

Admission Procedure

Section 1 - Purpose

(1) This Procedure specifies the requirements and actions that enable the admission of domestic and international applicants to an approved preparatory, undergraduate, or postgraduate coursework study at the University.

Scope

(2) This Procedure applies to:

- a. all commencing domestic applicants applying for entry into an English language (ELICOS), preparatory, undergraduate, study abroad or postgraduate course of study by coursework via direct entry and/or the [Universities Admissions Centre](#) (UAC) and [Victoria Tertiary Admissions Centre](#) (VTAC);
- b. all commencing international applicants applying for entry into a preparatory, a study abroad program, an undergraduate or postgraduate coursework program / course of study via direct entry or an Official Macquarie University Representative (see [Find a Representative](#)) and/or the [Universities Admissions Centre](#) (UAC) or [Victoria Tertiary Admissions Centre](#) (VTAC); and
- c. University staff involved in the process.

Section 2 - Policy

(3) Refer to the [Admission Policy](#).

Section 3 - Procedures

Part A - Responsibilities and Required Actions

(4) There is an [Admission of Domestic Applicants to Courses Procedure Flowchart](#) available for this Procedure.

(5) This Procedure requires actions by the following:

- a. Academic Senate;
- b. Executive Deans / Director, Macquarie University College;
- c. Vice-Chancellor;
- d. Revenue and Student Numbers Planning Group;
- e. Faculty Standards and Quality Committee;
- f. Director, Student Administration;
- g. Director, International Operations;
- h. International Admissions Manager;
- i. International Admissions Team;
- j. Admissions Manager;

- k. Admissions Team;
- l. IT Application Services (Student) Team;
- m. Faculty Academics; and
- n. Applicants or Official Macquarie University Representatives (see [Find a Representative](#)).

Academic Senate

(6) On recommendation of the Academic Standards and Quality Committee, and as proposed by the Faculty Executive Deans, approve the coursework awards to be offered.

(7) Approve admission requirements, including minimum English language proficiency, on the recommendation of the Faculty Board.

(8) Consider and approve recommendations from Faculties relating to requirements for selection of candidates.

Executive Deans / Director, Macquarie University College

(9) Prior to each admission period, and in time for relevant publications, inform the Deputy Vice-Chancellor (Academic) of:

- a. individual courses to be offered for admission;
- b. any particular selection criteria, application material or changes to the application process for courses on offer;
- c. individual course enrolment targets; and
- d. the admission requirements for each course below which an applicant will not be considered for an offer.

Vice-Chancellor

(10) Approve the annual schedule of tuition fees and charges on recommendation of the Revenue and Student Numbers Planning Group for courses offered in any given admission period.

(11) Advise the Deputy Vice-Chancellor (Academic) of course and/or unit fees for each coursework award on offer the following academic year.

Revenue and Student Numbers Planning Group

(12) On recommendation of the Faculty Executive Deans, and with input from relevant planning sections of the University, determine the individual course enrolment targets, tuition fees and admission strategies for any given admission period.

Faculty Boards

(13) Annually review and approve Recognition of Prior Learning schedules for admission to the University.

Director, Student Administration

(14) Liaise with Faculties and relevant Offices and Units on strategy and policy matters related to admissions.

(15) Represent the University in communications with UAC / VTAC on strategy and policy matters.

Director, International Operations

(16) Liaise with Faculties and relevant Offices and Units on strategy and policy matters related to international admissions.

Admissions Manager / International Admissions Manager

Publish Application Information

(17) In consultation with Faculties and relevant offices and units, confirm the courses to be offered for admission via direct entry or UAC / VTAC for each admission period, and courses available for deferment.

(18) Liaise with UAC / VTAC and relevant offices and units within the University to ensure the accuracy and appropriateness of admission information published on UAC / VTAC websites, University websites and printed material including:

- a. courses to be offered;
- b. minimum admission requirements for each course;
- c. fee details;
- d. candidate selection criteria;
- e. additional application documentation and processes, and other relevant information; and
- f. procedures to accept and enrol in a timely manner, or to defer an offer.

Review Applications for Additional Consideration

(19) Applications that require additional consideration because the applicant did not meet the admission criteria will be reviewed by the Domestic Admissions Manager or the International Admissions Manager as the nominees of the Registrar and the Pro Vice-Chancellor (International) respectively.

(20) In conjunction with the Executive Dean or the Director, Macquarie University College (or their nominated officer), finalise application decisions by taking into account:

- a. existing and supplementary information submitted by the applicant for additional consideration;
- b. the applicant's demonstrated readiness for study;
- c. alternative study options and support that can be recommended to the applicant, and
- d. the Faculty's recommendation.

Admissions Manager and Admissions Teams (Domestic and International)

Prepare and Complete Application Setup

(21) Liaise with IT Application Services (Student) Team to ensure that online application and enrolment systems are updated and configured for each admission period in a timely and appropriate manner.

(22) Liaise with UAC / VTAC to ensure that accurate course information and admission requirements are set up on UAC / VTAC systems by agreed timelines for each admission period.

Process Applications (Domestic)

(23) Process and assess direct entry and UAC / VTAC applications in accordance with the University's approved admission requirements and UAC / VTAC guidelines for domestic applications.

(24) Manage the receipt and recording of each direct application.

(25) Liaise with applicants to ensure correct and timely provision of additional application details (if required) to enable processing.

(26) Process, assess and finalise application outcome, including credits for Recognition for Prior Learning that can be

determined at the admissions stage and in accordance with the [Recognition of Prior Learning Policy](#).

(27) Provide full applicant reports to the relevant Committees and/or Faculties to assist the selection of candidates where required.

(28) Process application decisions made by Admissions, Faculties or Committees.

(29) Notify successful applicants, including details of how they can accept their offer and subsequently enrol via the appropriate channel (direct entry or UAC / VTAC).

(30) Notify unsuccessful applicants.

Process Applications (International)

(31) Process and assess direct entry applications and applications for international applications through Official Macquarie University Representatives (see [Find a Representative](#)) in accordance with Australian Commonwealth of State legislation or regulation on international students and the University's published international student entry requirements, including

- a. requirements for academic documentation in accordance with the [Academic Entry Requirements for International Students](#);
- b. English language proficiency in accordance with the [English Language Requirements](#); and
- c. Genuine Temporary Entrant (GTE) Requirement in accordance with the Ministerial Direction 69 under Australia [Migration Act 1958](#) (see [Genuine Temporary Entrant Requirement](#)).

(32) Process and assess applications for international scholarships and grants in accordance with the international scholarship eligibility criteria (see [International Scholarships](#)).

(33) Liaise with international applicants or official Macquarie University representatives (see [Find a Representative](#)) to ensure correct and timely provision of additional application details (if required) to enable processing.

(34) Process, assess and finalise application outcomes, including credits granted for [Recognition of Prior Learning](#) that can be determined at the admissions stage and in accordance with the [Recognition of Prior Learning Policy](#).

(35) Provide full international applicant reports to the relevant Committees and/or Faculties to assist the selection of candidates where required.

(36) Process application decisions made by the International Admissions Manager, Faculties, or Committees.

(37) Notify successful international applicants, including details of how they can accept their offer and subsequently enrol via the appropriate channel. If international applicants are under 18 years old, process the acceptance in accordance with the [Admission of Students under 18 Procedure](#).

(38) Notify unsuccessful applicants.

IT Application Services (Student) Team

(39) Work with the Admissions Team to update and configure Macquarie online application and enrolment systems as well as UAC / VTAC system interface for each admission period in a timely and appropriate manner.

(40) Extract and import UAC / VTAC offers within specified timeframe.

Faculty Academics

(41) Review applications which are referred to Departments for decision.

(42) Return admission recommendations, including Recognition for Prior Learning decisions, to the Admissions Team (Domestic or International).

Domestic and International Applicants or Official Macquarie University Representatives

(43) Submit a complete direct entry or UAC / VTAC application according to the details, instructions and timelines specified on the Macquarie University [Find a Course](#) website or the UAC / VTAC websites.

(44) International applicants - accept an offer and follow the Macquarie University enrolment steps ([Accept and Enrol](#)).

(45) If applicants consider that they have grounds to appeal a decision, lodge an appeal for admission in accordance with the [Academic Appeals Policy](#) / [Academic Appeals Procedure](#).

Section 4 - Guidelines

(46) Nil.

Section 5 - Definitions

(47) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the [Admission Policy](#).

Status and Details

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