Admissions Procedure

1 Purpose

To set out information about the selection and Admission of Applicants to University Coursework Programs and non-Award pathways.

2 Scope

This Procedure applies to all Admission into University Coursework, including Coursework Programs and non-Award pathways.

This Procedure does not apply to Admission to Higher Degree by Research (HDR) programs. Please refer to the Higher Degree by Research Student Admissions and Enrolments Procedure.

3 Procedure Overview

This Procedure aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021 (HESF):* Standard 1.1 Admission; Standard 2.2 Diversity and Equity; Standard 7.2 Information for Prospective and Current Students.
- *National Code of Practice for Providers of Education and Training to Overseas Students (2018)* (National Code) Standard 2: Recruitment of an overseas student; Standard 3: Formalisation of Enrolment and Written Agreements; Standard 7: Overseas Student Transfers, Standard 8 Overseas student visa requirements; Standard 9 Deferring, Suspending or cancelling the overseas student's enrolment.

4 Procedures

4.1 Admission Information

The University will publish all relevant information about programs, pathways, requirements, and the application process, including:

- program details, Pre-requisites, and Assumed Knowledge
- Admission criteria and special requirements

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- application deadlines, fees, and submission methods
- Recognition of Prior Learning (RPL) application processes
- Work Integrated Learning (WIL) requirements
- eligibility for professional registration, where applicable.

This information is made available on the University's website and other communication channels.

The University will apply appropriate guidelines for confirming the veracity and authenticity of academic qualifications and supporting documents.

4.1.1 General Admission Considerations

The following factors are taken into consideration for Admission into University Coursework Programs and non-Award pathways:

4.1.1.1 Academic suitability

The University will set minimum program entry requirements to ensure Applicants possess the required knowledge and capability for success in the program. These minimum requirements will be published.

4.1.1.2 Assumed Knowledge

Applicants must be aware of the foundational knowledge required for their program. This knowledge is published on the University's website. Applicants who do not possess the Assumed Knowledge are encouraged to undertake preparatory courses before applying.

4.1.1.3 Subject Pre-requisites

Applicants must meet specific Pre-requisites, which may include Year 12 subjects or other qualifications. If Applicants do not meet these, they may apply to demonstrate equivalency through other means.

4.1.1.4 English Language Proficiency

All Applicants must meet the English proficiency requirements of their program. Applicants who do not meet these requirements may complete an approved preparatory English program that meets the English language proficiency requirements for the program.

4.1.1.5 Minimum Age Requirements

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The minimum age requirement for domestic Applicants seeking Admission is 18 years of age (except for non-Award pathways unless specified otherwise in the program's Admission requirements). Domestic Applicants 16-18 years of age, such as high school leavers, must have completed their secondary studies to year 12 level (or equivalent). UniSQ will not accept domestic Applicants who are under the age of 16 at the time that they commence their studies at the University.

The minimum age requirement for international Applicants who will be studying on campus on a Student Visa is 17 years and 6 months at time of enrolment. International Applicants enrolling through an approved articulation partner and who will be at least 17 years at the time of UniSQ enrolment may be approved on a case by case basis. These applications will be managed under the University's Under 18 International Students Policy.

4.1.1.6 International on campus Student Admission

International Applicants applying to study on campus in Australia must meet both University and relevant visa eligibility requirements.

4.1.1.7 Alternative Entry Pathways

Applicants who do not meet the entry requirements for a program may be considered for Admission based on academic equivalencies such as previous study, work experience, or life experience. The University will review these on a case-by-case basis, with approval granted by the relevant Head of School.

4.1.2 Non-standard Admission Requirements

Some programs may have additional selection criteria, which Applicants must meet in addition to the general requirements. These criteria may be used to assist in determining either Academic suitability or merit. These may include:

- performance in an audition
- presentation of a portfolio of creative work
- attainment in specialised tests
- responses in an interview
- demonstrated achievement of specified vocational or professional standards
- statement addressing defined selection criteria.

Non-standard Admission requirements, where applicable, are published on the University's website.

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4.1.3 Admission quotas

The University may set a quota for the number of Students admitted to a program each Study Period, including programs that require close supervision (such as Work Integrated Learning, practicum or Research components) or based on accreditation requirements or other factors. Where the number of eligible Applicants exceeds the available places, Applicants are selected based on merit.

For postgraduate programs with Commonwealth Supported Places (CSP), if the number of eligible Applicants exceeds the available places, Applicants are selected based on merit. The merit-based selection considers factors such as academic performance, relevant experience, and any non-Standard Admission criteria.

An Applicant may not receive an offer if the University is unable to provide suitable supervision or resources. Applicants who meet the basic Admission requirements but do not meet the quota may have their application considered for the next available intake.

4.1.4 Admission schemes and adjustment factors

The University offers Admission schemes for Students who meet approved eligibility and selection criteria. These schemes are designed to increase access to higher education for Students from diverse backgrounds.

Adjustment factors are additional points that may be added to an Applicant's Selection Rank to improve their position in the merit order. The University offers several adjustment factors to domestic Applicants, as listed on the Adjustment factors pathway website.

4.2 Applying for Admission

Applicants must submit their application using the method set out on the University's website and by the application due date. Applications that are received late will be considered for the next program intake, where applicable.

Credit may also be awarded towards Course components of an Award Program. Applications for Credit can be made in accordance with the Credit and Recognition of Prior Learning Procedure.

4.3 Admission Application outcomes

The Deputy Academic Registrar and the Executive Director (International) have the authority to make offers of Admission to domestic and international Applicants respectively. Applicants will receive a formal notification of the outcome, which will fall under one of the following categories:

- Unconditional Offer

- Conditional Offer
- Unsuccessful application.

If an Applicant is not accepted for Admission into their preferred program, the University may offer Admission into an alternative pathway or program.

4.3.1 Unconditional Offer

Offers of Admission to successful Applicants will set out:

- the Applicant's rights and responsibilities
- details of their program
- applicable tuition and other fees
- instructions on how to respond to the offer
- information on RPL and, if applicable, whether any prior study, work experience or qualifications have been credited towards the program.

International Applicants who are unable to meet the program's commencement date may be considered for admission to a future intake.

4.3.2 Conditional Offer

A conditional offer is made where Admission is subject to specified conditions being satisfied. This may include completion of a program or a required preparatory course. Documented evidence that the specified conditions have been met must be supplied in order to finalise acceptance.

4.3.3 Unsuccessful Application

If an Applicant does not meet the Admission requirements for the program, the program quota is exhausted or visa eligibility criteria are not met, an offer will not be made. In such cases, the Applicant may be advised to consider other available programs or pathways.

4.4 Responding to an Offer

Applicants who receive an offer of Admission can respond in one of the following ways:

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- accept the offer;
- defer the offer; or
- decline the offer.

4.4.1 Accepting the Offer

Applicants must accept the offer by the specified deadline to proceed with the next steps, including Enrolment and payment of any fees. If an Applicant does not respond by the specified date, the offer will lapse for that Study Period. Applicants may apply to reinstate a lapsed offer, but reinstatement is subject to program Admission quotas.

- Domestic Applicants: The offer is valid for 12 months from the date of the offer, where there are eligible program intakes, unless otherwise specified.
- International Applicants: The offer must be accepted within the timeline specified in the University's key dates.

4.4.2 Deferring the Offer

Applicants who need to postpone the start of their program may request to defer their offer. The conditions for Deferment of an offer differ depending on whether the Applicant is domestic or international.

4.4.2.1 Domestic Applicants

Domestic Applicants may defer their commencement for up to one year, with the option for a second year upon request. At the end of the deferral period, the Applicant is guaranteed a place in the program, provided it is available for commencing Students that year. Some programs, such as quota-managed programs, do not allow Deferment. If the program is no longer offered or has been substantially amended, the University will endeavour to offer an alternative program.

4.4.2.2 International Applicants

International Applicants who have not yet accepted their offer may request to defer to the next available Study Period. This request can be made personally or through an Applicant's registered Education Agent.

International on-campus Students who have already arrived in Australia on a Student Visa will not be permitted to defer their commencement. Should there be issues impacting their planned commencement, Students should contact the University regarding a possible Leave of Absence, which is only allowed in Special Circumstances, in accordance with the Assessment of Special Circumstances Procedure.

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If the Applicant holds a non-Student Visa and has accepted their place/offer, the deferral request will be assessed and, if approved, a new offer letter will be issued.

International on-campus Students, holding a Student Visa, wishing to defer before arriving in Australia should contact the UniSQ International Office.

4.4.3 Declining the Offer

Applicants may decline the offer at any time and should notify the University in writing as soon as possible.

4.4.4 University-Initiated Withdrawal of an Offer

The Deputy Academic Registrar or Executive Director (International) has the authority to withdraw an offer of Admission or withdraw a Student from the program where an offer was made based on inaccurate or fraudulent information supplied by the Applicant, Education Agent or a certifying authority, or due to an incorrect assessment of the application.

In certain circumstances, the University may determine that it is necessary or reasonable to withdraw an offer to fulfil regulatory or administrative requirements.

4.5 Cross-Institutional Study

Students enrolled in an Award Program at another institution may apply to undertake Cross-institutional Study of one or more Courses at the University for the purpose of obtaining Credit towards the Award requirements of the program at their home institution.

Admission of a Cross-institutional Study Applicant is subject to home institution approval.

4.6 Study Exchange and Study Abroad

Applicants for Study Exchange or Study Abroad are responsible for obtaining information on Course availability, content, Assumed Knowledge and Enrolment Requirements. Admission requirements specific to Study Abroad and Study Exchange are published on the University's website.

All Applicants must meet the program-specific English language requirements.

Applicants may apply directly to the University or through an approved third party. Maximum allowable periods of study apply.

An application for Admission for a Study Exchange or Study Abroad may be rejected if the Applicant does not meet the Admission criteria for the Course applied for, or if there are insufficient places remaining in the Course.

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4.7 Transfer to another program

Students wishing to change their program can apply to do so at any time. Acceptance into the new program will be subject to program Admission requirements and for International Students studying on a visa, will be subject to further visa-related considerations.

4.8 Readmission

Students seeking readmission into a program from which they have been cancelled or following a period of Suspension or Exclusion should refer to the Enrolment Procedure for more information.

4.9 Applying for Admission while suspended or excluded from another provider

Applicants who have been suspended or excluded from another provider must disclose full details of the Suspension or Exclusion in their application for Admission and will not normally be considered for Admission until their period of Exclusion or Suspension has ended. The Applicant may be required to demonstrate that the conditions resulting in the Exclusion or Suspension no longer apply. Each application will be considered on its merits by the Deputy Academic Registrar or nominee, or the Executive Director (International) who may seek advice as required.

4.10 Review of Decision

Where an Applicant is unsuccessful for Admission to a University program or pathway, they may submit a request to have the Decision reviewed, in accordance with the Student Grievance Resolution Procedure.

4.11 Annual quality assurance

Annual reviews of the University's Admission criteria are conducted with input from the relevant Academic areas to ensure transparency and to respond to regulatory requirements.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

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7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Deputy Academic Registrar and Director (Student Administration)
Policy Type	University Procedure
Policy Suite	Admissions, Enrolment and Graduations Policy
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	1/1/2031
Relevant Legislation	*Higher Education Standards Framework (Threshold Standards) 2021* *Higher Education Support Act 2003* *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Programs and Courses Quality Policy Educational Partnerships Policy Student General Conduct Policy Under 18 International Students Policy
Related Procedures	Assessment of Special Circumstances Procedure Educational Partnerships - Articulation and Credit Transfer Pathways Procedure Educational Partnerships - Coursework Dual and Joint Awards Procedure Educational Partnerships - Third Party Delivery of Coursework Programs Procedure English Language Proficiency Requirements Procedure Enrolment Procedure

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	Higher Degree by Research Student Admissions and Enrolments Procedure Higher Degree by Research Student Progress Procedure Higher Degree by Research Supervision Procedure Student Academic Progress Procedure Student Authority to Act Procedure Student Grievance Resolution Procedure Work Integrated Learning Activities Procedure
Related forms, publications and websites	QTAC Online Application UniSQ Online Application Form QTAC Tertiary Course Search QTAC Admissions Criteria UniSQ Program Guide UniSQ Future Students website UniSQ International Students website
Definitions	**Terms defined in the Definitions Dictionary**
	Admission The process of submission and assessment of applications for entry to study at the University. Applicant A person who applies for any program or Course of study offered by the University whether the application is made through the Queensland Tertiary Admission Centre (QTAC) or directly to the University. Assumed Knowledge Assumed knowledge is the foundational knowledge and related skills considered necessary for Students commencing studies at UniSQ and are desirable for successful university level study. Assumed knowledge is equivalent to satisfactorily completing senior secondary

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studies (Years 11 and 12) in specified subjects. For example, assumed knowledge of English is equivalent to completing four semesters of senior secondary school English (Years 11 and 12), at the sound achievement level (4, SA). If Students do not have the assumed level of knowledge for their program, they may still receive an offer of a place at UniSQ and can still enrol in courses. However, Students are urged to consider the impact not having the assumed knowledge may have on their ability to succeed in their studies. Students who do not have the required level of assumed knowledge are advised to undertake UniSQ preparatory or bridging courses, or other appropriate study preparation, prior to or during the first year of study. It is the responsibility of the Student to have the assumed knowledge specified for the program or course.

Award Program

A sequence of study which leads to an academic qualification granted by the University and conferred by Council.

Commonwealth Supported Place

A place at an approved provider that is subsidised by the Australian Government so that Students only have to pay 'student contribution' amounts for their units of study.

Course

A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade.

Coursework Program

A sequence of study consisting predominantly of Coursework.

Credit

The number of units, up to a specified limit, granted towards a University Award on the basis of either previous Formal, Informal or Non-formal Learning. Credit reduces the number of Courses required to complete an Award Program.

Cross-institutional Study

Study comprising a course or a set of Courses being undertaken with one provider (the host provider) as part of a program of study for which the Student is enrolled with another provider (the home provider).

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Decision

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

Deferment

Approval granted to Students who have accepted an offer of Admission to a program for the first time to delay the commencement of Enrolment for up to two calendar years.

Education Agent

A person or organisation engaged by the University via a formal agreement to undertake approved international Student recruitment, marketing and/or promotional activities on behalf of the University.

Exclusion

Prohibition from enrolling in a Course or program for a specified period due to unsatisfactory academic progress.

Higher Degree by Research (HDR)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

International Student

A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

Leave of Absence

An approval granted to a Student to cease formal study as an enrolled Student for a specified period of time.

Pre-requisite

A Pre-requisite Course encompasses specific knowledge and skills the Student needs to possess in order to progress to a subsequent nominated Course. As such, it must be completed prior to undertaking the subsequent Course.

Procedure

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	An operational instruction that sets out the process to operationalise a Policy. Research Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative. Special Circumstances Matters which are, in most cases, beyond the control of the Student and which will impact their capacity to progress with their planned program of study or meet a submission deadline. In some legislation, Special Circumstances are referred to as “compassionate and compelling circumstances”. Study Abroad Non-award study or other academic activity undertaken with an overseas educational partner that may or may not subject to a formal exchange agreement with the University. Students must be approved to receive Credit towards their degree, prior to departure, with fees payable to the host institution. Study Exchange Non-award fee-paying study undertaken, usually for one or two Study Periods, under a formal reciprocal exchange agreement between the University and another educational partner, and which enables the Student to gain pre-approved Credit towards their degree. Study Period The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions. Suspension Prohibition from enrolling in a Course or program for a specified period due to misconduct. University The term 'University' or 'UniSQ' means the University of Southern

	Queensland.
	Definitions that relate to this procedure only
	Student Visa An authorisation permitting people who are not Australian citizens or permanent residents to come to Australia for the primary purpose of studying in Australia as defined by the *Migration Act (1958)*.
Keywords	
Record No	14/624PL

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