

# Admissions Policy

## Section 1 - Purpose and Context

(1) Admission into the University of Western Sydney is determined on the basis of academic merit or the capacity for university level study. The University recognises that this can be measured by formal qualifications and by means other than formally recognised educational attainment.

(2) The University undertakes to assess all applicants through policies and procedures that are fair and equitable.

(3) All on-shore and off-shore students admitted to the University are required to abide by the relevant University policies and procedures, the Code of Conduct, and the accepted academic conventions in their field/s of study. There are consequences for failing to follow these conventions. All University policies can be viewed via the [UWS Policy DDS](#).

## Section 2 - Definitions

(4) Nil.

## Section 3 - Policy Statement

### Admissions Rules and Procedures

(5) This section provides information for staff and prospective students on the University's rules and procedures relating to admissions.

#### Undergraduate Admission

(6) To be considered for admission to the University for an undergraduate course leading to a degree, applicants must:

- a. be eligible for admission to the University;
- b. have lodged an application for admission to the University;
- c. have satisfied any course prerequisites or additional selection criteria established for entry to a particular course; and
- d. have been selected for enrolment in a course.

(7) Applicants may be regarded as eligible for admission if they:

- a. have completed the NSW HSC and attained the required UAI (Universities Admission Index), or ATAR (Australian Tertiary Admission Rank), or equivalent set by the University for a particular course;
- b. have obtained a competitive score via the Special Tertiary Admissions Test (STAT);
- c. have completed equivalent secondary qualifications either interstate or overseas and attained the required entrance standard;
- d. have completed other equivalent qualifications and/or vocational experience and attained the required entrance standard set by the University. This may include bridging/preparatory courses, para-professional and

other post-secondary qualifications;

- e. have alternative admission schemes approved by the University - refer to Alternative Entry Pathways; or
- f. are eligible to be considered via approved equity programs - refer to Alternative Entry Pathways.

(8) Where an applicant has completed studies in a language other than English, the University may require the applicant to demonstrate a satisfactory command of the English language.

(9) The University may apply quotas on the number of admissions to any particular course.

(10) A successful applicant who subsequently enrolls in a particular course of the University is subject to all relevant rules and requirements of the course and more broadly, the University.

(11) A successful applicant may enrol as a full time candidate or as a part time candidate.

(12) Applicants should also refer to Suspension or Exclusion from a Tertiary Higher Education Provider.

### **Domestic Admission (Australian Citizens, New Zealand Citizens and Permanent Residents)**

(13) All applications for undergraduate admission to the University are in normal circumstances processed through the [Universities Admissions Centre \(UAC\)](#) unless stated in the clauses regarding Direct Admission.

(14) Applications should be received by UAC by the nominated closing date. After this date applications will incur a non-refundable late lodgement fee. More information can be found on the Universities Admissions Centre website.

(15) Information on any additional course pre-requisites or selection criteria that must be met is available in UAC publications. These may include a test, an interview, audition, submission of a portfolio or application by an early closing date.

### **Direct Admission**

(16) Under certain circumstances applicants will need to apply directly to the University. These include applicants for courses which are not listed in the UAC Guide, Honours programs (see Honours Admission), or Overseas applicants (see Overseas Student Admission). Direct applications from domestic students for courses which are listed in the UAC Guide will be considered by the Academic Registrar. Applications must be made by the published due date.

(17) Applicants who wish to be admitted under the Aboriginal and Torres Strait Islander Access Scheme may apply directly to the University through the Admissions Unit within the Academic Registrar's Office.

### **Alternative Entry Pathways**

(18) The University recognises that admission to University, when determining an applicant's eligibility, must take account of factors other than formally recognised educational attainment.

(19) Applicants therefore may be admitted on the basis of:

- a. Approved equity programs including the Badanami Alternative Entry Program for Aboriginal and Torres Strait Islander applicants. Applications made on the basis of this access scheme are made directly to the University.
- b. Tertiary preparation courses including the foundation and diploma courses offered through the UWSCollege. Please refer to the UWSCollege web pages for more information on these opportunities. Applications to UWSCollege foundation studies are made direct to UWSCollege. Applications to diploma courses are made through UAC.
- c. Entry pathways such as the Special Tertiary Admissions Test (STAT). More information on the STAT is on the UAC web site and applications are made through UAC.

## **Deferred Admission (Domestic Undergraduate)**

(20) The University may grant deferred admission to a particular undergraduate course (or a course deemed by the University to be equivalent) for one year only from the time the offer is applicable.

(21) The University may charge a fee for the lodgement of a deferment request.

(22) Applicants in receipt of a letter of offer who wish to defer must submit a request in writing to the Admissions Unit within the Academic Registrar's Office no later than the published date (published on the UWS web site).

(23) Applicants who originally applied through UAC must reapply through UAC. Applicants who originally applied directly to the University, must reapply to the University.

## **Overseas Student Admission**

(24) In addition to the academic requirements laid down in the relevant sections of the Calendar applicants who are not Australian or New Zealand citizens or permanent residents of Australia must also satisfy the following:

- a. must pay the full cost of their tuition and support and meet all other expenses associated with their education;
- b. enrol on a full time basis (unless studying on other than a student visa); and
- c. demonstrate that they have a satisfactory command of the English language. Where English is not the first language or where an applicant has completed studies in a language other than English, it is necessary to demonstrate proficiency in English by achieving a prescribed level in an approved English examination. The approved English Language tests include the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL) and the Combined Universities Language Test (CULT).

(25) Other tests of English Language Proficiency may be acceptable. Advice must be sought from [UWS International](#).

(26) Overseas students sitting an Australian Year 12 examination in Australia or the International Baccalaureate in Australia must apply through UAC.

(27) All other overseas students apply for admission directly to the University. An application fee may apply.

(28) Overseas students who have received a letter of offer, who applied for a particular intake, but miss out due to the application of a quota, will be offered a place in the next intake.

(29) More information for overseas students can be found on the [UWS website](#).

## **Honours Admission**

(30) The University may regard an applicant as eligible for admission if:

- a. they meet the requirements of the [Honours in Bachelors Awards Policy](#) and associated School Guidelines;
- b. The lapse of time since an applicant qualified for the award of the previous degree is deemed appropriate; and
- c. The applicant has no prior record of failing to qualify for an honours award in the same academic discipline.

(31) Applications must be received by the published date.

## **Postgraduate Coursework Admission**

(32) The University will consider an applicant for admission to a postgraduate award by coursework, if the applicant:

- a. has qualified for a bachelor degree of the University or for an equivalent qualification from an approved higher education provider relevant to the chosen area of study; or

- b. provides appropriate evidence of general and professional qualifications or vocational experience that satisfies the University that the applicant possesses the capacity to pursue graduate studies; and
- c. has satisfied any course prerequisites or additional selection criteria prescribed for a particular course.

(33) Where an applicant has completed studies in a language other than English, the University may require the applicant to demonstrate a satisfactory command of the English language.

(34) The University reserves the right to refuse admission if the University deems there are insufficient enrolments to make the course viable (also see Offer of Places).

(35) A successful applicant who subsequently enrolls in a particular course for which admission was sought, is then subject to all relevant rules and requirements.

(36) A successful applicant may enrol as a full time candidate or as a part time candidate.

(37) Applicants should also refer to clause 60 regarding suspension or exclusion from a higher education provider.

### **Domestic Postgraduate Admissions (Australian Citizens, New Zealand Citizens and Permanent Residents)**

(38) All applications for postgraduate admissions to the University are, in normal circumstances processed through the [University Admissions Centre \(UAC\)](#) unless stated in Direct Admissions.

(39) Applications should be received by UAC by the nominated closing date. More information can be found on the [Universities Admissions Centre website](#).

(40) Information on any additional course pre-requisites or selection criteria that must be met, is available in UAC publications and on the UWS website. These may include an interview, audition or submission of a portfolio.

(41) Many postgraduate courses are fee paying. Commonwealth supported places may be available within certain areas.

(42) More information may be found at the [UWS website](#).

### **Admission to Higher Level Nested Awards**

(43) UWS students, upon completion of a lower level nested award, can apply for transfer to the higher level award. If a student chooses to graduate from a lower level award, they will then need to re-apply for the higher level award. The previously completed units within a nested award will be noted on the academic transcript as advanced standing. (Refer to the University's [Postgraduate Coursework Policy](#)).

### **Deferred Admission (Postgraduate Coursework)**

(44) Deferment by domestic applicants is not available for postgraduate coursework programs.

### **Research and Higher Degrees Admission**

(45) For rules and procedures for admission into Research and Higher Degrees please see:

- a. [Research Masters \(Honours\) Policy](#)
- b. [Professional Doctorate Policy](#)
- c. [Doctor of Letters and Doctor of Science Degrees Policy](#)
- d. [Doctor of Philosophy \(PhD\) Policy](#)

## **Non-award and Unitrack Admission**

(46) A person who wishes to complete single units offered by the University without undertaking an award may apply for admission as a non-award student. Non award admission provides applicants with the opportunity to try university studies or to undertake professional and personal development.

(47) The Non-award - UniTrack program is an option for applicants if they have previously missed out on gaining a place at university and wish to make themselves more competitive for university entry.

(48) A fee is applicable for each unit studied.

(49) A person who fails all units studied at UWS under the Non-award - UniTrack scheme in a 12 month period will be ineligible to enrol for non-award study in future Sessions.

(50) Non-award students must comply with all relevant University policies, rules and procedures.

(51) The successful completion of non-award units will provide applicants with an opportunity to obtain an academic ranking that can be assessed as part of their UAC application. In some circumstances the University may recognise the successful completion of non-award units towards an award course as advanced standing.

## **Re-admission of Former UWS students**

(52) Students who wish to re-enrol after they have ceased study in a course, and if they have not taken formal leave of absence under Part G, "Leave of Absence," of the [Enrolments Policy](#), must apply formally for readmission through the Universities Admissions Centre (UAC).

(53) Readmission to the same course of study or an equivalent course of study will be at the discretion of the University and subject to course availability at the time of the student's application.

(54) Students who need to cease study in a course but who know they will wish to continue their studies in the future should seek the advice of the relevant Academic Course Advisor or Director of Academic Program before discontinuing their studies.

## **Cross-institutional Admission**

(55) Students enrolled in another institution may apply to undertake UWS units for advanced standing towards their award course.

(56) The same student contribution payment rules apply to the student as apply at the home higher education provider.

(57) Applicants may apply in writing directly to the University on the appropriate application form through the Admissions Unit by the advertised dates for application. Overseas students may apply to the UWS International by completing the standard course application form available on the [UWS website](#).

(58) Any application must be accompanied by documented approval from the other institution stating that the units will be accepted for advanced standing at the home institution, and must be lodged prior to advertised closing date.

## **Suspension or Exclusion from a Higher Education Provider**

(59) An applicant who is suspended or excluded from UWS or any other higher education provider will only be considered for admission if the period of their suspension or exclusion will have been served before the commencement of study.

## **Offer of Places**

(60) Offers of places within courses are made by the Academic Registrar or nominee, in accordance with the rules, resolutions, policies and procedures set down by the University.

(61) All offers are made in writing and acceptance must be made in accordance with the procedures for admissions and enrolments, the dates by which the procedures are to be conducted or completed, and the date by which any fees and charges are to be paid.

(62) The University reserves the right to withdraw an offer and cancel the enrolment of any person where an offer is made on the basis of incomplete or inaccurate information supplied by the applicant or certifying authority.

(63) The University reserves the right to impose intake quotas on any course, or withdraw an offer if there are insufficient enrolments to make the course viable, or where an error has been made in assessing or processing the application.

(64) Complaints relating to the offer of places will be managed as per the University's [Complaints Handling and Resolution Policy](#).

## **Section 4 - Procedures**

(65) Nil.

## **Section 5 - Guidelines**

(66) Nil.

## Status and Details

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