Admission to Coursework Programs Procedure

Purpose

Scope

This procedure applies to admission to all coursework programs and non-award study at UNSW and UNSW Canberra.

1.6.

1.17. Program entry requirements must include the minimum academic requirements for admission to the broad program type (undergraduate, honours, postgraduate coursework programs and non-award programs), as detailed below, assumed disciplinary or other knowledge, and any additional requirements or selection criteria which applicants must meet.

1.18. Program entry requirements, including any additional requirements or selection criteria, must be published in the UNSW Handbook.

1.19. Eligibility for selection to a dual award program is determined at the higher entry requirement of the two programs as well as any additional selection criteria specified for either program.

1.20. Additional program entry requirements or selection criteria may include, but are not limited to:

- elements (such as portfolio, interview, entrance test, etc.);
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must be accompanied by documentation evidencing the change of name. Details of recognised translators will be published at unsw.edu.au/document-certification.

3.4. UNSW may verify documents via back-to-source checks with the awarding institution. Where UNSW is unable to verify documents with the applicant's awarding institution, the applicant will be required to present the original documents to the Admissions Office for verification.

3.5. If any fraudulent documents are discovered, action may be taken which can result in the withdrawal of an offer or the termination of an enrolment, withholding graduation or cancelation of testamur.

3.18. Applications to enrol in a voluntary or cross-institutional non-award course, or to audit a course, are made directly to the Admissions Office.

3.19. Applications for cross-institutional study must be accompanied by documented approval that the UNSW courses will be accepted for credit to the student's award program at their home institution.

3.20. Normally, a non-award student will not be permitted to enrol in more than 24 units of credit in any one academic year. International students applying to enrol in voluntary non-award study and requiring a student visa must enrol in a normal full-time load being a minimum of 18 UOC in a term or 24 UOC in a semester.

3.21. To be eligible to audit a course, the applicant must obtain written approval from the Course Authority and lodge a request with the fFaculty that owns the course.

3.22. Rules and guidelines are published at www.futurestudents.unsw.edu.au/study/short-courses.

Student exchange and study abroad application process

3.23. Applicants for admission under a student exchange or study abroad program must apply directly to the respective Exchange Office or Study Abroad and meet all relevant Commonwealth Government requirements.

Application fees

Application processing fee

3.24. All applicants, excluding applicants from an Application Processing Fee Exemption Category, will be required to pay an application processing fee, upon the application being submitted to the University or UAC.

3.25. Categories of applicants that are exempt from the application processing fee are:

- direct applications to UNSW Canberra (except in the case of a late application);
- Student exchange and study abroad;
- international students applying for admission to the University on the basis of a UNSW Foundation Studies qualification;
- sponsored students; and
- direct domestic applicants for a CSP-only postgraduate program.

3.26. Where an applicant has paid the application processing fee for a prior application and makes a new application, they will be charged another application processing fee if:

- they submit a direct application to the University and;
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Application fee refunds

Offer postponed or withdrawn by the University

3.30. Where an offer is postponed or withdrawn by the University (due to a quota being filled or a program being terminated), no additional application fee will be charged if the applicant wishes to apply to another program or accepts the postponement of their studies.

3.31. Should the applicant not wish to postpone or apply for another program at the University, the application fee will be refunded.

Lapsed offers

3.32. Where an applicant allows an offer to lapse, no application fee refund will be given and the applicant will be required to make a new application and pay a new application fee for any subsequent application.

Unaccepted offers

3.33. The application fee is non-refundable should the applicant not accept an offer.

Withdrawn applications

3.34. The application fee is non-refundable should the applicant decide not to proceed with the application at any stage.

Unsuccessful Applications

3.35. The application fee will not be refunded should the applicant be unsuccessful in being offered a place at UNSW.

4. Selecting eligible applicants for admission

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Assessing prior learning

4.1. The UNSW Academic Board approves qualifications accepted for entry to programs across the University.

4.2. Admission to coursework programs requires assessment ofs2 Tw 2.()-4 (s2 Tw 2.B)-5.5 (o)-10.3w 2.()-4 x (n)]TJ

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7.3.

- the applicant satisfies all University and program entry requirements;
- the application for admission and, where applicable, any additional application for special admission (e.g. SCATS), was lodged on time, in the correct manner, and all relevant documentation was made available to the selection personnel at the time of selection; and
- the applicant was not selected due to the improper application of this and/or other University policies or procedures.

7.4.

8. Administration of admission processes

Coursework programs

8.1. The processes involved in the admission of applicants to coursework programs are managed centrally by the Admissions Office.

8.2. Management of the admission of an applicant to a coursework program of study is the responsibility of the Registrar and Director, Student Services, or the Head of Student Life & Experience, UNSW Canberra.

Student exchange and study abroad

Appendix

Legislative compliance

This procedure supports the University's compliance with the following legislation: ×

1. Disability Discrimination Act 1992 (Cth) ×
2. Disability Standards for Education 2005 ×
3. Education Services for Overseas Students (ESOS) Act 2000 (Cth) ×
4. Higher Education Support Act 2003 (Cth) ×

Supporting documents

- Academic Progression and Enrolment Policy
- Academic Progression Procedure
- English language proficiency requirement
- Enrolment and Withdrawal PolicyEnrolment and Withdrawal Procedure
- Student Fee Policy
- Student Fee Procedure
- International Student Transfer Between Registered Providers and PRISMS Reporting Procedure
- International Students Under the Age of 18 years – Welfare, Support & Accommodation Arrangements Procedure
- Recognition of Prior Learning (Coursework Programs) Procedure

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