

Admissions (Coursework) Policy

Section 1 - Purpose

(1) To specify the principles that govern the admission of students to an approved preparatory, undergraduate or postgraduate course.

Background

(2) Macquarie University offers a range of preparatory, undergraduate and postgraduate awards and is committed to principles of social inclusivity and equity when admitting students. Successful applicants will be assessed by the University as having a reasonable expectation of successfully completing the chosen award.

Scope

(3) This Policy applies to commencing domestic and international students applying for entry into a preparatory, undergraduate or postgraduate course and to staff involved in the recruitment and administration of these students.

Section 2 - Policy

Principles for Admission

(4) The University will assess all applicants through fair, equitable and documented policies and procedures and defined admission criteria.

(5) To be selected for entry to the University as a student for a coursework award, applicants are required to meet admission requirements.

(6) Admission to the University will be either:

- a. by a direct application to the University to a specified course of study or entry course; or
- b. indirectly via application through the [Universities Admissions Centre \(UAC\)](#); or
- c. indirectly via application through an official representative.

(7) The University reserves the right to regulate the admission of applicants to all courses.

(8) Applicants who meet admission requirements are not necessarily guaranteed admission to a course, as places may be limited.

(9) The University may charge an application fee.

(10) The University reserves the right to withdraw an offer or cancel the enrolment of a student where an offer is made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or certifying authority. Any fees paid may be forfeited.

Criteria

(11) The University recognises that formal educational qualifications may not always be the best indicator of aptitude or ability to undertake tertiary studies, and is committed to considering a wide range of academic and non-academic attributes in determining admission.

(12) The University will consider recognised Prior Learning (including Formal, Informal and Non-Formal learning) when determining entry to a course and/or the granting of Credit, in accordance with the [Recognition of Prior Learning Policy](#) and the [Assessing Recognition of Prior Learning Applications Procedure](#).

Courses of Study

(13) Applicants will be admitted to the current curriculum of an approved course.

(14) The University reserves the right to withdraw an offer of admission if the course ceases to be offered prior to commencement.

(15) Courses that have specific currency and/or practical, clinical or professional requirements are listed in Schedules to the [Academic Progression Policy](#) and may have additional conditions for enrolment. These conditions may include meeting course specific inherent requirements.

(16) Applicants should review the course-specific inherent requirements prior to admission and be satisfied that they can meet these requirements. Further information is available in the [Appendix 1: Inherent Requirements Statement](#).

International Applicants

(17) International applicants who meet admission requirements are also required to meet any criteria imposed under Australian Commonwealth or State legislation or regulation.

(18) Students who will be under the age of 18 at the commencement of study, must meet care, accommodation and welfare arrangements as stipulated by the Australian Commonwealth Government.

Approvals

(19) Academic Senate will determine and approve admission requirements for courses.

(20) The Vice-Chancellor, on recommendation of the Revenue and Student Numbers Planning Group, will approve the annual schedule of tuition fees and charges.

(21) Applicants who do not meet admission requirements may, on a case by case basis, be approved for entry to a specific course by the Domestic Admissions Manager or International Admissions Manager as the authorised agent of the Deputy Vice-Chancellor (Academic) and Pro Vice-Chancellor (International) respectively, in consultation with the Executive Dean of the Faculty or Director, Macquarie University International College and English Language Centre (or their nominated officers).

Appeals

(22) Appeals against an unsuccessful application for admission will be considered in accordance with the [Academic Appeals Policy](#).

Deferring an Offer of Admission

(23) The University will determine the grounds upon which an applicant may defer their offer.

(24) Students taking up their deferred offer will be admitted to the current curriculum of their course, provided that

the course has not been discontinued or is currently inactive in which case they will be offered admission to a comparable course.

Expiration of Offers

(25) The University reserves the right to set expiry dates on offers.

Discontinuation and Readmission

(26) Students who have no effective enrolment beyond the study period census date are considered to be absent from their course, but may resume their studies if the absence is not greater than 2 years (meaning 24 consecutive months from the end date of their last enrolment period at Macquarie). Students who have not had an effective enrolment within this timeframe will be discontinued.

(27) Discontinued students seeking readmission to their incomplete course must reapply through [UAC](#) or directly to Macquarie. Admission is competitive. If offered admission, students will be admitted to the current curriculum of their course.

Section 3 - Procedures

(28) Refer to the:

- a. [Admission of Domestic Applicants to Courses Procedure](#); and
- b. [Deferment of a Course Offer Procedure](#).

Section 4 - Guidelines

(29) Nil.

Section 5 - Definitions

(30) Commonly defined terms are located in the University [Glossary](#). The following definitions apply for the purpose of this Policy:

- a. Award means the qualification resulting from the satisfactory completion of a specific Course of Study. Also known as qualification or degree.
- b. Course or Course of study means the minimum sequence of required study which would enable a student to qualify for an award, including both the general requirements of a specific award and the specific requirements of a qualifying major or specialisation where applicable.

Status and Details

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Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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