the decision is incorrect and/or that their application was not dealt with fairly, may seek a review of that decision by the Deputy Vice-President (Students) and University Secretary.
- 4.32 An international student who has been unsuccessful as a result of pre-screening against the genuineness criteria, as required by the Department of Home Affairs for student visa holders, may seek an informal review of their case by the Manager International Admissions. If the student is dissatisfied with the outcome of the review, they may seek a further review by the Director International (or nominee).

## **Completion of studies**

- 4.33 The maximum time for completing coursework courses, taken from the term of first enrolment in the course, is, unless otherwise specified in the CQUni Handbook:
- a) for a graduate certificate – three years
  - b) for a graduate diploma – five years (unless entering by articulation with a completed graduate certificate in which case the allowable completion time is two years)
  - c) for a coursework masters degree – eight years (unless entering by articulation with a completed graduate certificate/graduate diploma in which case the allowable time for completion is three years), or
  - d) for other courses – 10 years.
- 4.34 The relevant Dean of School may allow a student to extend their enrolment in the course beyond the maximum time above. The Dean of School may approve an extension to enrolment when the student is within one or two units of completion of the award, take no more than 12 months beyond the maximum time and given a firm commitment to finish within the extended deadline.

## **5 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 5.1 The Deputy Vice-President (Students) and University Secretary and Director International are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The Manager National Admissions and Student Services and Manager International Admissions are responsible for implementing the associated procedures and audit checks to ensure compliance with this policy and procedure.

### **Reporting**

- 5.3 No additional reporting is required.

### **Records management**

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.

- 5.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Commonwealth supported place:** a place in a course where the government pays part of the student's fees.

**Coursework courses:** undergraduate and postgraduate higher education courses. This does not include research, VET or non-award courses.

**Full-fee paying student:** a student who pays the full fee for their units. Domestic students must pay their fee by the due date (census date) each term or defer the fee to a HELP Loan, if eligible. International students must pay their fee by the due date (census date) each term.

**Tertiary admissions centres:** centres which receive and process applications for admission to courses on behalf of a tertiary institute. The following tertiary admission centres may process applications on behalf of the University:

- [Queensland Tertiary Admissions Centre](#) (QTAC)
- [South Australian Tertiary Admissions Centre](#) (SATAC)
- [Universities Admission Centre](#) (UAC)
- [Victorian Tertiary Admissions Centre](#) (VTAC).

## 7 RELATED LEGISLATION AND DOCUMENTS

[Articulation Policy and Procedure](#)

[Autonomous Sanctions Act 2011](#) (Cwlth)

[Australia's National Information Centre](#) – Country Education Profiles

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

[Education Services for Overseas Students \(ESOS\) Act 2000](#) (Cwlth)

[English Language Proficiency Requirements Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[Higher Education Support Act 2003](#) (Cwlth)

[Higher Education Support Amendment \(Job-Ready Graduates and Supporting Regional and Remote Students\) Act 2020](#) (Cwlth)

[Migration Act 1958](#) (Cwlth)

[Migration Regulations 1994](#) (Cwlth)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

## 8 FEEDBACK

- 8.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
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Administrator	Deputy Vice-President (Students) and University Secretary
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Notes	This document was formerly known as the Admission to CQUniversity Coursework Courses Policy and Procedure (last approved 28/03/2018).