

Admissions Policy

Abstract

This Policy applies to the admission requirements and processes for all programs of study offered by UTS, other than short courses. It also applies to non-award study. The Policy should be read in conjunction with the Admission Procedures and the Admissions Rules.

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Relevant to	All staff responsible for the management and administration of admissions into UTS programs of study All students	
Related documents	Admissions Procedures Admission (section 5, Student Rules) Award Course Approval and Reaccreditation Policy and Procedures Credit Recognition Policy 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) Short Courses Policy and Vice-Chancellor's Directive Standing Delegations of Authority UTS Academic Standards: Develop Coursework Graduates UTS Academic Standards: Develop Higher Degree Research Graduates
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1. Purpose

This Policy provides a framework to ensure that admission of students into UTS programs of study is supported by fair, transparent, consistent and timely procedures that are in line with the University's missions and functions.

2. Scope

This Policy applies to admissions, readmissions and transfers for all UTS programs, with the exception of short courses.

3. Definitions

Unless specified, the definitions used in this Policy follow those stated in [Schedule 1, Student Rules](#). These are in addition to those definitions outlined in Schedule 1.

Australian Tertiary Admission Rank (ATAR) means a number (not a mark) that indicates a student's position in relation to their Year 12 cohort, including students who did not complete Year 12. It is a rank that allows the comparison of students who have completed different combinations of HSC courses.

Articulation means an approved arrangement which recognises that:

- (a) the completion of requirements in one course contributes to the satisfaction of course requirements of another course
- (b) admission to the subsequent course may be dependent, and possibly guaranteed, upon satisfactory completion of the prior course at a specified level
- (c) credit for study completed in one course which is to be recognised for the requirements of a subsequent course must be approved as part of an articulation arrangement with an external provider, or as part of the UTS course structure if only UTS courses are involved.

Articulation can be *internal or external* (see below).

Dual Program of Study means a program of study that leads to two awards for a student: one from UTS and one from another higher education provider. The two awards are provided in tandem through a formally approved cross-credited arrangement.

Educational Access Scheme (EAS) means a scheme which allows approved applicants demonstrating disadvantage to enter UTS with a lower Australian Tertiary Admission Rank (ATAR) score, or equivalent, than is normally required. This is run by UAC on behalf of UTS (and other universities).

Exchange student means a student from an overseas institution that has a Student Exchange Agreement with UTS. This agreement allows reciprocal arrangements for an agreed number of students of both institutions to study at the hosting institution for a specified period of time (usually one or two semesters) in order to undertake specified subject(s) in accordance with the terms of the Agreement. The student is required to pay tuition fees at their home institution only.

External articulation is the form of articulation (see above) that allows UTS to approve and recognise a program of study taught by an external provider as being equivalent to a component part of a UTS program of study. These arrangements usually, but not always, involve exemptions for specific subjects or block credit transfer, and sometimes, but not always, involve guaranteed admission to a specific UTS award course provided the student has achieved specified grades or marks. In some cases, UTS will cooperatively deliver the initial program of study with the external provider.

Foundation studies course means a pre-university preparatory course offered by a recognised provider which aims to equip students with the skills and capabilities for entry into higher education programs. Foundation studies courses provide an academic entry pathway to first year undergraduate study or its equivalent. Foundation studies may be available to both local and international students.

inpUTS Educational Access Scheme is the UTS educational access scheme available to students who have experienced long-term disadvantage impacting on their results in school, vocational or university education.

Internal articulation is the form of articulation (see above) which allows UTS to approve and recognise a suite of interlinked UTS courses, usually in the series of Graduate Certificate, Graduate Diploma, Master. The approved structure may provide for an 'early exit' option upon completion of the course requirements for a lower level award and also for admission to a higher level course in the suite with full credit for study completed satisfactorily as part of the lower level course.

Local student means a student who is an Australian citizen (including Australian citizens with dual citizenship), or a student who is a New Zealand citizen or a student who has Permanent Resident Status.

Minor means a person under the age of 18.

Offer means the formal invitation made to a prospective student to commence an award course or a program of study at UTS.

Offshore student means a student who is enrolled in a UTS course of study delivered at a location outside Australia and not through distance learning mode.

Program of study (program) means a collection of academic subjects which may or may not lead to the award of a degree, diploma or certificate.

Qualification(s) includes degrees, diplomas, certificates, professional titles and professional standing that an individual acquires through recognised study or experience. It also includes the outcomes of an assessment and validation process obtained when a competent body determines that an individual has achieved relevant learning outcomes to given standards and/or processes the necessary competence in a specific area.

Schools Recommendation Scheme means the scheme available to students endorsed by their school and provides an ATAR concession beyond the ten points available through the inpUTS Educational Access Scheme.

Selection Criteria means specific requirements, including English language proficiency requirements, within the approved admission standards of each program, designed to establish eligibility and to enable ranking of applicants (where necessary) for admission into the program of study.

Special Admissions Scheme means the inpUTS, Schools Recommendation and Elite Athletes and Performers access schemes that allow approved applicants including non-recent school leavers, refugees, elite athletes/performers and others to enter a UTS course with a lower entry score than is normally required.

Universities Admissions Centre (UAC) means the organisation established by NSW and ACT universities to coordinate admissions to their award courses.

4. Policy principles

4.1 Admission requirements will focus on merit and reflect the potential for academic success.

4.2 UTS encourages lifelong learning, including formal, informal and non-formal learning, and provides applicants for admission to the University's programs with the opportunity to have relevant, prior learning considered in their application.

4.3 The University shall take into account possible educational disadvantage when determining admission requirements.

4.4 Admission requirements for undergraduate and postgraduate coursework courses will be reviewed and approved annually by Academic Board via faculty boards and the Courses Accreditation Committee.

4.5 Admissions requirements for graduate research courses will be reviewed and approved as necessary by Academic Board via Faculty Boards and the Graduate Research School Board.

4.6 Applicants will be admitted by fair, timely, and transparent procedures, on the basis of clearly defined, consistent and equitable requirements.

4.7 Staff involved in the admission process must not divulge to any unauthorised person any information related to an individual student's application or admission in line with the University's [Privacy Vice-Chancellor's Directive](#).

5. Policy statements

5.1 Admissions requirements and selection criteria

This section outlines UTS admissions requirements and selection criteria for award and non-award study.

Details of the approval processes for admissions and selection criteria are outlined in the [Admissions Procedures](#) and section 6 of this Policy (Roles and responsibilities).

5.1.1 English language requirements

English language requirements for admission to programs should be set in accordance with the [English Language Policy](#).

Applicants to a course must satisfy the English language proficiency requirements applicable for admission to that course. These English language proficiency requirements are approved by Academic Board as part of the new course approval process. English language proficiency requirements for the University's programs are outlined in the [Register of English Language Proficiency Requirements](#) (PDF) (restricted access: Staff connect) (Register B of the [Register of Admissions Standards](#) (restricted access: Staff connect)).

The approval authorities for changes to English language requirements (along with other admission selection criteria) are outlined in the Admissions Procedures and section 6 of this Policy (Roles and responsibilities).

5.1.2 Undergraduate Bachelor degree

Applicants for admission to a Bachelor degree course must satisfy the selection criteria for that course, or relevant special admissions scheme (where appropriate).

The minimum ATAR, or equivalent, for admission to any Bachelor degree course at the University will be 69.

5.1.3 Diploma

Applicants for admission to a diploma course will have satisfied the selection criteria for that course.

5.1.4 UTS Foundation Studies

Applicants for admission to the UTS Foundation Studies course will have satisfied the selection criteria for that course.

5.1.5 Bachelor Honours degree

Applicants for admission to an honours course must have completed the requirements for the award of a Bachelor degree in a related discipline and meet any course-specific admission requirements as determined by the faculty administering the course. An offer of admission is at the discretion of the faculty.

5.1.6 Graduate Certificate and Graduate Diploma

Applicants for admission to a Graduate Certificate or a Graduate Diploma course will have completed the following:

- (i) a minimum of a Bachelors degree of UTS or recognised equivalent qualification, or
- (ii) other general and professional qualifications or appropriate experience which satisfy the relevant selection criteria that the applicant possesses the educational preparation and capacity to pursue graduate studies, and
- (iii) satisfy any course prerequisites or additional selection criteria prescribed for the particular course.

5.1.7 Masters degree (Coursework)

Applicants to be considered for admission to a Masters degree (Coursework) will have completed the following:

- (i) a minimum of a Bachelors degree of UTS or recognised equivalent qualification, or
- (ii) other general and professional qualifications or appropriate experience which satisfy the relevant selection criteria that the applicant possesses the educational preparation and capacity to pursue graduate studies, or
- (iii) a Graduate Certificate or Diploma of UTS, or recognised equivalent qualification, and have demonstrated the capacity to pursue graduate studies at this level, and
- (iv) satisfy any additional selection criteria prescribed for the particular course.

5.1.8 Masters degree (Research)

Applicants to be considered for admission to a Masters degree (Research) will have completed the following:

- (i) a minimum of a Bachelors degree of UTS in a related field of study or recognised equivalent qualification, or
- (ii) other general and professional qualifications or professional experience which satisfy the Graduate Research School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.

5.1.9 Doctoral degree

Applicants to be considered for admission to a Doctoral degree will have completed the following:

- (i) a minimum of a Bachelor Honours degree of UTS with First Class or Second Class Division 1 Honours, or a Masters by research degree of UTS, or recognised equivalent qualification, or
- (ii) other general and professional qualifications which satisfy the Graduate Research School Board that the applicant possesses the educational preparation and capacity to pursue graduate research studies at this level.

5.1.10 Non-award study

Applicants may seek admission to non-award study to undertake an individual subject or a program of subjects out of interest or in order to obtain professional registration or to improve their vocational position. Applicants must be able to provide evidence of potential academic success and demonstrate reasons for wishing to undertake a non-award study.

The University reserves the right to vary the list of subjects available for non-award study. Such variation(s) must be made publicly available.

5.1.10.1 Cross-institutional study

Local applicants from other tertiary education institutions in Australia may wish to undertake a UTS subject or subjects concurrently as part of their award course. UTS require applicants to provide documentary evidence that their own institution has approved the concurrent enrolment and that the applicant meets the UTS requisites for the subject(s) ([Rule 7.3](#)).

Cross-institutional programs of study must not exceed 48 credit points, and the maximum load for a semester is 26 credit points.

A student who fails a subject for a third time will not be permitted to re-enrol in that subject as a cross-institutional student.

Admissions for cross-institutional students are coordinated by the Student Administration Unit (SAU) and are subject to the approval of the Responsible Academic Officer in the relevant faculty and the availability of class places.

5.1.10.2 Study Abroad and Exchange students

UTS admits international students for one or two semester programs of study that may be counted towards a degree at their home university. Study Abroad and Exchange programs are managed by UTS International (UTS:I).

International applicants who have completed the equivalent of an Australian high school qualification but who have not completed their first year of tertiary education, are eligible to apply for admission to the UTS Study Abroad or Exchange program at the undergraduate level. University admission requirements for the relevant undergraduate course apply.

International applicants who have completed one or more years of undergraduate study, with at least the equivalent of a credit average, are eligible to apply for admission to the UTS Study Abroad or Exchange program at undergraduate level.

International applicants who have completed the equivalent of an Australian Bachelor's degree are eligible to apply for admission to the UTS Study Abroad or Exchange program at postgraduate coursework level.

Applicants who have completed the equivalent of an Australian Bachelor's degree are eligible to apply for admission to Study Abroad at UTS for the Visiting Research Student Program. All admission requirements for the relevant graduate research course apply.

Study Abroad students must satisfy the admissions requirements for the relevant undergraduate or postgraduate course. English language requirements will be based on the University's minimum English language requirements for admissions.

Study Abroad students must enrol in a full-time load at UTS. The full-time study load is between 18 and 24 credit points per semester. Credit points apply to all subjects (except graduate research courses) and represent a measure of the student workload by subject.

On completion of the Study Abroad program, students are not eligible for any degree award but will receive an academic transcript for their studies at the University.

Study Abroad students applying to transfer and to enroll for a degree (or other) course must meet all admission requirements for the selected degree course.

5.2 Policy statements applying to all UTS programs of study

The requirements detailed in this section are applicable to applicants for admission to all UTS programs.

To be considered eligible for entry, applicants must satisfy the Academic Board approved course selection criteria and have lodged an application to the University through the specified application process.

5.2.1 External requirements

Where external bodies have professional accreditation requirements of graduates, these will be published in the course requirements in the University Handbook.

5.2.2 Refusal of application, withdrawal of an offer of admission and cancellation of admission or enrolment

The University reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment in accordance with [Rule 5.6](#) including when the student has provided untrue, inaccurate or incomplete information ([Rule 5.6.1\(2\)](#)); or when the University is not satisfied that the student meets the Genuine Temporary Entrant and/or Genuine Student requirements set by the Department of Immigration and Border Protection ([Rule 5.6.1\(5\)](#)); or when any legislation prohibits the student's admission ([Rule 5.6.1\(6\)](#)). Students have the right to appeal decisions based on the provision of untrue or incomplete information ([Rule 5.6.4](#)).

5.2.3 Excluded students

Applicants may not apply for admission during a period of exclusion from UTS or any other tertiary education institution.

Applicants who have completed a period of academic exclusion must provide details with their application of the exclusion penalties that were applied as part of their application for admission.

Applicants who have met the admissions requirements but who have been excluded previously from a course, at UTS or at another tertiary education institution, must demonstrate, by providing a written statement and additional documentation, how and why they have an improved likelihood of success in the course for which they are applying (Rules [5.2.3](#), [5.2.4](#)).

Applicants who have been excluded for misconduct from UTS or any other tertiary institution must show cause by providing a written statement outlining why they should be considered for readmission to the University. Statements of explanation outlining the case for readmission must be submitted in accordance with the timeframes specified on the application form ([Rule 5.9.3](#)).

5.2.4 Admissions arrangements for minors

Minors may enrol in UTS programs (with or without parental consent), provided they meet the selection criteria for their chosen program and comply with any age restrictions imposed by a third party associated with any compulsory program components of practicum or industry experience. The University reserves the right to refuse admission to such programs until a minor has reached an age that complies with the restrictions imposed by the third party.

International students who are under 18, may enrol in UTS programs provided they meet the requirements described in the paragraph above, and comply with the regulations as set out in Standard 5 of the [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#).

5.2.5 Internal course transfers

All students who wish to transfer from their current program of study to another program of study at UTS must meet the admission requirements for that program. The procedures for internal course transfers are detailed in the Admissions Procedures ([section 5.11](#)).

5.2.6 Dual programs of study

Students may apply for admission to dual programs of study through a dual program agreement between the University and its international partners.

5.2.7 Course conducted in conjunction with another university or educational institution

Students may apply for admission to courses conducted in conjunction with another university or educational institution where a formal agreement exists ([Rule 1.2.3](#)). Students admitted to such courses may transfer to the University from the other institution where this is included in the formal agreement.

5.2.8 Articulation arrangements

Entry levels for local and international students covered by formal articulation arrangements are designed to achieve comparability of admissions standards across the various student cohorts admitted to an award course.

5.2.9 Monitoring admissions standards

Admission standards for each course of study will be monitored on a yearly basis, and faculties will undertake adjustments to standards where required.

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, Director Equity and Diversity Unit, Dean Graduate Research School, Deans or Faculty Board Chairs.

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

Other positions and committees

Academic Administration Committee

1. Review this Policy when referred to the Committee.
2. Review the Admissions Procedures when referred to the Committee because of changes in policy or in the internal or external regulatory environment.

Academic Board

1. Determine for a particular course not to allow deferral of commencement ([Rule 5.5.1](#)).
2. Determine for a particular honours course to allow deferral of commencement ([Rule 5.5.2](#)).
3. Approve admission for any applicant who, in the opinion of the Board, has reached an acceptable standard ([Rule 5.7.2](#)).
4. Approve the Admissions Policy in relation to assessment of applicants for undergraduate Bachelor degrees, Bachelor Honours degrees, Graduate Certificate, Graduate Diploma, Masters degrees (Coursework), graduate research courses, non-award study, cross-institutional study, Study Abroad, student exchange and requirements for English language special tests and designated standards in those tests.
5. Set admissions standards, including English language requirements, selection criteria, entry levels, ATAR cut-off for admission to award coursework courses offered onshore and offshore by the University (including any special course and subject requirements) submitted annually by Faculty Boards via the Courses Accreditation Committee (Delegation 4.4.1).
6. Determine and approve language requirements for admission to award courses offered by the University and determine accepted language tests for applicants, and equivalent English language proficiency for applicants from a language background other than English (Delegation 4.4.2).
7. Approve language requirements for courses where the subjects are taught or where research is to be undertaken in a language other than English (LOTE).
8. Approve the specific selection algorithms, submitted annually by Faculty Boards via Courses Accreditation Committee, to be used for admission to undergraduate and postgraduate coursework courses coordinated by UAC (Delegation 4.4.1).

9. Determine policy in relation to specific course admission requirements for particular courses from time to time on the advice of the relevant Faculty Board or Graduate Research School Board ([Rule 5.8.2](#)).
10. Determine for a particular course, on the advice of the relevant Faculty Board or Graduate Research School Board, that applicants for admission be required to submit a personal statement or other questionnaire, undertake an examination or interview, submit portfolios or other additional information ([Rule 5.8.2](#)).
11. Approve a program of language support and testing for study abroad and exchange students.
12. Approve external articulation arrangements of any type when combined with the establishment of a new UTS award course.

Academic Programs Office

1. Maintain a Register of Admissions Standards, including:
 - a. description of the key characteristics of each new and existing external articulation arrangements
 - b. approved foundation studies courses
 - c. English language proficiency requirements for admission to all award and non-award courses
 - d. admissions selection criteria.
2. Provide an annual report to Academic Board on the Register of Admissions Standards.

Appeals Committee (Non-disclosure)

1. Make determinations on appeals against withdrawal of offer and cancellation of enrolment ([Rule 17.4.2](#), Delegation 4.4.7).

Courses Accreditation Committee

1. Review this Policy when due for review or when referred to the Committee.
2. Review the Admissions Procedures when judged to be necessary because of changes to policy or internal and external regulatory environment.
3. Make recommendations to Academic Board or the Provost, as applicable, on advice from faculties, on admission standards, including selection criteria and English language requirements and tests, for undergraduate and postgraduate coursework programs in accordance with this Policy and the Admissions Procedures.
4. Make recommendations to Academic Board or the Provost, as applicable, on the recognition of, and policy related to, foundation programs and articulation arrangements in accordance with this Policy and the Admissions Procedures.
5. Endorse and recommend to the Provost, recognition of a foundation studies course, on the recommendation of Deputy Vice-Chancellor (International and Advancement).
6. Assess requests, on the advice from relevant Faculty Boards, for approval of external articulation arrangements for referral to the Provost.

Deans

1. Approve external articulation arrangements applied unilaterally by UTS, which have no legal agreement and no UTS resources applied outside the University.

Deans (or nominee)

1. Reserve a quota of up to 10 percent of Commonwealth supported places 'off the top' of existing course quotas for inpUTS-eligible applicants.
2. Determine each year, in consultation with the Provost, the quota of places for each undergraduate award course offered by the faculty.
3. Approve, in exceptional circumstances, variations to the minimum language requirements for applicants from a language background other than English, including applicants to special programs (Delegation 4.4.1).

Dean, Graduate Research School

1. Approve applications for admission to graduate research courses, admitting candidates where an applicant for admission is considered qualified by reason of eminence in learning or creative achievement (Delegation 4.4.3).
2. Determine the maximum period of time in which a student readmitted to a course following discontinuation shall be permitted to complete the course (Delegation 4.4.4).
3. Approve applications for transfer between graduate research courses ([Rule 11.5](#)).
4. Approve, in exceptional circumstances, variations to the minimum language requirements of graduate research courses for applicants from a language background other than English (Delegation 4.4.1).

Deputy Vice-Chancellor (Education and Students) (or nominee)

1. Provide a report, as part of annual monitoring of Course Performance, to Academic Board showing relationships between entry levels and annual course outcomes for students in each undergraduate course.
2. Ensure that arrangements are made to provide a program of language support and testing for study abroad and exchange students, as approved by Academic Board.
3. Ensure that arrangements are made to provide advice on the suitability of external English language tests and programs to the Courses Accreditation Committee as requested.

Deputy Vice-Chancellor (International and Advancement)

1. Make recommendations to the Courses Accreditation Committee on recognition of a foundation studies course.

Deputy Vice-Chancellor (International and Advancement) (or nominee)

1. Make offers of admission to international students applying for coursework award courses (Delegation 4.4.3).
2. Make offers of admission to offshore students (Delegation 4.4.3).

Director, Equity and Diversity Unit

1. Ensure business processes used for the assessment of applications for admission to undergraduate courses under educational access schemes for disadvantaged students are consistent with the principles outlined in the [Admissions Policy and Procedures](#).

2. Assess and recommend applicants for admission to undergraduate courses under educational access schemes for disadvantaged students.
3. Ensure business processes related to applications for admission are consistent with the principles outlined in the [Admissions Policy and Procedures](#).

Director, Equity and Diversity Unit (in conjunction with SAU)

1. Report to Academic Board on educational access schemes whenever key developments (for example, in funding, numbers or types of schemes) occur.

Director, Student Administration Unit (or nominee)

1. Determine, with the Provost, exceptions to the requirement that applications by local postgraduate coursework apply via UAC, and make available annually the criteria for courses exempted from the UAC application process.
2. Determine exceptions to the requirement that applicants for course transfer must apply through UAC (Delegation 4.4.5).
3. Determine, on the advice of the relevant Responsible Academic Officer, whether or not an applicant for admission who is a minor (i) meets the admissions standard for their chosen course and complies with any age restrictions, and (ii) for courses which have a compulsory component of practicum or industry experience which may have age restrictions imposed by third parties such as employers, health and education authorities, that they can meet their obligations under legislation such as OH&S.
4. Approve late enrolments with or without financial penalty (Delegation 4.4.8).
5. Withdraw an offer of admission or cancel enrolment where the applicant provides untrue or incomplete information which results in a) an advantage to the applicant and/or inequitable treatment of other applicants or b) an incorrect assessment of the applicant's claims against the admissions criteria ([Rule 5.6](#), Delegation 4.4.7).
6. Refer appeals against withdrawal of offer and cancellation of admission and enrolment to the Responsible Academic Officer ([Rule 5.6.5\(4\)](#)).
7. Refer appeals to an Appeals Committee (Non-disclosure) in cases where the Responsible Academic Officer recommends that an appeal against withdrawal of offer and cancellation of admission and enrolment be dismissed ([Rule 5.6.5\(5\)](#)).
8. Advise applicants of the outcome of appeals against withdrawal of offer and cancellation of admission and enrolment ([Rule 5.6.5\(5\)](#)).

Faculty Boards

1. Approve requirements for submission of other evidence of general and professional qualifications to satisfy the educational preparation and capacity for an applicant to pursue graduate studies.
2. Recommend to Academic Board annually, via the Courses Accreditation Committee, admissions standards (including English language requirements), selection criteria, selection algorithms, entry levels, ATAR cut-off for admission to particular coursework award courses offered by the University, including any specific course admission requirements for particular courses and subject requirements.
3. Recommend to Academic Board or the Provost, as applicable, via the Graduate Research School Board, admissions standards (including English language requirements) and selection criteria for admission to particular graduate research courses by the University.

4. Recommend to Academic Board that the applicants for admission to a particular course be required to submit a personal statement or other questionnaire, undertake an examination or interview, submit portfolios or other additional information ([Rule 5.8.2](#)).
5. Approve criteria and processes for assessing an offer of admission on the basis of a personal statement or other questionnaire, examination or interview, portfolios or other additional information.
6. Approve an 'Internal Course Transfer' process, together with assessment criteria and nomination of an appropriate responsible officer.
7. Approve criteria and procedures for students admitted to a Masters by research course for transfer to a doctoral course.
8. Recommend to Academic Board, via the Courses Accreditation Committee, an amendment to a minimum level of English language requirements for admission to particular coursework courses.
9. Recommend to the Provost, via the Graduate Research School Board, an amendment to a minimum level of English language requirements for admission to particular graduate research courses.
10. Ensure business processes related to applications for admission are consistent with the principles outlined in the [Admissions Policy and Procedures](#).

Graduate Research School

1. Maintain a Register of the persons or bodies authorised to make an offer of admission to graduate research programs.
2. Coordinate local applications for admission to graduate research courses.
3. Coordinate applications for transfer from local students for transfer to a graduate research course.
4. Verify documentation for local graduate research course applicants.
5. Ensure business processes related to applications for admission are consistent with the principles outlined in the [Admissions Policy and Procedures](#).
6. Ensure that faculties receive timely reports of applications, acceptances and admissions.
7. Ensure business processes related to applications for admission are consistent with the principles outlined in the [Admissions Policy and Procedures](#).

Graduate Research School Board

1. Approve applications for admission to graduate research courses.
2. Approve requirements and processes for the submission of such other evidence of general and professional qualifications to satisfy the necessary capacity and experience to pursue graduate research studies.
3. Recommend to Academic Board specific course admission requirements for particular graduate research courses ([Rule 5.8.2](#)).
4. Make recommendations to Academic Board or the Provost, as applicable, on advice from faculties, on admissions standards, including selection criteria and English language requirements and tests, for graduate research courses in accordance with the Policy and the Admissions Procedures.
5. Recommend to Academic Board, that the applicants for admission to a particular graduate research course be required to submit a personal statement or other questionnaire, undertake an examination or interview, submit portfolios or other additional information ([Rule 5.8.2](#)).

6. Approve the process for admission (and transfer) to graduate research courses in English and languages other than English (LOTE) (Delegation 4.4.3).
7. The Board may determine maximum duration of candidature permitted and specify other evidence of general and professional qualifications to that generally required by candidates (Delegation 4.4.3).

Responsible Academic Officers

1. Determine the maximum period of time for course completion for a student readmitted to a course ([Rule 5.9.4](#), Delegation 4.4.4).
2. Approve the availability of class places for non-award study, cross-institutional, Study Abroad, and Exchange students.
3. Provide advice to the Director, Student Administration Unit (or nominee) on whether or not an applicant for admission who is a minor meets the admissions standard for their chosen course and complies with any age restrictions.
4. Approve the readmission of an applicant who has been excluded for failure to maintain the required academic progress on more than two occasions (Delegation 4.4.4).
5. Approve applications for admission or transfer to one-year fulltime or equivalent Bachelor Honours courses (Delegation 4.4.5).
6. Approve, in exceptional circumstances, variations to the minimum language requirements for students from a language background other than English, including applicants to special programs (Delegation 4.4.1).
7. Approve, in exceptional circumstances, an application for extension of the deferral of admission period for a student ([Rule 5.5.5](#), Delegation 4.4.6).
8. Approve applicants for admission to undergraduate courses under educational access schemes for disadvantaged students (Delegation 4.4.3).
9. Make recommendations on appeals against withdrawal of offer and cancellation of admission and enrolment for submission of untrue or incomplete information ([Rules 5.6.5\(4\) and 5.6.5\(5\)](#), Delegation 4.4.7).

Provost

1. Make changes to the (admissions) selection criteria outside the annual review process.
2. Make changes to the (admissions) selection criteria for graduate research courses.
3. Determine requests for review from applicants where readmission has been declined ([Rule 5.9.6](#), Delegation 4.4.4).
4. Determine, with the Director, Student Administration Unit, exceptions to the requirement that applications by local postgraduate coursework apply via UAC, and make available annually the criteria for courses exempted from the UAC application process.
5. Make offers of 'special admission' (Delegation 4.4.3).
6. Approve recognition of a foundation studies course on the recommendation of the Courses Accreditation Committee.
7. Approve external articulation arrangements that are subject to legal agreements.
8. Approve external articulation arrangements that are subject to legal agreements and have UTS resources applied outside the University, or refer such cases to Academic Board for decision.
9. May call for direct entry applications to transfer from a fee-paying place to a Commonwealth supported place in specific courses and may authorise such

transfers where standards for admission into Commonwealth supported places, as prescribed by Academic Board, have been met.

10. Recommend to Academic Board variation to ATAR cut-off for admission for specific award courses.

Provost (or nominee)

1. Make offers of admission to award courses offered by the University (Delegation 4.4.3).

Student Administration Unit

1. Maintain a Register of the persons or bodies authorised to make an offer of admission to domestic coursework applicants.
2. Coordinate local applications via the Universities Admissions Centre (UAC) for admission to award courses.
3. Coordinate local applications for admission to direct entry award courses.
4. Ensure that faculties receive timely reports of applications, acceptances and admissions so as to assist effective class planning before teaching commences.
5. Coordinate applications for admission or transfer to one-year fulltime (or equivalent) Bachelor Honours courses.
6. Coordinate applications for admission to undergraduate courses under educational access schemes for disadvantaged students.
7. Coordinate applications for admission to non-award and cross-institutional programs of study.
8. Coordinate applications for internal course transfers from local and international students.
9. Coordinate assessment of personal statements.
10. Verify documentation for local undergraduate and postgraduate coursework applicants.
11. Ensure business processes related to applications for admission are consistent with the principles outlined in the [Admissions Policy and Procedures](#).

Universities Admissions Centre

1. Coordinate applications for admission of local students to Commonwealth Supported and fee-paying places in the majority of UTS undergraduate and postgraduate coursework award courses.
2. Coordinate applications from international students who have completed Year 12 studies in Australia for admission to undergraduate award courses.
3. Coordinate applications from local students for transfer to an undergraduate course offered by another faculty.
4. Coordinate, except where otherwise specified by the University, applications from students in fee-paying places (including those who were previously classified as international students and who have subsequently been granted Permanent Resident status) who wish to transfer from a fee-paying place to a Commonwealth Supported Place, (whether within the same program or to a different program).

UTS International

1. Maintain a Register of the persons or bodies authorised to make an offer of admission to international applicants.
2. Coordinate and assess applications from international students for admission to UTS award courses (including dual programs of study), Exchange and Study Abroad programs.

3. Arrange changes to students' visas for international students who transfer from their current award course to another course.
4. Verify documentation for all international applicants.
5. Ensure business processes related to international applications for admission are consistent with the principles outlined in the [Admissions Policy and Procedures](#).
6. Ensure that faculties receive timely reports of applications, acceptances and admissions for international students.
7. Determine, on the advice of the relevant Responsible Academic Officer, whether or not an applicant for admission who is a minor (i) meets the admissions standard for their chosen course and complies with any age restrictions, and (ii) for courses which have a compulsory component of practicum or industry experience which may have age restrictions imposed by third parties such as employers, health and education authorities, that they can meet their obligations under legislation such as OH&S.
8. Ensure business processes related to applications for admission are consistent with the principles outlined in the [Admissions Policy and Procedures](#).

Vice-Chancellor (or delegate)

1. Set conditions relating to readmission and a student's future conduct at the University ([Rule 2.1.9](#), [Rule 5.6.1\(3\)](#), [Rule 5.9.3\(2\)](#), Delegation 4.4.4).

7. Acknowledgments

Admissions and Advanced Standing Policy, University of Wollongong, June 2008.

Admissions Policy, University of Western Sydney, March 2010.

Admissions Policy, University of New South Wales, March 2011.

8. Version control and change history

Date	Version	Approved by and resolution no.	Amendment
23/05/2012	1	Executive Action of Council	Amended to provide for UTS to withdraw an offer of admission in certain circumstances.
30/08/2012	2	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	3	Academic Board, AB 12/85.2	Changes to Study Abroad (section 5.1.11.3), rule referencing amendments and a minor amendment to section 3.

Date	Version	Approved by and resolution no.	Amendment
01/01/2013	3.1	Council, COU/12-2/30.1; Academic Board, AB12/70.3	Changed the following references: University Graduate School to Graduate Research School, and University Graduate School Board to Graduate Research School Board in accordance with approved nomenclature changes.
11/12/2013	4	Academic Board AB/13-5/73	Reorganisation of responsibilities, amendments to definitions, editorial changes, inclusion of sections in relation to Internal Course Transfer.
15/10/2014	4.1	Council COU/14-5/106	Consequential changes to align with amendments to the Student Rules, Senior Executive titles and amendments following the disestablishment of the Registrar position. Provisional status and admission removed and changes made to section 5.2.2 and section 6.
		Director, Governance Support Unit	Additional changes to align with amendments to the Student Rules and Senior Executive titles; and to cover disestablishment of the Registrar position.
09/09/2015	4.2	Academic Board AB/15-5/72	Amendments relating to alternate entry and assessment arrangements.
18/11/2015	4.3	Academic Board AB/15-6/84	Amendments following external articulation process review.