Admission Policy

Section 1 - Purpose

(1) This Policy specifies the principles that govern the admission of students to an approved undergraduate or postgraduate course of study, enabling or preparatory program, study abroad, English language (ELICOS) programs, or other academic offerings of the University.

Background

(2) Macquarie University offers a range of courses of study and programs and is committed to principles of social inclusion and equity when admitting students.

(3) This Policy complies with the following legislation, regulations, and instruments:

a. Higher Education Support Act 2003;
b. Higher Education Support Amendment (Job-Ready Graduates and Supporting Regional and Remote Students) Act 2020;
c. Higher Education Standards Framework (Threshold Standards) 2021;
d. Education Services for Overseas Students Act 2000; and
e. National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Scope

(4) This Policy applies to all prospective students applying for admission to Macquarie University courses of study or programs, including:

a. undergraduate and postgraduate courses of study;
b. courses offered through Open Universities Australia;
c. courses delivered through arrangements with an approved third-party partner (where applicable);
d. articulation arrangements with another education provider;
e. enabling programs and English language programs (ELICOS) offered by the Macquarie University College;
f. stand-alone units of study which are offered for credit; and
g. Macquarie university students applying to undertake a Study Abroad program.

(5) This Policy does not apply to:

a. students who are returning to study after a leave of absence or suspension (see Leave of Absence and Suspension of Studies Procedure and Course of Study Discontinuation Policy);
b. applicants to graduate research courses of study, including the Graduate Certificate and Graduate Diploma of Research (see Graduate Research Admissions Policy);
c. students of Macquarie University seeking internal transfer from one course of study to another (see Course Transfer Policy);
d. micro-credential participants or applicants (see Microcredentials Policy); or

e. students enrolled at other institutions seeking to undertake exchange, study abroad or cross-institutional study (see Enrolment Policy).

Section 2 - Policy

(6) The University will consider domestic students who will be 16 years of age or older or international students who will be 17 years of age or older at the time of commencing their study for admission to a Macquarie University course of study or program. The Deputy Vice-Chancellor (Academic) may approve the admission of younger domestic students in exceptional circumstances.

(7) The University will assess all applicants based on academic merit and/or capacity to participate in their intended study through fair, equitable and transparent policies and procedures that comply with all legislative and regulatory requirements.

(8) Academic merit and capacity for study can be measured by formal qualifications and by means other than formally recognised educational attainment.

(9) To be selected for admission into a course, program or other academic offering, applicants are required to meet approved admission criteria and any specified inherent requirements. Admission criteria and inherent requirements for individual courses are approved by Academic Senate and published on the Macquarie University website.

(10) Admission requirements will reflect the academic preparation and proficiency in English needed to participate in the intended study (see Admission Policy - Schedule 1 English Language Admission Requirements to Coursework and Non-Award Courses).

(11) Courses or programs 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 and Fitness to Practice requirements. Further information is available in Appendix 1: Inherent Requirements Statement.

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

(13) The University will assess Prior Learning (including formal, informal and non-formal learning) when determining whether an applicant meets specific requirements for entry into a course or program, in accordance with the Recognition of Prior Learning Policy.

(14) The admission systems will be administered in accordance with clear responsibilities and accountabilities. All decisions will be made fairly and transparently by University staff with the requisite skills, knowledge, and training.

(15) Admission to the University will be either:

a. by a direct application to the University to a specified course of study, program or other academic offering; or
b. indirectly via application through a Tertiary Admissions Centre such as the Universities Admissions Centre (UAC) or the Victoria Tertiary Admissions Centre (VTAC); or
c. indirectly via an authorised agent (see International Education Agent Policy).

(16) The University will offer a range of admission pathways that meet the needs of a diverse range of prospective students.

(17) Admission requirements, admission pathways and entry schemes will undergo quality assurance, enhancement and improvement through regular monitoring and review as per the Quality Assurance Framework Policy, the Course

of Study Monitoring and Review Policy, and the Course of Study Reaccreditation Policy.

(18) The University reserves the right to regulate the admission of applicants to all courses, programs and other academic offerings.

(19) Applicants will be admitted to the current curriculum of an approved course or program, unless there are extenuating circumstances which will be considered on a case-by-case basis and approved by the Deputy Vice-Chancellor (Academic) or their authorised agent as prescribed in the Delegations of Authority Register.

(20) Applicants who meet admission requirements are not necessarily guaranteed admission.

(21) The University may charge an application fee.

(22) 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. Where it is found that an applicant or certifying authority may have provided fraudulent or misleading information, it is to be reported in accordance with the Academic Integrity Policy.

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

(24) The University will maintain a separate procedure that provides further detail on how the University will administer the admission process for prospective students who are under 18 at the time of commencement of their studies (see Admission of Students under 18 Procedure).

(25) Additional requirements are imposed for international students who will be under the age of 18 at the commencement of study in accordance with the Education Services for Overseas Students Act 2000 and as specified in the Admission of Students under 18 Procedure.

Section 3 - Procedures

Part A - Admission Requirements

(26) Academic Senate determines and approves admission requirements for all award courses.

(27) Academic Senate will approve the minimum English language requirements and the accepted forms of evidence of English language proficiency for all award courses (see Admission Policy - Schedule 1 English Language Admission Requirements to Coursework and Non-Award Courses).

(28) Different admission requirements for a postgraduate course may be approved by Academic Senate to allow for variations in the volume of learning requirement needed to meet the course learning outcomes.

(29) Where a course of study has a fixed number of places available the Executive Dean of a Faculty or Director, Macquarie University College will set a quota for that course noting any applicable institutional minima set by Academic Senate, following consultation with the Education Strategy Committee and the Vice-President, Finance and Resources.

(30) Where a quota is in place for a course, admission will be competitive, and places will be offered in order of merit. Merit will be determined by relevant performance-based criteria as defined by the University, accounting for any specified adjustments on the basis of equity as outlined within Part C of this policy.

(31) Admission requirements will be monitored by the analysis of student performance, retention, and any other

relevant factors through processes outlined in the Course of Study Monitoring and Review Policy, and reviewed in-depth at least once every seven (7) years as part of the reaccreditation process as outlined within the Course of Study Reaccreditation Policy.

(32) Any change to admission requirements will not be applied to an applicant who has received an existing unconditional offer from the University.

Part B - Admission Pathways and Entry Schemes

(33) The University utilises admission pathways and entry schemes to create opportunities for entry to its courses and programs for prospective students across their diverse range of backgrounds and educational experiences.

(34) Admission pathways and entry schemes are approved by the Deputy Vice-Chancellor (Academic) as a component of their admission approval authority.

(35) Course and Faculty Authorities will consider which admission pathways are appropriate for a specific course of study and recommend these to the Deputy Vice-Chancellor (Academic) for approval.

(36) Walanga Muru will provide the Aboriginal and Torres Strait Islander Entry Pathway (ATSIEP) which offers opportunities for Aboriginal and/or Torres Strait Islander students to study undergraduate courses at Macquarie.

(37) Macquarie University College will provide enabling and preparatory educational opportunities that assist students to qualify for entry to higher awards.

(38) Admission pathways and entry schemes will be monitored by the analysis of student performance with the Pro Vice-Chancellor (Education) providing an annual report to Academic Senate and the Education Strategy Committee.

Part C - Adjustment Factors

(39) The Deputy Vice-Chancellor (Academic) will approve a range of adjustment factors that may apply to students seeking admission to courses of study via specific pathways or entry schemes.

(40) These adjustment factors do not include processes which are administered through the Universities Admissions Centre which address individual cases of applicant misadventure or disadvantage.

(41) Adjustment factors reflect an assessment by the University that a cohort of prospective students:

a. possess a specific quality that provides confidence to the University of their potential to successfully participate in their intended course of study; or
b. have been disadvantaged by circumstances beyond their control that has adversely affected their academic performance and therefore are deserving of an adjustment to the criteria by which they are being evaluated.

(42) An adjustment factor will usually be reflected in the assigning of points to the ATAR score (or equivalent) of prospective students that fall within a specific cohort category to result in a Selection Rank upon which offers to a course are based.

(43) A single adjustment factor can be up to a maximum of ten (10) points (or equivalent).

(44) The University will apply no more than 15 points (or equivalent) to a student's ATAR score (or equivalent) in determining the Selection Rank.

(45) Course and Faculty Authorities will determine the maximum number of adjustment factor points (0-15) that may be applied in determining the Selection Rank for a specific course of study and recommend these to the Deputy Vice-

Chancellor (Academic) for approval.

Part D - Offers

(46) After assessment of an application for entry to a course of study through one of its admission pathways or through course transfer, the University will make one of the following decisions:

a. make an unconditional offer;
b. make a conditional offer;
c. make a packaged offer that will permit a student entry to their desired course after the successful completion of a qualifying award or program;
d. make an offer to an alternative course of study where the student meets admission requirements for that course; or
e. decline to make an offer.

(47) All decisions will be made in writing and in accordance with all relevant University rules, resolutions, policies and procedures.

(48) The University reserves the right to not admit an applicant to a course of study if their enrolment at Macquarie or another university has been suspended or they have been excluded. They may be admitted after the suspension or exclusion has expired.

(49) The Deputy Vice-Chancellor (Academic) may withdraw an offer or cancel the admission and enrolment of applicants if the University decides to cease enrolment in a specific course.

(50) The Deputy Vice-Chancellor (Academic) may withdraw an offer on the basis of incomplete, inaccurate, fraudulent, or misleading information supplied by the applicant or certifying authority. Where it is found that an applicant or certifying authority may have provided fraudulent or misleading information, it is to be reported in accordance with the Academic Integrity Policy.

(51) An applicant receiving an admission offer may apply for credit on the basis of prior learning (see Recognition of Prior Learning Policy).

Deferring an Offer of Admission

(52) The University will determine the grounds upon which a commencing student may defer their offer. In select courses or programs, the University may permit a student to defer commencing their studies for up to 12 months from the time of the acceptance of offer with a further one (1) year deferment permitted under certain circumstances (see Deferment of a Course Offer Procedure).

(53) Students taking up their deferred offer will be admitted to the current curriculum of their course or program, provided that the course or program has not been discontinued or is currently inactive in which case they will be offered admission to a comparable course or program where they meet the admission requirements and there is space available.

(54) The University will advise international students whose deferment of offer has been approved of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa. The University will report the change to the international student's enrolment under Section 19 of the Education Services for Overseas Students Act 2000.

Expiration of Offers

(55) The University reserves the right to set expiry dates on offers. Expiry dates for offers are either:

a. explicitly stated on the offer letter for courses, programs or other academic offerings with limited places; or
b. applied if a student has not accepted and enrolled by week one (1) of the study period; or
c. applied if a student has not deferred by the census date for each study period.

Part E - Appeals

(56) Appeals against an unsuccessful application for admission will be considered in accordance with the Appeals Policy.

Part F - Withdrawal and Readmission

(57) Students with no effective enrolment after the study period census date will be administered in accordance with the Enrolment Policy.

(58) Students seeking readmission following withdrawal to their incomplete course or program must reapply through a Tertiary Admissions Centre, an authorised agent or directly to the University. If offered admission, students will be admitted to the current curriculum of their course or program.

Section 4 - Guidelines

(59) Nil.

Section 5 - Definitions

(60) 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. ATAR refers to the Australian Tertiary Admission Rank as determined by the University Admission Centre.
c. Selection Rank is the ATAR (or equivalent) with the addition of any relevant adjustment factors.
d. 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.
e. Effective enrolment refers to a situation where a student remains enrolled in a unit, or units, beyond the study period census date.

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