

Admission and Enrolment Procedure

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Purpose

This procedure provides information on general and specific entry requirements for University courses and outlines the processes for applying for admission to University courses, assessment of applications and offers and acceptances. This procedure also outlines processes around enrolment and changes to enrolment.

Applicable governance instruments

Instrument	Section	Principles
Higher Education Standards Framework (Threshold Standards) 2021 Cth	1.1 Admission	N/A
Education Services for Overseas Students (ESOS) Act, 2000	Part 5 Tuition Protection Scheme	N/A
National Code of Practice for Providers of Education and Training to Overseas Students 2018 Cth	3 Formalisation of enrolment and written agreements 5 Younger overseas students	N/A
Australian Qualifications Framework	All	N/A
Student Participation and Attainment Ordinance	Part 1 Admission Part 2 Enrolment (all students) Part 3 Enrolment (overseas students)	N/A
Admission, Enrolment and Credit Policy	1 Admission 2 Enrolment	1.1-1.4 2.1-2.8

Procedure

1. Background

This procedure applies to all students enrolled in, or proposing to enrol in, coursework programs (including foundation and English Language Courses) of the University, and education agents and partners of the University.

This procedure does not apply to applicants for higher degrees by research. Please refer to the [HDR Admissions, Selection and Enrolment Procedure](#).

For the purposes of this procedure:

- a) **quota** means the number of places available for students to commence study in a particular course, study period and/or study site.
- b) **year 12** means the final year of secondary schooling in the Australian education system or equivalent.
- c) **study site** means the physical location from where the student's course of enrolment is being delivered, referred to variously as a 'campus', 'teaching site' or 'third-party managed campus.'

2. Admission

2.1. Application for admission

2.1.1 Application process

An applicant seeking admission to a course at the University must submit an application in the manner prescribed on the University website. Further documentation may be required from applicants to assess eligibility against course-specific entry requirements and College-specific admission guidelines (see sections 2.2.2 and 2.4.1 below).

2.1.2 Application closing dates

All applications are to be received by the Friday prior to week one commencement of the given course, except where earlier closing dates for application are specified. Course commencement dates are available from [University Key Dates](#).

Closing dates for applications for each course will be listed. Where a course has a non-standard application date, that date will be published. Applications are unable to be received after the designated closure dates without approval from the appropriate Associate Dean (Learning and Teaching Performance).

2.1.3 Admission or re-admission following suspension or exclusion

All applications for re-admission following exclusion, suspension or expulsion from the University must be made directly to the University via the normal application system. This applies whether the applicant is seeking admission to a course they have been previously enrolled in or to a different course.

Students who have been excluded for unsatisfactory academic progress from the University must supply a personal statement outlining why they are ready to resume study and the steps they have taken to mitigate any future lack of progress. Where the academic exclusion period is recent (i.e. less than two years ago), Student Admissions must consult with the College as part of the assessment process.

If an applicant has previously been suspended for serious behavioural misconduct, readmission to any course may be subject to the approval of the Deputy Vice-Chancellor (Academic). In considering such an application, evidence of remedial action undertaken by the student is required.

2.1.4 Application for admission whilst suspended or excluded from another institution

An applicant who has been suspended or excluded from another institution will not normally be considered for admission until their period of exclusion or suspension has elapsed. Such an applicant may be required to demonstrate that any conditions under which they were suspended or excluded no longer apply.

Each application will be considered on its merits. Such a submission will be considered by the Head, Student Admissions and may be referred to the relevant Associate Dean (Learning and Teaching Performance) for advice as required.

2.1.5 Requirement to appoint an agent – international students

The University reserves the right to ask applicants to appoint an agent for application processing and representation of the student during the visa application process.

2.2. Entry requirements

2.2.1 General entry requirements

The general entry requirements for all award courses are approved by Academic Senate as part of the internal course approval process. Colleges also supply Student Admissions with College-specific guidelines to assist in assessing applications (see section 2.4.1 below).

To be eligible for admission to an award course an applicant must:

- a) satisfy any prerequisite requirements;
- b) satisfy any minimum English language proficiency requirements;
- c) satisfy any course-specific entry requirements;
- d) demonstrate any entry requirements as determined by the University for the specified course in the specified teaching period, study site/location, attendance mode and fee liability category; and
- e) be at least 17 years of age, noting that:
 - i. in accordance with the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#), international applicants who are under the age of 18 at the time of course commencement, must have appropriate approved welfare arrangements in place if not accompanied by a parent or guardian; and
 - ii. domestic students who are under 17 years of age at the time of course commencement will be considered of minimum age for admission if they have successfully completed a recognised Australian Year 12 award, an Australian Qualifications Framework (AQF) accredited Certificate IV or above, or an equivalent award approved by the University. This does not apply to Bachelor-level medicine courses.

2.2.2 Course-specific entry requirements

For some specified courses, selection for admission may be based on course-specific entry requirements in addition to the general entry requirements. Course-specific entry requirements may include, but are not limited to:

- a) performance in an audition;
- b) presentation of a folio of creative work;
- c) attainment in specialised tests;

- d) responses in an interview; and/or
- e) demonstrated achievement of specified vocational or professional standards.

The details of the course-specific entry requirements, whether the requirement will be used in combination with the general entry requirements, or in place of those requirements, and the way in which the requirements are used to select applicants to receive an offer, are approved by Academic Senate as part of the internal course approval process.

2.2.3 Admission quotas

The University may set a quota for the number of commencing students in each study period. Quotas may be set for an individual course, a group of courses, or for specific student cohorts (such as, for example, Aboriginal and Torres Strait Island applicants).

Quotas are approved by the Executive Dean of the relevant College. These quotas are provided to Student Admissions via the Course and Curriculum Managers in the yearly guideline review and are implemented by the Head, Student Admissions.

Quotas may be amended during an admission period to meet University requirements, in accordance with the [Schedule of Academic Delegations](#). Where the number of eligible applicants exceeds the quota places available, applicants are selected on the basis of merit or receipt of application.

2.2.4 Special admission pathways

On occasion, the University will design specific admission pathways to facilitate the admission of certain cohorts of applicants. The entry requirements for each admission pathway must be specified in individual documented admissions guidelines as approved by Academic Senate. These admission guidelines must stipulate:

- a) the criteria and conditions under which admission pathways apply, and where these may vary from published entry requirements;
- b) the selection process to be applied;
- c) the responsible officer or selection panel with authority for determining the successful applicants for admission under the admission pathway; and
- d) any restrictions or requirements for completion of the admission pathway prior to admission to an award course.

The University also offers an Early Offer Scheme for Year 12 students via the [Schools Recommendation Program](#) to gain admission. Each year, these entry requirements for courses offered in this scheme are reviewed by the University Admissions Committee in consultation with Associate Deans (Learning and Teaching Performance).

Under this program, domestic and international applicants studying at a senior secondary level in Australia may have their application assessed against rubric criteria by their secondary school principal, career advisor, or teaching delegate. This recommendation is then reviewed by Student Admissions to determine a rank associated with the assessment rubric. This rubric is used by Student Admissions to determine an outcome for the students' course preferences if eligible under the program.

If eligible, the applicant will receive an offer to study, conditional on specific course pre-requisites being met (excluding any ATAR requirement). All offers made under the Schools Recommendation Program are conditional on applicants completing the final year of their senior secondary studies.

Courses that are excluded from the Schools Recommendation Program are listed in Schedule A.

2.2.5 Entry into courses with project or research components

In selecting applicants for admission to any coursework program with a project or research component, consideration will be given to the availability of an appropriate supervisor and/or the necessary resources to undertake the project work or research, where this is integral to the coursework program. An application for admission may be rejected if the University is unable to provide suitable supervision or resources.

2.3. English language requirements

Proficiency in the English language is required for entry to all University courses and units. The University's standard and course-specific English language requirements are approved by Academic Senate. These must be readily available for all students and displayed transparently on the University website. Any changes to the University's standard or course-specific English language requirements must allow sufficient lead time for the entry of students and must be approved in the manner specified by Academic Senate.

All international applicants must satisfy the University's standard and course-specific [English language requirements](#). Some courses may require specific evidence beyond what is required under the standard University English language requirements. Any such requirements will be listed in the Course and Unit Handbook.

Domestic applicants may be required to provide additional evidence of English Language proficiency, where the course has specific professional accreditation requirements. Requirements are specified in the admissions criteria approved by Academic Senate and published in the Course and Unit Handbook entry for that course.

2.4. Assessment of applications for admission

2.4.1 College-specific admission guidelines

College-specific admission guidelines, supplied by the College, must be communicated to Student Admissions prior to the approval of a new course. Student Admissions and the Course and Curriculum Managers will work together to determine the Admissions Guidelines, the minimum requirement for assessment criteria is as follows:

- a) course entry requirements;
- b) course pre-requisites;
- c) letter of offer explanatory notes;
- d) preference text and questions;
- e) quota management arrangements;
- f) English language requirements; and
- g) scholarship eligibility criteria.

Each year Student Admissions will review the current admissions guidelines and make recommendations for amendment (if required). In March of each of year, Student Admissions will inform Course and Curriculum Managers of the timeline for guideline approval and amendment.

This timeline will coincide with the rollover of information in AKARI/Course and Unit Handbook and allows Student Admissions sufficient time to update systems and processes. If no amendments are required, the admission guidelines will be rolled forward to the next intake.

2.4.2 Admission pre-requisites

Admission pre-requisites are additional requirements that an applicant must satisfy to be considered for admission to a particular course. Pre-requisites may include certain Year 12 subjects (or studies deemed

equivalent) completed to a specified level of achievement, or other requirements such as relevant qualifications, experiences or performance in specified tests.

Fulfilling professional or course requirements such as medical certification or criminal history checks, may also form a pre-requisite for admission to some courses.

Any pre-requisites for admission to a course must be specified in the course approval documentation, approved by Academic Senate and clearly stipulated in all marketing and course advice.

A change in admission pre-requisites for an existing course must be approved by Academic Senate on the recommendation of the College, through the course amendment process.

Any change in admission pre-requisites for an existing course that introduces higher requirements (such as new pre-requisites) requires at least two years notice before coming into effect. A change which does not introduce higher requirements (such as the lowering of an ATAR) may be introduced without notice.

2.4.3 Admission adjustment factors (Health and Medicine)

Adjustment factors are only applied to domestic applicants who are assessed as being regional or remote-located for the Bachelor of Medical Science and Doctor of Medicine (BMedScMD).

Eligibility for this adjustment is based on location requirements as described by the agreements with the Commonwealth Government regarding designated rural places. Applicants must meet remote location eligibility criteria at the date of BMedScMD course commencement.

A remote area of Australia is defined by the Federal Government as Remoteness Area categories RA2 – RA5. This is assessed by the Head, Student Admissions using the Australian Bureau of Statistics [Australian Statistical Geography Standard \(ASGS\)](#) classification of regions.

Domestic applicants who wish to be assessed, must provide verifiable and relevant addresses that meet the above criteria in the online application form as part of their application to study. If assessed as eligible, there is an adjustment of 4 additional ATAR points for RA2 Year 12 applicants. Year 12 applicants from an RA3-5 area receive an adjustment of 5 additional ATAR points.

Assessment of eligibility is determined by Student Admissions in consultation with the College of Health and Medicine.

2.4.4 Concessional ATAR calculations

Student Admissions may calculate concessional ATAR scores for applicants studying the Tasmanian Certificate of Education (TCE). This requires applicants to have passed two or more pre-tertiary subjects for calculation of a Tertiary Entrance Score. This score is then converted to an ATAR-equivalent using the [Office of Tasmanian Assessment, Standards and Certification](#) (TASC) Tertiary Entrance Score-to-ATAR conversion method.

2.4.5 Competitive admission for quota courses

Where the number of applicants for admission to a course has exceeded, or is expected to exceed, the number of available places approved for that course, applicants will be selected on the basis of academic merit and highest-level of qualification. Depending on the course, sub-quotas may be required if the course prescribes entry based on multiple qualification types. In some cases, the receipt of application can be used as a method of ordering offer preference.

Previous study must have been completed no longer than ten years before commencement of the course.

A rank is determined based on an applicant's academic merit and highest qualification that meets the designated entry requirements:

- a) for tertiary education students, this is based on the applicant's Grade Point Average (GPA), Australian Qualifications Framework level of study and duration of study. Where the study was completed overseas, the GPA will be converted against approved equivalency tables;
- b) for students entering via a Year 12 or equivalent qualification, this is determined by ATAR score, or converted ATAR score from equivalent qualifications. This includes the use of the Schools Recommendation Program as an equivalent qualification for ranking;
- c) for students entering via professional qualifications or TAFE/VET qualifications, ranking will be determined by the Australian Qualifications Framework level of the qualification. Where there are sub-quotas in place, offers may be made to applicants based on submission date or cumulative rank of multiple TAFE/VET qualifications. Specific TAFE/VET qualifications may be required for some quota-based courses, which will require students to hold this qualification at time of commencement to be considered for entry.

2.4.6 Assessment of applications for non-traditional study

Applicants enrolled in an award course at another institution may apply for admission as a cross-institutional student to undertake one or more units at the University for the purpose of obtaining credit towards the award requirements of their course at their home institution.

Applications for non-award study, study abroad and inbound cross-institutional study are assessed by the Course Coordinator and are processed by the Study Abroad and Exchange team for study abroad and by Student Admissions for all other non-traditional study options.

2.4.7 Exceptional cases and other evidence of suitability

Provision is made to admit individual persons who may not meet the published entry requirements but, on the basis of other considerations, are persons who have a high probability of success in university-level study and whose admission is considered to bring benefits to both the applicant and the University.

Consideration of such cases must take into account equity considerations in relation to all other applicants.

Domestic applications for admission under this category require completion of a [special consideration application](#) which is reviewed by the Head, Student Admissions with the support of senior academic staff.

International applicants who wish to be assessed for special consideration are to request a re-assessment, which is reviewed by the Head, Student Admissions with the support of senior academic staff. This special consideration only applies to academic entry requirements and not to: English language requirements; course fees; or assessment of Genuine Temporary Entrant (GTE) checks.

3. Offers and Acceptances

3.1. Offers

The Head, Student Admissions has authority to make offers of admission to coursework programs offered by the University.

Offers of admission to commencing students will specify the course and study site/location, and where applicable, attendance mode, attendance type, and major/specialisation for which the offer is made. Students are required to enrol in accordance with the offer of admission.

Conditional offers may be made subject to specified conditions or prerequisites being satisfied. The applicant will not be admitted to their course until the specified conditions are met. The applicant must ensure they have met any conditions to receive an offer. This might include, for example, supplying documents or completing pre-requisites.

Last offers for domestic students who have already applied will be issued on the Thursday of week one of course commencement, unless otherwise authorised by the Course Coordinator or Associate Dean (Learning and Teaching Performance) in extenuating circumstances.

Offers made to international students intending study in Australia on a student visa will comply with Section 3 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018 Cth](#).

International applicants will receive offers up until the point at which it is deemed that they would be unable to arrive or commence on time. This will be determined on a variety of factors including student location, visa processing times and study mode. This is assessed on a case-by-case basis. Where it is deemed too late to offer, the applicant will be assessed and issued an offer (if eligible) for the next available intake.

Where a student is not eligible for entry into their preferred course, an alternative offer or bonded offer may be made to the student.

3.2. Response to an offer

An applicant receiving an offer of admission must respond to the offer by the process specified in the offer of admission. Some courses have offer expiry dates for quota management purposes.

If an applicant fails to respond to the admission offer by the date specified in the offer, the offer may lapse. An applicant may apply to reinstate a lapsed offer. Approval to reinstate a lapsed offer can only be granted if places are still available in the same intake, course and student category. Applications for reinstatement can be submitted to either International.Admissions@utas.edu.au for international students or [domestic students via Admissions@utas.edu.au](mailto:domestic.students@utas.edu.au).

3.3. Applications for credit

A person having received an admission offer may apply for credit transfer on the basis of prior study or on the basis of relevant skills and experience in accordance with the University [Credit Procedure](#). Further information on [how to apply for a credit assessment](#) is available to both domestic and international applicants.

Domestic applicants will be assessed for credit via the relevant application form. Students must be admitted to their course before the credit assessment can be finalised..

International applicants who apply for credit *prior to* accepting an offer will have credit outcomes included in their letter of offer for compliance purposes and in order that an accurate Confirmation of Enrolment can be issued. Where an international student applies for credit *after* accepting an offer, their Confirmation of Enrolment will be updated to reflect any change in study duration (if applicable).

3.4. Deferral of an offer – domestic applicants

A successful domestic applicant will be presented with an option to defer (if permitted by the course rules), rather than accepting their letter of offer. This deferral signifies an intention to study the course in the same intake of the following year. Some courses, such as quota restricted programs, do not allow deferral, and applicants must re-apply for the next available intake.

At the end of the deferral period, the applicant is guaranteed a place in the course at the location for which the original admission offer was made, providing that the course is available to commencing students in that year. If the course is no longer offered or has been substantially amended, the University is not bound to make an offer into the original course but will endeavour to offer the student a place in an appropriate alternate course.

If the original offer was conditional, the same conditions will apply to the deferred place, and the student will need to satisfy the condition/s prior to the commencement of the course.

3.5. Deferral of an offer – international applicants

An international student who is offered a place in a course, but has not accepted, may request to defer to the next available intake either personally in the application portal, through their registered agent or by contacting International.Admissions@utas.edu.au.

An international applicant who accepts their place in a University course, can apply to defer or vary their enrolment only in the circumstances outlined below.

3.5.1 International students who hold a Confirmation of Enrolment (CoE) issued by the University and are onshore

International students who hold a CoE issued by the University and have arrived onshore will only be able to defer their studies in compassionate or compelling circumstances. Compassionate or compelling circumstances are generally those beyond the control of the student and which are likely to have a future impact upon the student's course progress or wellbeing. Any requests for deferral from students in this category should be submitted to International.Compliance@utas.edu.au.

3.5.2 Other international students

If an international student holds a visa other than a student visa, the application for a variation will be assessed and, if approved, a new letter of offer will be provided to the student. International students who wish to apply for a deferral or a variation to their enrolment should contact International.Admissions@utas.edu.au.

3.6. Genuine Student assessment – international applicants

International student applications are subject to additional non-academic assessment. Some examples of additional assessments include review of a statement of purpose or financial documents. The University has obligations under Australian Government legislation that may prevent an offer being issued or acceptance being processed even where a student meets the University's academic entry requirements. This assessment is completed at the sole discretion of the University and is subject to change.

3.7. Confirmation of Enrolment (CoE) – international students

Processing of acceptances from international students requires the issuing of Confirmation of Enrolment (CoE) for students travelling to Australia on a student visa. Prior to a CoE being issued, students must have met all acceptance conditions in their letter of offer and have paid the deposit indicated in their letter of offer.

4. Enrolment

4.1. Changing course – domestic students

A domestic student who is currently enrolled in an award course at the University and who has not completed the requirements for graduation from that course should submit their transfer request to U.Connect@utas.edu.au in order that a Student Adviser can contact them to explain the options and any eligibility for unit credit.

4.2. Changing course – international students

An international student who is currently enrolled in an award course at the University and who has not completed the requirements for graduation from that course may apply to change to another course via the online application system. For international students studying in Australia on a student visa, changes to enrolment will require a new Confirmation of Enrolment (CoE) and may require new visa application.

4.3. Changing study site/location

4.3.1 Domestic students studying non-quota restricted courses

A domestic student studying a non-quota restricted course may change study site and can do so by enrolling in their desired units. This includes students studying online, where on-campus units are unavailable. For some courses, location transfer will only be only approved in extenuating circumstances.

4.3.2 Domestic students studying quota restricted courses

A domestic student who is currently enrolled in an award course at a specified study site/location may apply to transfer to another University study site/location (if available). Student transfer requests will be reviewed by the relevant senior academic staff member and applications will be approved on a case-by-case basis.

4.3.3 International students

International students may apply to relocate to another study site by contacting International.Compliance@utas.edu.au. Approval will be granted on a case-by-case basis and is dependent upon places being available at that location and the course being CRICOS registered at that location. International students studying on a student visa will have their Confirmation of Enrolment (CoE) updated to reflect any change in location of study.

4.4. Gaining permanent residency – international students

An international student who gains permanent residency may be able to transfer to a Commonwealth-supported place or domestic fee-paying place, depending on the type of places normally available to domestic students in the particular course. Upon transfer, the student is liable for the student contribution or tuition fee, as applicable.

If the permanent resident status is granted after the census date of the study period, the student remains liable for the international student fee for that study period and the change of status will come into effect from the next study period in which the student enrolls.

4.5. Withdrawal of offer and cancellation of enrolment

4.5.1 Incomplete, inaccurate or fraudulent information

The University reserves the right to withdraw an offer where the offer of place was incorrectly made.

The University reserves the right to withdraw an offer or cancel the enrolment of any person where an offer was made based on incomplete, inaccurate, or fraudulent information supplied by the applicant, education agent or a certifying authority.

An applicant for admission who is under suspension, exclusion or expulsion on the basis of academic progress, misconduct or disciplinary reasons, from any tertiary institution or course, whether in Australia or elsewhere, is required to include all details of the suspension, exclusion or expulsion in their application for admission.

The Head, Student Admissions has the authority to 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.

Where an offer has been made based on untrue or incomplete information, and the student has partially completed or graduated with an award, the Head, Student Admissions may take such action as necessary, to ensure compliance with this and other University governance instruments.

4.5.2 Right to cancel courses and to withdraw offers – domestic students

The University reserves the right to cancel the offering of a course in exceptional circumstances. Recommendations to discontinue courses are approved by Academic Senate. Wherever possible, this decision should be taken prior to any offers being made into the course and at a minimum no more than four weeks before the commencement of the course for that teaching period. Any student impacted by such a decision must be contacted by the University and advised regarding their options (for example an offer for an alternative course).

4.5.3 Right to cancel courses and to withdraw offers – international students

The [Education Services for Overseas Students \(ESOS\) Act, 2000](#) requires higher education providers to provide tuition assurance for overseas students for courses for which they have paid, and the provision of refunds where applicable.

Where a student has paid course fees for a course that is no longer offered, the student must be provided a suitable alternative or a refund of their course costs. Students will be issued with the new letter of offer for acceptance to the new course, or new version of the course where such is available.

5. Re-assessment of Admission Decisions

An applicant who is unsuccessful in gaining admission to the University, and who seeks a review of this decision should request a re-assessment, specifying the basis of the request. Requests can be submitted to either International.Admissions@utas.edu.au for international students or [d via Admissions@utas.edu.au](mailto:Admissions@utas.edu.au) for domestic students.

The Head, Student Admissions will review the assessment and determine an outcome. The outcome of this review will be final. Applicants will be notified of the outcome in a timely manner.

Related procedures

[Credit Procedure](#)

[International Student Fee Refund Procedure](#)

[Under 18 International Student Support and Accommodation Procedure](#)

Versions

<u>Version</u>	Action	Approved By	Responsible Officer/s	Approval Date
1	Approved	Deputy Vice-Chancellor (Education)	Head, Student Admissions	22 March 2023
2	Approved	Deputy Vice-Chancellor (Education)	Head, Student Admissions	25 March 2024

REPLACED

Schedule A: Courses excluded from the Schools Recommendation Program

Exclusions currently apply to the following courses

- Bachelor of Medical Science and Doctor of Medicine
- Bachelor of Paramedicine
- Bachelor of Health Science (Medical Radiation Science)
- Diploma of University Studies (Paramedicine foundation)

Please see the [Schools Recommendation Program](#) website for current exclusion information.

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