Admissions, Enrolment and Graduations Policy

1 Purpose

To outline the principles governing the Admission, Enrolment and graduation requirements, ensuring clarity, consistency and support for all Students.

2 Scope

This Policy applies to the Admission and Enrolment process for Coursework Programs, including Award and non-Award pathways, and the graduation process for all Award Program Students, including Higher Degree by Research (HDR).

For Admission and Enrolment processes for HDR Students, please refer to the HDR Student Admission and Enrolment Policy.

3 Policy Statement

The University is committed to upholding standards of fairness, transparency and accountability through its Admission, Enrolment and graduation processes. The University will ensure that relevant information regarding these processes is readily accessible to all stakeholders, promoting a positive and supportive environment for Student success.

This Policy aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 1.1 Admission; 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 8 Overseas student visa requirements; Standard 9 Deferring, Suspending or cancelling the overseas student's enrolment.

4 Principles

4.1 Admissions

The University will:

- admit Applicants on the basis of merit, specific program requirements and perceived

probability of success

- retain Decision making authority regarding an application outcome

- support participation and foster fair and attainable opportunities for all Applicants.

4.2 Enrolment

The University will:

- support Students in progressing through their program in a timely manner

- retain the right to amend, discontinue, suspend or cancel a Student's Enrolment or program of study to meet University or legal compliance requirements

- ensure that Students have access to the Courses and resources necessary to complete their program

- foster an environment that accommodates the diverse needs of Students while promoting Academic Integrity and supporting Academic Progress.

4.3 Graduation

The University will:

- provide Graduates with official academic documents in formats that safeguard their integrity, security and authenticity

- provide for posthumous conferral, where applicable

- recognise outstanding academic achievements through conferral of academic medals and awards to graduating Students

- ensure Students satisfy the requirements for the Award within the maximum allowable duration.

- ensure that HDR Students receive formal confirmation upon satisfying all program requirements, advising them of their entitlement to use the associated title, while acknowledging that the Award will be conferred at the next relevant conferral date.

Council reserves the right to revoke an Award that has been conferred on the basis that the individual:

- did not complete the necessary requirements for the Award; or

- achieved conferral through Academic Misconduct, fraudulent or dishonest means.

4.4 Review of Decision

Anyone who is dissatisfied with a Decision in relation to their Admission, Enrolment or graduation may request a review of this Decision in accordance with the Student Grievance Resolution Procedure.

5 References

Nil.

6 Schedules

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

7 Policy Information

Accountable Officer	Provost
Responsible Officer	Associate Provost
Policy Type	Academic Quality Policy
Policy Suite	[Academic Medals and Awards Schedule](#)
	[Admissions Procedure](#)
	[Credit and Exemption Procedure](#)
	[English Language Proficiency Requirements Procedure](#)
	[Enrolment Procedure](#)
	[Graduations Procedure](#)
	[Student Academic Progress Procedure](#)
	[Student Authority to Act Procedure](#)
	[Student Authority to Act Schedule](#)

	[Transfer Between Providers Procedure](#)
Subordinate Schedules	
Approved Date	11/11/2025
Effective Date	1/1/2026
Review Date	1/1/2031
Relevant Legislation	*[Higher Education Standards Framework (Threshold Standards) 2021](#)* *[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)* *[Public Records Act 2023](#)*
Policy Exceptions	[Policy Exceptions Register](#)
Related Policies	[Records and Information Management Policy](#)
Related Procedures	[Records and Information Management Procedure](#)
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary** [Academic Integrity](#) Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013). [Academic Progress](#) Describes the status of a Student's progress towards successful completion of their coursework for each Study Period and towards completion of their program within the maximum given timeframe. Students who are successfully progressing through their studies would not be assigned to any of the Academic Progress stages outlined in the Student Academic Progress Procedure. [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.

Award

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule .

Award Program

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

Council

Council means the governing body, the University of Southern Queensland Council.

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.

Decision

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

Enrolment

The process of admitting Students to one or more Courses for the current Academic Year.

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.

Higher Degree by Research (HDR) Student

A Student enrolled in an HDR program.

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

Definitions that relate to this policy only

Keywords	
Record No	24/279PL