

# ADMISSION TO CQUNIVERSITY COURSEWORK COURSES POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure is designed to meet the University's admissions requirements, academic policies, quality assurance standards, accreditation requirements and relevant administrative systems.

The procedures and minimum requirements are aligned to ensure the assessment of entry requirements is effective, efficient and of a high quality.

## 2 SCOPE

- 2.1 This policy and procedure applies to students applying for direct entry and to students applying for admission to postgraduate coursework and undergraduate courses of CQUniversity through a Tertiary Admissions Centre.

## 3 POLICY STATEMENT

- 3.1 The University will set out procedures to be followed in making direct offers of admission and offers of admission through a Tertiary Admissions Centre to postgraduate coursework, undergraduate and enabling courses at CQUniversity.

## 4 PROCEDURE

### Entry requirements – domestic students

- 4.1 Application requirements for domestic students are:
- a) Undergraduate places for domestic students are offered through the Queensland Tertiary Admissions Centre (QTAC), the Universities Admission Centre (UAC), the Victorian Tertiary Admissions Centre (VTAC) or the South Australian Tertiary Admissions Centre (SATAC), or through direct entry for Western Australia applicants and enabling students.
  - b) Applications for approved undergraduate courses, postgraduate coursework, honours, cross-institutional, single non award units, and enabling courses are assessed by the University for direct entry.
- 4.2 The Manager, Student Admissions and Advice Centre may specify a minimum entry level below which places may not be offered, and may specify minima for individual courses and/or campuses.
- 4.3 Offers shall be made only through a Tertiary Admissions Centre or directly by the Manager, Student Admissions and Advice Centre.
- 4.4 To be eligible for a place, an applicant:
- a) must have met the minimum criteria for standard admission as approved by Academic Board and specified by the University:
    - for year 12 applicants – OP or ATAR
    - for mature age applicants – Alternative Admission, or
    - for all other applicants – Special Admission.
  - b) must have fulfilled to the satisfaction of the Manager, Student Admissions and Advice Centre, any other requirements specified in Recommended Prior Study and Other Requirements for entry, e.g. audition or interview, and must meet the Academic Board approved [English Language Proficiency Requirements Policy and Procedure](#) including any course-specific requirements, and
  - c) must declare their citizenship status; applicants who provide inaccurate, incomplete, fraudulent or misleading information concerning their citizenship status shall have their offer of admission revoked.
- 4.5 Eligibility for admission into a course does not guarantee selection into a course.
- 4.6 The following considerations are given to applications for entry into quota-based courses.
- a) The Manager, Student Admissions and Advice Centre, following consultation with the relevant Deputy Vice-Chancellor or Dean, will set a quota of places for each course and for each campus to be made available to applicants qualified for a domestic quota place and to full-fee paying students.
  - b) An agreed number of quota-based places will be allocated to Skills for Tertiary Education Preparatory Studies (STEPS) and Tertiary Entry Program (TEP) graduates as determined by the Head of Course for each school and the Head of Course (STEPS/TEP) in accordance with the 'Requirements for Direct Entry' document.
  - c) Offers will be made to qualified applicants in order of merit until the quota set for each course is filled. In determining the order of merit, each applicant's qualifications will be assessed.
  - d) Persons enrolled as full-fee paying international or domestic students will not be eligible to occupy a Commonwealth-funded quota place.

### Pathway courses and articulations

- 4.7 Students who have completed the Start Uni Now (SUN) course must have also successfully completed year 12 or equivalent.

- 4.8 Students can articulate to CQUniversity by applying for direct admission and do not need to reapply through QTAC, UAC, VTAC or SATAC. 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. Students who have completed the STEPS/TEP courses will gain entry in accordance with the established 'Requirements for Direct Entry' document.
- 4.9 CQUniversity offers a number of dual offer qualification courses in partnership with a number of tertiary institutes (i.e. registered TAFE institutes and other vocational education and training providers).
- 4.10 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. Applicants must first apply for the dual qualification through a Tertiary Admissions Centre (QTAC, UAC, VTAC or SATAC).
- 4.11 Dual offer qualification courses provide students with a credit transfer from their tertiary institute study into university level study at CQUniversity. This shortens the length of study required to obtain a Bachelor degree. Once admitted, students can apply for a credit transfer by lodging a [Credit Transfer Application Form](#).
- 4.12 No offer will be made for a commencement date later than two years from the time the offer is made except in the case of students following a recognised articulation or pathway.

### **Admission of full-fee-paying applicants**

- 4.13 The following individuals will not be eligible for Commonwealth supported place in a CQUniversity 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.

### **Admission criteria – international students**

- 4.14 To be eligible for admission, international applicants intending to study on a student visa:
- must undergo screening by the University to satisfy its determination of the 'Genuine Temporary Entrant' and 'Genuine Student' criteria as defined by the [Department of Home Affairs](#) prior to assessment of University entry requirements, and
  - must have met the Academic and English Language proficiency entry requirements for the course as stated in the CQUniversity [Student Handbook](#) and as approved by the Academic Board. International English Requirements are specified on the [CQUniversity International Website](#) as required by the [Education Services for Overseas Students \(ESOS\) Act 2000](#). For pathway courses additional information is required.

### **Exemption from prerequisites**

- 4.15 An applicant who has undertaken study at another tertiary institution that, in the opinion of the Manager, Student Admissions and Advice Centre or relevant Deputy Vice-Chancellor, is of a standard equal to or better than that specified by the University, may be exempted from such prerequisites and other requirements as they may determine.
- 4.16 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.

### **Selection – international students**

- 4.17 International students 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.

## Offers for future entry

- 4.18 International students currently in Australia will not be offered for a commencement date more than one year in advance, except in the case of students following an approved recognised articulation or pathway.

### Entry requirements

- 4.19 The University's Academic Board approves the academic entry requirements, including any English Language proficiency standards, to be met by students. All applicants must satisfy the requirements specified for admission by the University.

## Non-award admission

- 4.20 A person who seeks to enrol for a unit/s but does not seek to enrol for a course leading to a degree or other award of the University may enrol only if the person would be eligible for admission to a place, unless the Manager, Student Admissions and Advice Centre determines otherwise. Clinical or placement units will not be considered.

## Cross-institutional admission

- 4.21 Students enrolled in undergraduate or coursework postgraduate courses at other tertiary institutions may apply to undertake CQUniversity units for credit towards their award courses. Such students will be eligible for admission, unless the Manager, Student Admissions and Advice Centre determines otherwise. Clinical or placement units will not be considered.

## Readmission of former CQUniversity students

- 4.22 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).
- 4.23 Students whose enrolment in a course has been cancelled, and who wish to recommence their studies in that same course, may apply directly to CQUniversity for readmission. Such students will be eligible for admission, unless the Manager, Student Admissions and Advice Centre determines otherwise. This clause does not apply to students in cases where:
- course quotas require students to reapply through a Tertiary Admissions Centre (QTAC, VTAC, SATAC or UAC), or
  - a period of 10 years or more has lapsed since the student first enrolled in the course (or its earlier equivalent course).
- 4.24 Students whose enrolment has been terminated under Monitoring Academic Progress (MAP) Stage 3 and are applying for early readmission will only be considered for an early readmission if insufficient units are available in the specified term of re-enrolment to allow progression.

## Change of course

- 4.25 Any student may apply for a change of course. To be eligible for a change of course, students must have successfully completed at least one unit in their current course, and be eligible for admission into the new course as per the relevant course requirements.
- 4.26 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 (QTAC, VTAC, SATAC or UAC).
- 4.27 International students may change their course by completing and submitting a Change of Course Application through the [International Online Application System](#).

## Refusal of admission for non-academic reasons

- 4.28 The University may, in its discretion, refuse admission to, withdraw an offer to, or cancel an enrolment of an applicant who would otherwise be eligible for admission where it reasonably believes that:
- a) the applicant or their presence poses a risk to CQUniversity students and/or staff or the wider CQUniversity 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](#), or
  - f) the applicant would be unable to meet the course or unit requirements, including but not limited to attendance or group participation requirements.
- 4.29 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.
- 4.30 Before deciding to refuse admission, withdraw an offer or cancel an enrolment for a domestic student, the Manager, Student Admissions and Advice Centre must give the applicant an opportunity to provide written reasons why they should be permitted to attend the University.

## Review

- 4.31 An unsuccessful applicant for a place, who considers the University failed to properly assess their application, may seek a review of their case by the Student Admissions and Advice Centre. If the unsuccessful applicant is dissatisfied with the outcome of the review, they may seek a further review by the Manager, Student Admissions and Advice Centre.
- 4.32 In relation to decisions made by the Manager, Student Admissions and Advice Centre to refuse admission, withdraw an offer or cancel an enrolment pursuant to 4.30, the unsuccessful applicant may seek a review of that decision by the Deputy Vice-Chancellor (Student Experience and Governance).
- 4.33 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 International Admissions Coordinator. If the student is dissatisfied with the outcome of the review, they may seek a further review by the International Director or nominee.

## Completion of studies

- 4.34 For the University's coursework courses, the maximum time for completing courses taken from the term of first enrolment in the course will be as follows:
- 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, unless otherwise specified in the course rules.
- 4.35 The relevant Dean of School offering the course has discretion to allow a student to extend their enrolment in the course beyond the maximum time above. The Dean of School may exercise that discretion in the student's favour where the student is, within one or two units of completion of the award, will be no more than 12 months beyond the deadline, and has given a firm commitment to finish within the extended deadline.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Deputy Vice-Chancellor (Student Experience and Governance) has responsibility for overall implementation of this policy and procedure.
- 5.2 The Manager, Student Admissions and Advice Centre is responsible for implementing the associated procedures and audit checks to ensure compliance with this policy and procedure.

### Reporting

- 5.2 No additional reporting is required.

### Records management

- 5.3 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

## 6 DEFINITIONS

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

## 7 RELATED LEGISLATION AND DOCUMENTS

[Articulation Policy and Procedure](#)

[Autonomous Sanctions Act 2011](#)

[Australian Qualifications Framework \(AQF\)](#)

[Central Queensland University Act 1998 \(Qld\)](#)

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

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

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

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

[Higher Education Support Act 2003](#)

National Office of Overseas Skills Recognition (NOOSR) in the [Department of Education and Training](#)

## 8 FEEDBACK

University staff and students may provide feedback about this document by emailing the policy office at [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Director, Student Experience
Next Review Date	28/03/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 26/07/2006
Amendment Authority and Date	Executive Director (Corporate Services) 29/02/2008; Academic Board 24/05/2009; Acting Executive Director (Corporate Services) 28/09/2009; Academic Board 24/02/2010; Academic Registrar 27/07/2010; Academic Board 18/04/2012; Academic Registrar 9/05/2012; Academic Board 17/04/2013; Academic Board 6/07/2016; Academic Board 20/12/2016; Academic Board 28/03/2018.
Notes	