

1. Purpose of policy

This policy is intended to provide a broad framework and a set of principles for determining admission, enrolment and graduation for coursework programs of the University.

2. Application of policy

This policy applies to students enrolled in, or proposing to enrol in, coursework programs of the University, as well as all staff and decision-making bodies involved in the promotion and delivery of coursework programs, and should be read in conjunction with the Admissions – Procedures and the Enrolments and Graduation – Procedures.

In the case of Bachelor Honours Degrees, this policy should also be read in conjunction with the Bachelor Honours Degree – Procedures.

The policy does not apply to higher degree by research (HDR) programs, except in relation to the determination of posthumous and aegrotat awards.

3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

Non-award program means that that the program of study does not, of itself, automatically lead to the award of a degree.

Unit means the numerical value associated with a course or program.

Offer means the formal notification from the University or the Queensland Tertiary Admission Centre on behalf of the University, offering an applicant a place in a nominated program under specified conditions, such as location, mode of study, whether the offer is for a Commonwealth supported place, a domestic fee-paying place or an international student place.

Quota means the number of places available for students to commence study in a particular study period.

4. Admission principles

The University's Admissions, Enrolments and Graduation – Academic Policy and practices are designed to put into effect the following principles:

- a) The University is committed to enabling participation and to fostering fair and attainable opportunities for applicants from all backgrounds.
- b) Admission offers are made to applicants who are deemed to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer. .
- c) Admission offers are made broadly on merit and based on demonstrated achievement, especially academic achievement, but may also take account of other factors such as demonstrated skills, commitment, employment history and specific achievements related to particular fields of endeavour.
- d) The University may provide entry pathways for admission or mechanisms to facilitate access of applicants from under-represented community groups.
- e) In support of the University's commitment to regional engagement, in its admissions, the University seeks to engage with and serve the residents of the regions in which the University is located.
- f) The University may seek to achieve other strategic objectives through its admissions.
- g) Where the number of places in a program is limited by a quota, places will be offered in order of merit of applicants.

5. Context for admission

Admission to the University's programs will be consistent with the current versions of the following documents:

APPROVAL AUTHORITY

Academic Board

RESPONSIBLE OFFICER

Deputy Vice-Chancellor (Academic)

DESIGNATED OFFICER

Director, Student Services and Engagement

FIRST APPROVED

3 September 2009

LAST AMENDED

24 March 2020

EFFECTIVE START DATE

1 July 2013

REVIEW DATE

24 March 2025

STATUS

Active

- Higher Education Standards Framework (Threshold Standards) 2015
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Admission will also be consistent with the assessment of any overseas qualification by the National Office of Overseas Skills Recognition (NOOSR) or as documented in current Country Education Profiles issued by Australian Education International or grades awarded under the European Credit Transfer System for completed courses.

6. Context for enrolment

Enrolments to the University's programs will be consistent with requirements and guidelines contained within the most current versions of the following document:

- Higher Education Standards Framework (Threshold Standards) 2015
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

7. Enrolment status

To have a current enrolment status, a student shall have:

- accepted an offer of admission to a program and shall have completed the enrolment procedures prescribed by the University,
- enrolled in a set of courses that are consistent with the program requirements, and consistent with the specific conditions of the student's admission including, where specified, location of study, attendance type, attendance mode, and major area of study,
- paid such fees and charges as the University may require to be paid as a condition of enrolment, by the time the University requires such fees and charges to be paid,
- fulfilled the conditions prescribed for Commonwealth supported students, in the case of a student admitted to a program as a Commonwealth supported student,
- completed the Student Declaration, thereby agreeing to abide by the policies and procedures of the University,
- completed any other procedures which may be required as a condition of enrolment.

8. Continuity of enrolment

Once the student has completed the enrolment requirements for a teaching period, the student is deemed to be currently enrolled until one of the following events occurs:

- the student notifies the University that they are discontinuing enrolment in the program,
- the student has no valid course enrolment and is not on an approved leave of absence in two successive study periods, in which case the student is deemed to have terminated their study and will have their program discontinued by the University,
- the University terminates the student's enrolment or excludes the student in accordance with the provisions of any policy or requirement of the University,
- the student has completed all requirements of a program and is eligible to graduate.

9. Eligibility to graduate

A student is eligible to graduate upon completion of the requirements of the program in which they are enrolled. This is achieved by:

- successfully completing all of the courses that comprise the program structure through either achieving a passing grade or by being awarded credit and
- satisfying any other conditions specified as part of the program requirements.

10. Records management and Reporting

All records must be captured in an approved records management system, in accordance with the Information Management Framework – Governing Policy and Information and Records Management – Procedures, as necessary to maintain accurate and up-to-date records of enrolments, progression, completions and award of qualifications for all students.

The student information system must enable accurate statutory reporting to government to encourage transparency of admissions and to demonstrate compliance with the Higher Education Support Act 2003.

END

RELATED DOCUMENTS

[Admissions - Procedures](#)
[Credit Transfer - Academic Policy](#)
[Enrolments and Graduation - Procedures](#)
[Grades and Grade Point Average \(GPA\) - Academic Policy](#)
[Monitoring Academic Progress and Exclusion - Academic Policy](#)
[Student Conduct - Governing Policy](#)
[Student General Misconduct - Procedures](#)
[Student Grievance Resolution - Governing Policy](#)
[Student Grievance Resolution - Procedures](#)
[Student Review and Appeals - Procedures](#)

LINKED DOCUMENTS

[Admissions - Procedures](#)
[Enrolments and Graduation - Procedures](#)

RELATED LEGISLATION / STANDARDS

[Higher Education Support Act 2003](#)
[Education Services for Overseas Students Act 2000](#)
[National Code of Practice Providers of Education ... Overseas Students](#)