

Admissions Procedures

Abstract

These Procedures apply to the admission requirements and processes for all programs of study offered by UTS, other than short courses. They also apply to non-award study.

The Procedures should be read in conjunction with the [Admissions Policy](#) and the student rules on admissions ([Section 5, Student Rules](#)).

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Implementation Officers	Director, Student Administration Unit Director, UTS International Director, Equity and Diversity Unit Dean, Graduate Research School Responsible Academic Officers Deans or Faculty Board Chairs	
Relevant to	All staff responsible for the management and administration of admissions into UTS programs of study All students	
Related documents	Admissions Policy Admission (Section 5, Student Rules) Code of Conduct Credit Recognition Policy and Procedures English Language Policy Equal Opportunity and Diversity Policy External articulation arrangements (restricted access: Staff Connect) Privacy Vice-Chancellor's Directive Register of Admissions Standards (restricted access: Staff Connect)	

	Standing Delegations of Authority Student Charter UTS Academic Standards: Develop Coursework Graduates UTS Academic Standards: Develop Higher Degree Research Graduates
Legislation	Education Services for Overseas Students Act 2000 (ESOS) (Cwlth) Higher Education Standards Framework (Threshold Standards) 2011 Higher Education Support Act 2003 (Cwlth) Privacy Act 1988 (Cwlth) Privacy and Personal Information Protection Act 1998 (NSW) Part 5, s28 By-laws (l)–(m) of University of Technology Sydney, Act 1989 (NSW) Part 4 Rules, division 3 of University of Technology Sydney, By-law 2005 (NSW)
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Contents

1. Purpose
2. Scope
3. Definitions
4. Procedural principles
5. Procedural statements
6. Roles and responsibilities
7. Version control and change history

1. Purpose

The procedures outlined in this document are intended to facilitate the implementation of the [Admissions Policy](#) and relevant UTS Rules for the admission of students into UTS programs of study. They have been written to provide a clear, concise and consistent description of University procedures relating to admission.

2. Scope

These Procedures provide information about core University admissions, readmission and transfer procedures for all UTS programs except short courses. They are not designed to provide detail of the underlying local business processes. Any localised processes or guidelines should be drafted in line with the Admissions

Policy, these Procedures and the relevant Rules and Standing Delegations of Authority.

The procedures listed in this document cannot override any relevant legislation or Rule, and cannot be overridden by any faculty or organisational unit procedure without the approval of Academic Board or the Vice-Chancellor. See [Rules relating to the Academic Board and Faculty Boards](#) (Section G3, General Rules).

3. Definitions

Many of the terms used in these Procedures are defined in [Schedule 1](#) of the Student Rules and in the [Admissions Policy](#). See the following for additional definitions.

Australian Development Scholarship (ADS) scheme means the scheme administered by AusAID that aims to contribute to the long-term development needs of Australia's partner countries in line with bilateral and regional agreements. They provide opportunities for people from developing countries to undertake full-time undergraduate or postgraduate study at participating Australian universities and Technical and Further Education (TAFE) institutions.

ADS applicant means a person who is applying for admission to the University under the ADS scheme.

Current school leaver (CSL) means a person who will complete or has completed a recognised Australian Year 12 or overseas equivalent in the year immediately preceding that for which the applicant seeks admission.

Internal course transfer (ICT) means the transfer of a current UTS student from one UTS award course to another without reapplication through University Admissions Centre (UAC).

National Foundation Program Standards is a uniform set of standards approved by the Ministerial Council for Tertiary Education and Employment (MCTEE) in December 2009 to be applied by designated authorities in approving non-award Foundation Programs to be placed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and by the Commonwealth for the purposes of CRICOS.

National Office of Overseas Skills Recognition (NOOSR) is an office of the Australia Education International (AEI). AEI is the international arm of the Department of Education, Employment and Workplace Relations (DEEWR). NOOSR provides advice on how Australian and overseas qualifications compare to help overseas-qualified people to undertake study and to work in Australia.

National Recognition Information Centre for the United Kingdom (UK NARIC) is the national agency working on behalf of the UK Government responsible for providing information, advice and expert opinion on vocational, academic and professional skills and qualifications worldwide.

Non-current school leaver (CSLX) means a student who does not meet the criteria for current school leavers (see CSL above).

4. Procedural principles

The principles outlined in the [Admissions Policy](#) are applicable to these Procedures. The following principles are in addition to those in the Policy.

4.1 Staff involved in UTS admissions processes and procedures must undertake any responsibilities outlined in these Procedures, taking into account the principles outlined in the [Admissions Policy](#).

4.2 These Procedures will be published on the University's website and elsewhere as deemed appropriate by Academic Board.

4.3 Staff are responsible for ensuring that they are familiar with the procedures for the admission of students to University programs.

4.4 The authority to make a decision cannot be further delegated, except where indicated in the [Standing Delegations of Authority](#).

4.5 Where discretionary power can be exercised, it must be appropriate to the circumstances of the situation.

4.6 Where, as part of these Procedures, a decision is taken which adversely affects another student, the affected party is entitled to an explanation of the decision.

4.7 Students must be informed of their rights with respect to any objection, appeal or review to which they are entitled.

4.8 If there is any doubt about the authenticity of documentation provided by an applicant, the authenticity must be verified in writing by the issuing institution.

4.9 Staff must not contact other universities or other third parties in relation to qualifications of individual UTS applicants, except for verification in writing about the applicant's qualifications from other issuing institutions.

5. Procedural statements

Noting that all procedures related to admission must comply with relevant legislation, Rules of the University, all existing relevant policies of the University, the Student Charter and the Code of Conduct for academic and administrative staff; the following procedures apply.

5.1 Admissions requirements and selection criteria

Academic Board is the official body of the University that approves the selection criteria for award and non-award courses.

Admissions requirements for new undergraduate and postgraduate coursework courses are approved by Academic Board, on the advice of faculty boards, following endorsement by the Courses Accreditation Committee.

Admissions requirements for new graduate research courses are approved by Academic Board, on the advice of faculty boards, following endorsement by the Graduate Research School Board.

The approved selection criteria, including English language proficiency requirements, must be specified in the [Register of Admissions Standards](#) (restricted access: Staff Connect) maintained by the Academic Programs Office. This Register shall form the basis of an annual report on all admission requirements submitted to Academic Board.

Selection criteria for existing coursework courses are approved annually by Academic Board via faculty boards and the Courses Accreditation Committee as part of the annual review process initiated by the Admissions Office in the Student Administration Unit.

Changes to the selection criteria and the admission requirements for coursework courses outside this annual review process are approved by the Provost via the Academic Programs Office. They are then noted by Academic Board as part of the annual report on changes to the Register of Admissions Standards.

Changes to the selection criteria and to admission requirements for graduate research courses are approved by the Provost via the relevant faculty board and the Graduate Research School Board. They are then noted by Academic Board as part of the annual report on changes to the Register of Admissions Standards.

Changes to admission selection criteria (including English language proficiency requirements), selection algorithms, entry levels, Australian Tertiary Admission Rank (ATAR) cut-offs for admission, for existing courses and particular subject requirements, can be made by the Provost. In exceptional circumstances, Deans and Responsible Academic Officers (RAOs) have authority to approve variations to the minimum language requirements for students from a language background other than English, including applicants to special programs (Delegation 4.4.1).

For graduate research courses, the Dean, Graduate Research School has authority to approve, in exceptional circumstances, variations to the minimum language requirements for students from a language background other than English (Delegation 4.4.1).

All such changes will be recorded in the Register of Admissions Standards and Academic Board will be notified as part of the annual report.

Where a student is made an offer under exceptional circumstances under Delegation 4.4.1, the student will undertake an English language proficiency assessment, and any remedial activities identified through this assessment.

5.2 Special Admissions Schemes

5.2.1 inpUTS Educational Access Scheme (EAS)

The inpUTS Educational Access Scheme is available to current and non-current school leavers whose education during Years 11 and/or 12 (or equivalent) has been seriously affected by circumstances beyond their control. Applicants must be Australian citizens or hold permanent residency (including those holding humanitarian visas). Applicants with a previous record of tertiary study are eligible to apply. The scheme is only open to applicants for undergraduate courses.

High school students attending an equity-funded school which is listed within the Universities Admissions Centre (UAC) EAS school disadvantage lists (S01C or S01E) are automatically eligible for inpUTS and do not have to submit an EAS application.

Applicants must have UTS as a listed preference on their UAC application. UAC automatically generates an application on the applicant's behalf.

This scheme is coordinated by the Equity and Diversity Unit, with the assistance of the Student Administration Unit, faculty representatives and the Student Services Unit. Applications are assessed by the UAC.

Eligible undergraduate applicants under this scheme receive a concession of 10 ATAR points. Applicants within 10 points of the course cut-off will be eligible for an offer.

5.2.2 UTS Special Admissions Scheme — Refugee

This scheme is for Australian citizens or permanent residents who have been granted refugee status who meet the UTS English language proficiency and academic entry requirements for their chosen course.

Applicants may meet admission requirements by successfully completing:

- external alternative entry assessments (for example, Special Tertiary Admissions Test), or
- vocational education and training studies (for example, Diploma or Advanced Diploma).

This scheme is coordinated by the Equity and Diversity Unit, with the assistance of the Student Administration Unit and faculty representatives. Applicants to the refugee special admissions scheme can access support through the Equity and Diversity Unit to apply through the standard UAC undergraduate admissions process.

5.2.3 Schools Recommendation Scheme (SRS)

The Schools Recommendation Scheme (SRS) is an extension of the inpUTS Educational Access Scheme and targets students experiencing financial hardship or attending an equity-funded school, as outlined within the UAC school lists.

The SRS is designed to provide access to university for current school leavers who are endorsed by their school and meet the following criteria:

- are completing the HSC prior to the year of entry to UTS
- are eligible for financial or school disadvantage through the Educational Access Scheme
- have listed a UTS course as a first preference on their UAC application form
- achieve a minimum ATAR of 69 (80 for Law).

This scheme is coordinated by the Equity and Diversity Unit, with assistance from the Student Administration Unit. Applications are submitted to UAC and assessed by the Equity and Diversity Unit in consultation with faculties.

Eligible applicants receive an offer in the main UAC offer round if they have a UTS course listed as a first preference, and have been unsuccessful in gaining a position on the strength of their ATAR, or via the inpUTS Educational Access Scheme, that is they require an ATAR concession greater than ten points.

5.2.4 Jumbunna Indigenous admissions program (Direct Entry Program)

Australian Aboriginal or Torres Strait Islander persons can apply to the Jumbunna Direct Entry Program.

In addition to an ATAR, applicants for the Jumbunna Program must submit an application to UAC with a UTS course as a preference. Applicants must also submit an application to the [Direct Entry Program](#). Interstate Year 12 qualifications will be recognised as equivalent to the NSW HSC.

Selection of applicants is based on a combination of several factors including previous life, education and work experience, performance in specific testing instruments designed to identify readiness to undertake study, the prescribed English language assessment task (PELA) and an interview at the conclusion of the Program with relevant faculty staff.

Applications for the Jumbunna Direct Entry Program close at 5pm on 31 October each year.

The Jumbunna Direct Entry Program is convened over three days at varying times throughout November and December. Applicants are required to attend for the entirety of the Program. Each day has an assessment task that the applicant must complete by the end of the day and one of those tasks will be a faculty specific task. On the final day of the Program, the applicant will have an interview with a faculty representative and a Jumbunna staff member. Faculty and Jumbunna staff will assess applicants, with successful applicants being offered a place at the University.

Selection of students will be based on results from tests and interviews, and final decisions will be made on offers in early January.

Those applicants not offered a placement for study can be directed to UTS:INSEARCH to apply for a scholarship to study via a UTS:INSEARCH pathway. Alternatively, unsuccessful applicants may be advised to undertake training or study through another TAFE or vocational education and training (VET) sector program to assist them in preparing for tertiary study at a later date. There is no restriction on unsuccessful applicants to reapply.

5.2.5 Other UTS admissions schemes

5.2.5.1 Special Admissions Scheme — Elite Athletes and Performers

The [Special Admission Scheme — Elite Athletes and Performers](#) is available to current and non-current school leavers whose tertiary preparation studies, or the provision of evidence of these studies, were affected due to sporting or performance commitments as elite athletes or performers. Applicants must be Australian citizens or permanent residents. Applicants must have UTS listed as a preference on their UAC application.

This scheme is coordinated by the Admissions Office in the Student Administration Unit, with assistance from faculty representatives. Applications are assessed by the faculty representatives.

Eligible undergraduate applicants receive a bonus of five ATAR points. Eligible postgraduate applicants are processed on an individual basis, and receive consideration as determined by the relevant faculty board.

5.2.5.2 Year 12 Bonus Scheme

The [Year 12 Bonus Scheme](#) awards bonus points to students undertaking the HSC in the year of application, based on their performance in selected high school subjects that are of particular relevance to the UTS course for which they have applied. The [Year 12 Bonus Points table](#) lists the courses that offer bonus points.

Under this scheme, applicants are eligible to receive bonus points if they have:

- applied for a UTS course that awards bonus points
- an ATAR derived in the year of application, and
- completed the relevant HSC subjects, or their equivalent under the International Baccalaureate (IB).

Bonus points will automatically apply for any applicant who puts a UTS course that awards bonus points as a preference on their UAC application, including applicants who do not apply separately through this scheme.

The maximum number of bonus points awarded for each UTS course on a UAC application is five.

5.2.5.3 Guaranteed Entry Scheme

Specified UTS courses provide a guaranteed entry for students meeting the guaranteed ATAR cut-off. A list of courses and ATARs offering guaranteed entry is published in the UAC guide.

UTS will guarantee to make an applicant an offer in the main UAC round if:

- the applicant achieves a guaranteed ATAR listed for that course
- has the course listed as one of the applicant's preferences, and
- the applicant doesn't receive an offer to a higher preference.

UAC applicants do not apply separately for a guaranteed entry; the offer will automatically be made if the applicant has satisfied the conditions immediately above.

5.3 Verification of qualifications

Undergraduate and postgraduate coursework applicants who apply to UTS through UAC must submit evidence of their qualifications, which will be verified according to documentation verification procedures as set out in the UAC guide.

Applicants who apply directly to UTS and those covered by block articulation arrangements (formal credit recognition arrangements) must provide an original or certified copy of the transcript and the degree/diploma/certificate, as well as a certified official translation of any document not in English. Alternatively, qualifications may be accepted if they are verified according to documentation verification procedures as set out in the UAC guide.

All staff are required to report to their supervisor any suspected fraudulent documents or incomplete or untrue information submitted with an application for admission to a course at the University. If there is any doubt about the authenticity of any document submitted with an application for admission, the relevant Admissions Officer must request qualifications and academic record confirmation from the organisation that is claimed to have issued the document. If the documentation cannot be verified, then an offer of admissions must not be made. Action may be taken under [Rule 5.6](#) against an applicant where falsified documentation, or untrue or incomplete information, has been submitted to the University.

5.4 Portfolios, personal statements, interviews and questionnaires

Portfolios, personal statements and questionnaires may be part of the application process for some UTS courses. They provide additional information for UTS to assess eligibility and suitability for programs of study.

Compulsory or optional portfolios, personal statements or questionnaires may be used in relation to:

- admission of local applicants to undergraduate award courses
- postgraduate coursework courses, and
- international students applying for admission to some undergraduate courses.

UTS courses may also require applicants to attend for an interview as part of the admissions assessment process.

Criteria for assessing portfolios, personal statements, interviews or questionnaires for coursework courses must be determined by the relevant faculty board and must be included in the annual selection criteria submission to the Courses Accreditation Committee for approval by the Academic Board.

Criteria for assessing portfolios, personal statements, interviews or questionnaires for graduate research courses must be determined by the relevant faculty board and must be submitted to the Graduate Research School Board for approval by Academic Board in line with [Rule 5.8.2](#).

Information about the criteria used to assess portfolios, personal statements or questionnaires must be available to applicants on request from the relevant faculty.

5.5 Excluded students

In accordance with [Section 10 — Academic Progression](#) in the Student Rules, applicants may not apply for admission to UTS during a period of exclusion from UTS or any other higher education institution.

Applicants who have completed a period of exclusion must reapply for admission through the relevant application process and disclose details about their exclusion.

Applicants who have met the admissions requirements but who have previously been excluded from a program of study at UTS or at another higher education institution for unsatisfactory performance must demonstrate that they have an improved likelihood of success in the course for which they are applying by submitting a statement of explanation outlining their case for readmission.

Applicants who have been excluded for misconduct must provide a statement outlining why they should be considered for readmission.

Statements of explanation outlining cases for readmission must be submitted in accordance with the timeframes specified by the relevant administrative unit responsible for processing their application.

Applicants who do not disclose details of exclusion that are subsequently discovered by UTS staff will have the processing of their application stopped and will be asked to provide an explanation as to why the details were not supplied with the application. Where this occurs, action may be taken under [Rule 5.6](#).

5.6 Undergraduate programs admissions processes

5.6.1 Undergraduate Bachelor degree courses

Applicants will apply for admission to a Bachelor degree program through one or more of the following means:

1. UAC for local and international applicants undertaking an Australian Year 12 qualification (or equivalent) prior to the year of entry
2. direct application to UTS International for all other international applicants
3. direct application for local applicants for a small number of specialised programs
4. eligible students may apply through one of the University's special admissions schemes (see section 5.2)
5. students who have completed a recognised foundation studies program and/or diploma from tertiary institutions (see 'Recognition of foundation studies below)
6. application may also take place through other external articulation arrangements as approved by UTS from time to time.

Recognition of foundation studies

To be considered for admission to an undergraduate award course on the basis of a foundation studies course:

1. an Australian foundation studies course should be listed in UAC assessment schedules B1012–B1017, ‘Differentiated Tertiary Preparation Courses based on Full Time Equivalence’ (FTE)
2. an Australian foundation studies course not listed in the UAC assessment schedules must comply with National Foundation Program Standards (MCTEE 21/12/2009)
3. a foundation studies course offered outside Australia by an overseas institution, in addition to satisfying National Foundation Program Standards (MCTEE 21/12/2009), must be offered by an overseas university which is:
 - (a) a university listed in section 1 of the Australian Government’s National Office of Overseas Skills Recognition (NOOSR) country profile, or
 - (b) a UTS partner university where a due diligence report has been completed and a formal memorandum of understanding or agreement with UTS is in place, or
 - (c) a college/institution formally affiliated to an Australian university
4. for a foundation studies course not listed in the UAC assessment schedules, as in foundation studies cases (2) and (3) above, an equivalent rank for admission is based on UAC schedules B1110–13 for ‘Undifferentiated Tertiary Preparation Courses based on Full Time Equivalence (FTE)’, which provides guidelines for overall grade average percentage in relation to the actual duration of preparatory courses
5. in all other cases, endorsement for recognition of a foundation studies course must be made to the Courses Accreditation Committee by the Deputy Vice-Chancellor (International and Advancement) following consideration of a due diligence report prepared by UTS International. The Committee’s endorsement is then forwarded to the Provost for approval. The Deputy Vice-Chancellor (International and Advancement) may seek advice from other staff members and Deans, as appropriate. In exceptional circumstances, endorsement through executive action may be sought from the Chair, Courses Accreditation Committee.

All foundation studies courses considered for admission must be included in the annual selection criteria submission to the Courses Accreditation Committee for approval by the Academic Board. This must also be captured in the [Register of Admissions Standards](#) (restricted access: Staff Connect) maintained by the Academic Programs Office.

Local students

Faculty Deans (or their nominees), in consultation with the Provost, will determine the intake loads each year for each undergraduate award course offered by a faculty. Intake loads for each course determine the ATAR cut-offs for admission of local Commonwealth-supported and fee-paying students to that course.

Applications for admission from local current school leavers (CSL) for Commonwealth-supported and fee-paying places are normally assessed through UAC on the basis of performance in the final years of secondary study, as indicated by an ATAR.

For certain courses, faculties may choose to include an interview or personal statement as an additional part of the selection process, and this may result in the addition of ATAR bonus points, as described in the relevant UAC selection algorithm approved annually by Academic Board.

CSL applicants with non-assessable high school qualifications, such as home schooled and Steiner school students, must matriculate by undertaking the SAT 1 Scholastic Aptitude Test administered by the American College Board. Applications for admission from local non-current school leavers (CSLX) for Commonwealth-supported and fee-paying places are assessed through UAC on the basis of academic qualifications and additional information on educational and work experience. CSLX applicants who have completed Year 12 (or equivalent) in previous years and who have not attempted any further studies will be considered for admission on the basis of their ATAR. Applicants who have completed further studies may have their ATAR adjusted in accordance with the relevant UAC selection algorithm approved annually by Academic Board. CSLX applicants who have not completed Year 12 (or equivalent) in previous years will be considered for admission on the basis of previous studies completed and/or work experience. In certain circumstances, they may be required to complete a Special Tertiary Admissions Test (STAT). CSLX applicants for certain award courses may be required or offered the option to submit a personal statement, portfolio or questionnaire. Selection for such courses will be made on the basis of academic qualifications and the additional information provided.

International students

International applicants for admission to an undergraduate course must have appropriate educational qualifications deemed by UTS to be equivalent to the qualifications required of local applicants. Applicants may be required to complete a personal statement or questionnaire and may be asked to submit a portfolio.

International applicants who have completed Year 12 studies in Australia may apply through UAC and have their applications assessed on the basis of their ATAR. All other international applicants must apply directly to UTS. Direct applications are assessed through UTS International.

International undergraduate applicants who are covered by an approved articulation agreement must meet the selection criteria approved by Academic Board as part of the agreement.

International applicants not covered by an articulation agreement must achieve an equivalent ATAR not less than the level determined by the Provost, in line with the following Academic Board approved principles:

- **For all faculties except Science:**
Five points below the local ATAR cut-off set for the main round offer of the current year, except where:
 1. the minus five (-5) ATAR results in an ATAR below the UTS matriculation requirement of an ATAR of 69, and/or
 2. the international ATAR set in the previous year was more than five points below the current year local ATAR.

In the latter, the recommended ATAR will be maintained at the current year level. This latter approach accommodates the practice of some faculties that set multi-year 'base' International ATARs, which are left in place regardless of fluctuations in the local ATAR.

- **For the Faculty of Science:**
 1. all courses with a local ATAR of 80 or above to be set at 80

2. all courses with a local ATAR less than 80 but greater than or equal to 75 to be set at 75
3. all courses with a local ATAR below 75 to be held at the same level as the local ATAR.

For international students for whom an equivalent ATAR is calculated, the Provost will approve the international ATAR cut-off for international admissions for the following year with reference to the UAC Main Round cut-offs for local admissions for the current year.

The equivalent ATAR is calculated by UTS International using relevant recognised sources such as UAC, the NOOSR Manual, the UK NARIC, etc., as appropriate.

5.6.2 Bachelor Honours degree courses

This section does not apply to undergraduate award courses that offer students the possibility of an award 'with honours' or 'with distinction' on the basis of meritorious results in one or more specific subjects in the award course.

Applicants for admission to a one-year full-time (or equivalent) Bachelor Honours program must apply directly to UTS providing the necessary supporting documentation as determined by the relevant faculty.

Applications are assessed by faculties and admissions are coordinated by the Student Administration Unit.

Applicants for admission to a four-year full-time (or equivalent) combined program leading to a Bachelor Honours degree must meet the approved admission criteria. In addition, they must maintain an approved grade point average (GPA) during the course to be allowed to continue on to the fourth year of the program. Students who are admitted to a four-year combined program and who do not maintain an appropriate level of achievement during the first three years of the program may be required to transfer to the related Bachelor degree course.

5.7 UTS Foundation Studies

UTS Foundation Studies is managed by UTS:INSEARCH. Applicants to the UTS Foundation Studies course must lodge an application to UTS:INSEARCH.

Applications are assessed based on the selection criteria detailed in the [Register of Foundation Studies Courses](#) (PDF) (Register D of the [Register of Admission Standards](#)) (restricted access: Staff Connect) as approved by Academic Board.

5.8 Postgraduate coursework programs

Applicants for admission to postgraduate coursework programs will apply through one or more of the following means:

1. UAC for local applicants with the exception of:
 - (a) UTS: Business postgraduate coursework programs that require applications to be submitted via the UTS application portal
 - (b) a small number of specialised programs that require direct application
2. direct application for local applicants attending a marketing information session
3. direct application to UTS International for all other international applicants
4. other external articulation arrangements as approved by UTS from time to time.

All local applications and personal statements, where required, are assessed using selection criteria approved by Academic Board and procedures developed by the

Student Administration Unit. A faculty's Responsible Academic Officer (RAO), or their nominee, may assist where required.

Applications by international students for admission to postgraduate degrees by coursework are processed by UTS International. A faculty's RAO, or their nominee, may assist where required.

Applicants to a Masters degree (Coursework) who do not meet the criteria for admission may be offered admission to a related Graduate Certificate or Graduate Diploma course. Students who complete that course at a grade point average (GPA) approved by Academic Board (as part of the course accreditation documentation) are then eligible for admission to the related Masters degree through an automatic internal course transfer (ICT) process.

5.9 Graduate research programs

Applications for admission to graduate research courses at UTS are coordinated and approved by the Graduate Research School Board. Applicants can apply through one of the following means:

- i. direct application for local applicants to the Graduate Research School
- ii. direct application for international applicants to UTS International.

All local research course applications are initially assessed by the Graduate Research School according to Academic Board endorsed selection criteria, using procedures developed by the Graduate Research School Board.

All international applications for research degree courses are initially assessed by UTS International.

Local and international applications are then sent to faculties for assessment and recommendation according to criteria and procedures established by faculty boards in accordance with Academic Board resolutions. Faculty recommendations on admission of local and international applications are approved by the Graduate Research School Board. The Dean, Graduate Research School approves applications for admission in their capacity as Chair of the Graduate Research School Board.

5.10 Non-award study

Applicants may apply for non-award study by completing a non-award application form and applying directly to UTS. Application forms are available online and from UTS Student Centres.

Applicants must be able to demonstrate their reasons for seeking admission to undertake non-award study and provide documentary evidence that allows UTS to assess the likelihood of their successfully completing the intended program of study ([Rule 7.4](#)).

Admissions to non-award programs are coordinated by the Student Administration Unit and are subject to approval by a faculty's RAO and the availability of class places.

Any applicant who has been excluded from a university will not be permitted to undertake a non-award program during the period of exclusion.

5.10.1 Cross-institutional study

Applicants from other Australian higher education institutions who wish to undertake a UTS subject or concurrent subjects as part of their award course must apply directly to UTS by completing a cross-institutional application form. Application forms are available online and from UTS Student Centres.

The University may require applicants to provide documentary evidence that their own institution has approved the concurrent enrolment and that any proposed subjects are appropriate for the student.

5.10.2 Study Abroad

UTS admits international students for one or two semester programs of study which may be counted towards a degree at their home university. Students must apply individually to UTS. Programs of study for one semester attract a standard tuition fee and must be between 18 and 26 credit points.

Admission for Study Abroad students is coordinated by UTS International. The program of study is determined by UTS International in consultation with the student and RAO in the appropriate faculty.

To assist in the development of appropriate programs of study, faculties must provide UTS International with a list of subjects that are not available for study abroad students due to space or resource requirements.

5.10.3 Student exchange

To admit exchange students, a Student Exchange Agreement must be signed with the overseas partner university.

Admission for exchange students is coordinated by UTS International and the exchange arrangements are bound by the terms of the Student Exchange Agreement, particularly in relation to the number of exchange places. The program of study is determined by UTS International in consultation with the student and the RAO in the appropriate faculty.

Students must be nominated by their home institutions. Direct applications are not accepted from exchange students.

5.11 Internal course transfers (ICT)

5.11.1 Local undergraduate students

All enrolled local undergraduate students who wish to transfer from their current award course to another award course must apply for admission to that course through UAC, with the exception of those enrolled in the courses listed below. The Director, Student Administration Unit has the authority to determine exceptions to this requirement (Delegation 4.4.5).

The following undergraduate students must apply by completing an application for internal course transfer (ICT):

- students in a combined degree transferring to one of its constituent single degrees, where the student has the necessary ATAR and prerequisites for transfer (eg transfer from the combined degree Bachelor of Business Bachelor of Laws to a single degree course Bachelor of Business)
- students transferring into a combined degree with Bachelor of Arts in International Studies and the Bachelor of Creative Intelligence and Innovation

- students who are applying to exit from a degree (eg from a Bachelor of Engineering Diploma in Engineering Practice to a Bachelor of Engineering Science) or special cases, including students in a combined degree applying to graduate from one of its constituent degrees.

Faculty boards must develop and approve an 'internal course transfer' process, together with assessment criteria and nomination of an appropriate responsible officer. This information must be included in the relevant section(s) of the faculty's website.

5.11.2 Local postgraduate coursework students

All enrolled local postgraduate coursework students who wish to transfer from their current award course to another UTS course should complete an application for internal course transfer (available online). The Student Administration Unit processes these applications and coordinates an ICT with the faculty to which the student wishes to transfer.

Postgraduate coursework students completing a course with an internal articulation arrangement will, where possible and following confirmation with the relevant faculties, receive automatic offers for admission into the related higher level course(s) as approved by the relevant faculty.

Those students receiving automatic offers should follow the directions provided in the offer of admission letter.

5.11.3 International students (undergraduate and postgraduate coursework)

All enrolled international students (undergraduate and postgraduate coursework) who wish to transfer from their current award course to another course at the same qualification level must apply for admission to that course by completing an application for an ICT (available online) prior to the specified deadline. Applications for transfer to an award course at a different level must follow the procedures for a new application.

The Student Administration Unit processes these applications and coordinates an internal course transfer with the faculty to which the student wishes to transfer. UTS International provides the student with the necessary documentation to facilitate their application for visa changes on approval of the course transfer.

5.11.4 Graduate research students (local and international)

All enrolled graduate research students (local and international) who wish to transfer between graduate research degree courses should apply to the Dean, Graduate Research School as outlined in [Rule 11.5](#). The Dean, Graduate Research School will approve or reject the application for transfer on advice from the relevant RAO.

The Graduate Research School Board must develop and approve an 'Internal Course Transfer' process, together with assessment criteria and nomination of an appropriate responsible officer. This information must be included in the relevant sections of the Graduate Research School website.

5.12 Dual Programs of Study

Students may apply for admission to UTS Dual Programs of Study as fee-paying students through a reciprocal, fee-waiver arrangement as part of a dual program agreement with an external partner.

5.13 External articulation arrangements

Programs of study taught by external providers may be recognised for credit in UTS award courses. The approval arrangements for external articulation are detailed in the [Credit Recognition Policy](#) and [Procedures](#).

5.14 Offshore students

Offshore students are admitted to UTS award courses offered in conjunction with an overseas partner involved in tertiary education, in accordance with a formal agreement between UTS and the overseas partner.

Responsibility for admission of all offshore students lies with UTS International, under the admissions standards approved by Academic Board. Expert faculty staff may be requested to assist with difficult or unusual cases and with assessment of personal statements and credit recognition, where necessary.

The overseas partner submits all applications for admission to UTS International for assessment and verification. Offers are made by UTS International, either to individual applicants or through the partner, as stated in the agreement.

5.15 Monitoring standards

Course planning and accreditation or reaccreditation (occurring every five years) ensures appropriate admissions standards for all courses and student categories. Annual review, through the Course Performance Report compiled by the Deputy Vice-Chancellor (Education and Students), provides a report to Academic Board showing relationships between entry levels and annual course outcomes for students in each undergraduate course.

Academic Board may request faculties to recommend adjustments to admission standards for some cohorts on the basis of trend data from these annual reports.

The Academic Programs Office has overall responsibility for establishing and maintaining the [Register of Admissions Standards](#), which includes approved foundation studies courses, external articulation arrangements, English language proficiency requirements for admission and admissions selection criteria.

6. Roles and responsibilities

Accountable Officers: Deputy Vice-Chancellor (Education and Students), Provost.

Implementation Officers: Responsible Academic Officers; Director, Student Administration Unit; Director, UTS International; Dean, Graduate Research School; Director, Equity and Diversity Unit; Deans or Faculty Board Chairs.

Contact Officers: Responsible Academic Officers; Director, Student Administration Unit; Director, UTS International; Director, Graduate Research School; Director, Equity and Diversity Unit; Faculty Managers.

A full list of roles and responsibilities can be found in the [Admissions Policy](#).

7. Version control and change history

Date	Version	Approved by and resolution no.	Amendment
30/08/2012	1	Academic Board, AB 12/10.6	Changes to the Roles and Responsibilities sections of the Admissions Policy and the Admissions Procedure, brought into effect August 2012 to coincide with Council approval of complementary delegations.
24/10/2012	2	Academic Board, AB 12/85.2	Amendment to section 5.2.2 in regards to the number of student who can be nominated in PRS, section 5.7 to clarify Register being referred to and section 5.10.2 re: Study Abroad provisions.
01/01/2013	2.1	Council, COU/12-2/30.1; Academic Board, AB12/70.3	Changed the following references: <ul style="list-style-type: none"> University Graduate School to Graduate Research School, and University Graduate School Board to Graduate Research School Board in accordance with approved nomenclature changes.
18/06/2013	2.2	Senior Deputy Vice-Chancellor	Amendment to section 5.2.2 regarding the number of students who can be nominated under the PRS (from 4 to 10), in accordance with Academic Board resolution AB/13-2/31.
23/01/2014	2.3	Senior Deputy Vice-Chancellor (18/12/2013)	Reorganisation of responsibilities for graduate research courses, amendments to definitions, editorial changes and clarifications, inclusion of information in relation to internal course transfer.
01/12/2014	2.4	Council, COU/14-5/106 (15/10/2014)	Consequential changes to align with changes to Student Rules.
		Director, Governance Support Unit (15/10/2014)	Changes to Senior Executive titles and to cover disestablishment of the Registrar position.
		Director, Governance Support Unit (11/11/14)	Further administrative changes (under Delegation 3.17): reflecting changes in process ownership in relation to Special Admissions Schedule — Elite Athletes and Performers.
20/11/2015	2.5	Provost	Amendments following external articulation process review.
27/11/2015	2.6	Provost	Amendments relating to alternate entry and assessment arrangements.