

# Admissions Policy

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## INTRODUCTION

The University is committed to maintaining high academic standards in its courses by identifying applicants who are eligible to be considered for admission and selecting from among applicants those likely to succeed in its courses.

This policy is intended to provide a broad framework and a set of principles for determining admission for courses of the University, consistent with requirements and guidelines of the Australian Qualifications Framework Implementation Handbook, Principles for the Provision of Education by Australian Universities (Universities Australia), Provision of Education to International Students, Code of Practice and Guidelines for Australian Universities (Universities Australia) and [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students](#).

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#);
- [Standards for Registered Training Organisations \(RTOs\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

## INTENT

This policy applies to domestic and international applicants seeking entry into any course offered by the University. This includes higher education coursework, research, Vocational Education and Training (VET) award and non-award courses of study offered by the University.

## RELEVANT DEFINITIONS

In the context of this document

**Admission** means the act of admitting an applicant into a course of the University, following submission and assessment of an application;

**Applicant** means a person applying to the University for admission into a course;

**Unit** means a single component of a qualification, or a stand-alone unit, that has been approved / accredited. A unit may also be called a 'module', 'subject', 'unit of competency' or 'accredited unit';

**Course** means a program of study formally approved/accredited and which leads to an academic award of the University;

**Course offering** means an accredited program of study for a specific teaching period, mode and location;

**Coursework** means any accredited higher education course offered at the University which is not classified Higher Degree Research;

**Direct admission** means the process of admitting a student via direct application to the University rather than via the South Australian Tertiary Admission Centre (SATAC) or other externally managed batch processes. Direct admissions also includes offers made by one of the University's authorised agents;

**English Language Proficiency** means the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their program of study. International applicants must meet meeting the University's defined English Language requirements, in order to be eligible for admission;

**Exclusion** means exclusion from enrolment at the University for a minimum period of one (1) year, after which period the student must reapply for admission if they are seeking re-enrolment;

**International student** means a student who is a temporary resident (visa status) of Australia; a permanent resident (visa status) of New Zealand; or a resident or citizen of any other country;

**Non-award course** means a course of study that does not lead to an award;

**Offer** means the formal notification stating that the University is offering an applicant a place in a nominated accredited course offering under specified conditions, such as location, mode of study, whether the offer is for a Commonwealth supported place, a domestic fee-paying place or an international student place;

**Postgraduate course** means a course of study that leads to the award of a Graduate Certificate, Graduate Diploma, Masters and Doctorate, which are at Level 8, 9 or 10 in the Australian Qualifications Framework;

**Research** comprises systematic experimental and theoretical work, application and/or development that results in an increase in the dimensions of knowledge;

**Quota** means the number of places available in a course for students to commence study in a particular study period;

**UK NARIC** means the Agency, working on behalf of the United Kingdom (UK) Government, responsible for providing information, advice and expert opinion on qualifications worldwide, including the comparison of international qualifications;

**Undergraduate Medicine and Health Sciences Admission Test (UMAT)** means the test which assess the qualities deemed to be important to the study and practice of medicine and the health sciences and is used to assist in the selection of domestic undergraduate students;

**Undergraduate** course means a course of study that leads to the award of a Diploma, Advanced Diploma, Associate Degree or a Bachelor Degree (pass, honours or graduate entry) which are at Level 5,6,7 and 8 of the Australian Qualifications Framework; and

**VET** means Vocational Education and Training

## **POLICY**

The University aims to attract, select and retain a diverse range of students who are academically capable. To achieve this, the University has established:

- Minimum admission requirements that seek to ensure that all commencing students have satisfied academic and English language requirement standards that demonstrate the potential for success in their course of study;
- Additional course specific admission requirements to ensure that commencing students have the appropriate academic knowledge required for success in a particular course of study; and
- Selection processes that ensure admission decisions are transparent, consistent and merit-based, with equity considerations taken into account, where appropriate.

Admission will also be consistent with the assessment of any overseas qualification by the National Office of Overseas Skills Recognition (NOOSR) or as documented in current Country Education Profiles issued by Australian Education International, UK NARIC or grades awarded under the European Credit Transfer System for completed courses.

## Principles

The University's Admissions Policy are designed to put into effect the following principles:

- Offers of admission are made to applicants who are judged to have the academic background, level of achievement and abilities to have a reasonable expectation of success in the course to which they are made an offer;
- Offers of admission may also take account of other factors such as demonstrated skills, commitment, employment history and specific achievements related to particular fields of endeavour;
- The University also seeks to provide pathways to persons who have experienced educational or social disadvantage and to address the under-representation of specific community groups in university education;
- In support of the University's commitment to remote and regional engagement, in its admissions, the University seeks to engage with and serve the residents of identified regions;
- The University may seek to achieve other strategic objectives through its admissions; and
- Where a quota limits the number of places in a course, places will be offered in order of merit based on the demonstrated achievement of applicants.

## VET Course Admission

Admission to a VET course will depend on the level of award the applicant is seeking admission to. The University will provide sufficient information to prospective VET students to ensure that applicants make informed decisions regarding enrolment. Applicants will be assessed where possible, prior to enrolment, to determine suitability and relevance of chosen course based on an individual's current competencies, such as:

- Existing educational attainment to determine the appropriateness of the course of study for the applicant;
- Capabilities, aspirations and interests with due consideration of the likely job outcomes from the development of new competencies;
- Prior learning, skills and experience that may result in Recognition of Prior Learning (RPL) or Credit Transfer (CT) in their chosen course;
- Appropriate level of Language Literacy and Numeracy (LLN) skills in order to achieve the competencies of the course, and determine additional support needs if required; and
- If applicable, appropriate digital capability, necessary to be successful.

## Undergraduate Admission

Applicants for admission to undergraduate higher education course will normally have achieved results acceptable to the University in one (1) or more of the following:

- Successful completion of the Northern Territory Certificate of Education and Training (or equivalent) and the awarding of an Australian Tertiary Admissions Rank (ATAR) at the required level approved for admission;
- Successful completion of a national qualification at Certificate IV level or higher;
- Successful completion of at least 0.5 year of full-time study (or equivalent) of a higher education degree/diploma;
- Overseas secondary or tertiary qualifications considered equivalent to the above Australian qualifications;
- Attainment of a [Special Tertiary Admissions Test](#) (STAT) score at the required level approved for admission;
- Successful completion of forty (40) credit points in the University's [Tertiary Enabling Program](#) (TEP) or other recognised bridging or tertiary preparation course; and/or
- Submission of an acceptable personal competencies statement and/or employment experience, in exceptional circumstances only.

## Honours Admission

Entry requirements vary from course to course. Applicants for admission to a Bachelor Honours course will normally have achieved defined results acceptable to the University in a Bachelor Degree from the University or a comparable degree from another university.

## Graduate Entry Bachelor or Postgraduate Coursework Admission

Entry requirements vary from course to course. Applicants for admission to a Graduate Entry Bachelor course or Postgraduate Coursework course will normally have achieved results acceptable to the University in one (1) or more of the following:

- A completed Bachelor Degree awarded by an Australian university, or an appropriate educational qualification, deemed by the University to be equivalent;
- Completion of a postgraduate qualification; or
- Completion of an approved professional qualification; and
- Satisfies any course prerequisites or additional selection criteria prescribed for a particular course.

Admission may be approved on the basis of such criteria as professional qualifications with supporting evidence of significant accomplishment in exceptional circumstances and for specific courses only.

Applicants may also satisfy admission requirements by providing appropriate evidence of general and professional qualifications or vocational experience such as in business, industry or the professions or in the community that satisfies the University that the applicant possesses the capacity to pursue graduate studies.

## Higher Degree by Research Admission

Applicants for admission to candidature for the qualification of Masters by Research will normally have achieved results acceptable to the University in one (1) or more of the following:

- A Bachelor Honours Degree with first class Honours or second class Honours;

- A Masters by Coursework or Extended Masters which contains a substantial research component; or
- Equivalent qualifications or research output in accordance with the *HDR Admissions and Enrolment Procedure*

Applicants for admission to candidature for the qualification of Doctor of Philosophy will normally have achieved results acceptable to the University in one (1) or more of the following:

- A Bachelor Honours with first class Honours or second class Honours division A;
- A Masters qualification which contains a substantial research component; or
- Equivalent qualifications or research output in accordance with the *HDR Admissions and Enrolment Procedure*

### Additional Requirements for Admission

In addition to the minimum academic requirements for admission stated in this policy the University may also set further requirements for admission to courses. These may include, but are not limited to:

- An audition;
- An interview;
- Submission of a curriculum vitae or résumé;
- Submission of a portfolio of work; or
- An additional external test score, such as the Undergraduate Medicine and Health Sciences Admission Test

### English Language Admission Requirements

International applicants are required to demonstrate the minimum [English language proficiency](#) requirements for their chosen course of study. These entry requirements will normally be specified in the form of a minimum International English Language Testing System (IELTS) score

Where applicable, international applicants must also satisfy the Department of Immigration and Border Protection (DIBP) English language proficiency (ELP) requirements for student visa applications.

### Alternative Entry Pathways

To promote diversity and equity in student selection, the University will take into account factors other than formally recognised educational attainment, when determining an applicant's eligibility for entry to the University. Eligible applicants may be admitted on the basis of:

- Approved equity programs including the Indigenous Alternative Entry program for Aboriginal and Torres Strait Islander applicants. Applications made on the basis of this program are made directly to the University;
- Pathways into courses for applicants who have studied successfully at TAFE or VET in Australia, or at tertiary institutions in Australia or elsewhere and may establish quotas for such applicants;
- Tertiary preparation courses including the University's Tertiary Enabling Program (TEP) and Preparation for Tertiary Success (PTS); or
- Entry pathways such as the Special Tertiary Admissions Test (STAT).

## Deferred Admission

The University may grant deferred admission to domestic applicants for some undergraduate and postgraduate coursework courses for either one (1) year or one (1) semester, from the time the offer is applicable. Where a course is not available for deferment, this will be clearly advised at the time of application for admission and on the offer letter.

## Discretion to Refuse Admission

In its absolute discretion, the University may refuse admission to an applicant to any course where it believes that:

- The applicant has previously been excluded from the University for any reason;
- The applicant is currently indebted to the University;
- The applicant has been excluded or had their enrolment cancelled at any other Australian university;
- The applicant is under fifteen (15) years of age (VETIS students may be 14);
- The applicant is deemed a non-genuine temporary entrant;
- The applicant or the presence of the applicant poses a risk to the students and/or staff of the University or the wider University community;
- The applicant may prejudice the reputation, management, good governance or discipline of the University;
- The applicant has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other tertiary educational institution;
- The applicant would not be able to lawfully enter University premises for all or part of the duration of a course by reason of a court order; and/or
- The applicant would be unable to meet the requirements of a course, including but not limited to attendance or group participation requirements.

The applicant will be notified in writing within fourteen (14) days of any decision to refuse admission under this clause. Applicants dissatisfied with a decision to refuse admission may lodge a complaint with the Complaints Management Unit within ten (10) business days of receipt of the notification.

## Course Duration

The University will normally offer each course in line with the course information given at the time of admission, including course duration. The University reserves the right not to offer additional unit availabilities in order to enable students to complete a course in less than the minimum full-time duration, although where this is possible, students may be able to do so.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Common Course Rules - Associate Degree](#)

[Common Course Rules - Bachelor Degree](#)

[Common Course Rules - Bachelor Honours Degree](#)

[Common Course Rules - Diploma](#)

[Common Course Rules - Doctor of Philosophy](#)

[Common Course Rules - Graduate Certificate](#)

[Common Course Rules - Graduate Diploma](#)

[Common Course Rules - Masters by Coursework](#)

[Common Course Rules - Masters by Research](#)

[VET Course Admissions Procedures – Domestic Students](#)

## External

[Australian Qualifications Framework](#) (Commonwealth)

[Australian Skills Quality Authority](#) (Commonwealth)

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

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Commonwealth)

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

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

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Commonwealth)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Nov 2020
<b>Sponsor:</b>	Pro Vice-Chancellor, Education and Student Success		
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Version	Date Approved	Approved by	Brief Description
1.00	23 Sep 2013	Academic Board	Creation of original document and upload to CDU website.
2.00	20 Nov 2017	Academic Board	<ul style="list-style-type: none"> <li>• Amended document name from Higher Education Coursework admissions Policy to Admissions Policy to be inclusive of VET, HE and Postgrad and Research courses offered by the University</li> <li>• Added addition information regarding VET and Research admissions</li> <li>• Amended Discretion to Refuse Admission</li> </ul>
2.01	15 Dec 2017	Governance	Conversion to new Governance template due to new University branding