



Policy and Governance Unit, Academic Registrar's Division

ADMISSIONS AND ADVANCED STANDING POLICY

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Approved by	University Council				
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Responsible Faculty/ Division & Unit	Policy and Governance Unit, Academic Registrar's Division				
Supporting documents, procedures & forms of this policy	General Course Rules Application for Advanced Standing (Credit) or Exemption Form Advanced Standing Arrangement Form Formal Credit Transfer Arrangements List Release Form and Procedure (on line form) External Document Verification Procedure ITC Service Centre Procedures 1.1 ITC National Recruitment Procedures 2.1 ITC International Recruitment Procedures 3.1 ITC International Exchange Program Procedures 3.2 ITC Preparation of Marketing Material Procedure 4.1 Procedure for Admission to non-award study University of Wollongong Course Handbook				
References & Legislation	Education Services for Overseas Students Act 2000 (C'wealth) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 Higher Education Support Act 2003 (C'wealth) University of Wollongong By-Law 2005 (NSW) UOW Academic Review Policy				
Audience	Public – accessible to anyone				
Expiry Date of Policy	Not Applicable				

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1 Purpose of Policy

1. This policy sets out:
 - a. admission procedures and entry requirements to University of Wollongong courses; and
 - b. the University's requirements on advanced standing and formal advanced standing arrangements between the University and other educational institutions.

2 Definitions

Word/Term	Definition
admission	procedures governing application for entry
advanced standing	credit or exemptions granted to a candidate
cross-institutional study	when a student is enrolled in a subject at another institution that is accredited towards a University of Wollongong degree, or is formally enrolled at another institution and enrolls in a subject at the University of Wollongong
Delegated Authority	a person given delegated authority under the Academic Delegations Policy
entry requirements	the requirements for entry into a course
English language requirements	minimum English language requirements for students to enter into a course or courses at the University of Wollongong
non-award study	when a student is enrolled in a course or subject that does not lead to a higher education award at the University of Wollongong
international student	a student who is not a domestic student, including, but not limited to, a student on a temporary residence visa, a bridging visa or a student visa
principal course	main course of study to be undertaken by an international student where a student visa has been issued for multiple courses of study. In the case of an international student residing in Australia on a student visa covering multiple courses, the principal course is generally the final course of study.
schedule	all subjects approved for inclusion in a course leading to an award
specified credit	specified credit is credit for a specified subject or subjects listed in a schedule and is granted on the basis of satisfactory completion of a substantially corresponding subject or subjects at an approved tertiary institution
unspecified credit	unspecified credit is credit granted on basis of satisfactory completion, at an approved tertiary institution, of a subject or subjects not substantially corresponding to subjects listed in the appropriate schedule
Acronyms	
UAC	Universities Admission Centre
STAT	Special Tertiary Admissions Test

TAFE	Technical and Further Education
AQF	Australian Qualification Framework
DIAC	Department of Immigration and Citizenship
ICAC	Independent Commission Against Corruption

3 Application & Scope

1. This policy applies to all UOW courses including non-award study and UOW courses delivered by other providers.
2. This policy does not apply to courses offered by the University of Wollongong Dubai or the UOW College.

4 Application for Admission

General Provisions

1. The provisions outlined in sections 4.2 to 4.5 apply to all candidates applying for admission to University of Wollongong courses.
2. To be considered for admission to a University of Wollongong course a candidate shall;
 - a. be eligible for entry to the University;
 - b. lodge an application, with appropriate supporting documentation, for admission to the University;
 - c. pay the required application fee, where relevant;
 - d. satisfy any additional selection criteria for the course; and
 - e. have been selected for the course.
3. A candidate admitted to a course shall abide by the University's General Course Rules.
4. The University Council may limit:
 - a. the number of applicants to be granted admission; and
 - b. the number of places available in a course or subject
5. Where a candidate's application includes fraudulent documents, the application will be rejected; any offer of enrolment shall be withdrawn; and the matter may be reported to the ICAC; the Police and/or the DIAC.

Undergraduate Courses

6. In order to apply for entry into the University,
 - a. candidates for the NSW Higher School Certificate (HSC) or its interstate equivalent must: apply for admission with the Universities Admission Centre (UAC) and meet any other requirements as specified by the University of Wollongong. For information regarding closing dates and processing charges, please refer to www.uac.edu.au.
 - b. Notwithstanding 4.6(a), candidates for the HSC or its interstate equivalent may alternatively apply for admission directly to UOW after the final round of UAC offers.
7. The following applicants may apply for admission directly to the University of Wollongong or via UAC:
 - a. domestic students relying on other qualifications or a previous result in the HSC or its interstate equivalent; and

- b. international students currently studying for the International Baccalaureate in Australia or the New Zealand National Certificate of Educational Achievement Level 3.
8. International students relying on qualifications other than those specified in 4.6 or 4.7 must apply for admission directly to the University of Wollongong.

Postgraduate Coursework Courses

9. All students applying for admission to Postgraduate Coursework courses at the University of Wollongong must apply directly to University of Wollongong.
10. International students applying for admission to Postgraduate Coursework courses at the University of Wollongong may be required to pay an application fee. Currently enrolled University of Wollongong students are exempt from this fee for their first two applications.

Higher Degree Research Courses

11. Candidates applying for admission to Higher Degree Research courses at the University of Wollongong, domestic and international, must apply directly to the University of Wollongong and pay the relevant fees.

Non-Award Study

12. Candidates undertaking University of Wollongong subjects on a non-award basis are subject to sections 4.2 to 4.5 inclusive of this policy. In addition, such candidates must:
 - a. apply for admission directly to the Academic Registrar's Division; and
 - b. pay the relevant fees.
13. Candidates undertaking University of Wollongong subjects on a non-award basis as part of a study abroad program or exchange program are subject to sections 4.2 to 4.5 inclusive of this policy. In addition, candidates must:
 - a. apply for admission directly to the Manager, Study Abroad; and
 - b. pay the relevant fees.
14. International candidates undertaking University of Wollongong subjects on a non-award basis are subject to sections 4.2 to 4.5 inclusive of this policy. In addition, international candidates must:
 - a. apply for admission directly to the Academic Registrar's Division; and
 - b. pay the relevant fees.

Cross-Institutional Study

15. Candidates undertaking University of Wollongong subjects on a cross-institutional basis are subject to sections 4.2 to 4.5 inclusive of this policy. In addition, candidates must:
 - a. apply for admission directly to the Academic Registrar's Division; and
 - b. pay the relevant fees.

International Students

16. International students are prohibited from changing education providers until they have completed six (6) months study with their principal provider unless the student can demonstrate exceptional circumstances. The granting of a letter of release to an international student shall be conducted in accordance with the Procedure for Letter of Release for International Students.
17. For further information refer to <http://www.uow.edu.au/student/international/>.

5 Entry Requirements

1. All students applying on the basis of overseas qualifications obtained in a country where English is not the official language, or on the basis of a qualification (of a minimum two years duration) acquired in English in an English speaking country but that was not completed within two years of applying for study at the University of Wollongong, are required to meet the University's minimum English language requirements, as evidenced by examination or other means deemed acceptable by the University.

Undergraduate Courses

2. A candidate may meet the undergraduate entry requirements for a course at the University of Wollongong if they have:
 - a. completed an Australian Year 12 examination and attaining the required UAI or equivalent for the course as determined by the University Council; or
 - b. completed a limited UAI and attaining a result determined as sufficient for entry for the course applied for. Applicants who are at least 21 years of age on 1 March in the year of admission, attempting at one sitting between 5 to 9 units of UAI courses, including at least two units of English in the NSW HSC may be considered for admission on the basis of an awarded limited UAI; or
 - c. obtained an acceptable level of achievement in an approved secondary qualification (equivalent to an Australian High School Certificate) from an overseas institution; or
 - d. obtained an acceptable level of achievement in the University of Wollongong Aboriginal and Torres Strait Islander Alternative Admissions Program.
3. In addition to the entry requirements set out in section 5.2 of this policy, a candidate may meet the undergraduate entry requirements of some of the courses of the University of Wollongong if they have:
 - a. obtained an acceptable level of achievement in a UOW College academic program; or
 - b. obtained an acceptable level of achievement in another University pathway program; or
 - c. obtained an acceptable level of achievement in the Tertiary Preparation Certificate at TAFE; or
 - d. completed, at an acceptable level of achievement, an AQF Level IV Certificate (excluding trade certificates), an Associate Diploma, a Diploma or an Advanced Diploma; or
 - e. completed the Special Tertiary Admissions Test, provided that this shall not be sufficient for admission to Law or Engineering courses; or
 - f. attained an appropriate record of achievement in a Bachelor degree from an approved university or other tertiary institution, which is at least one sixth completed (excluding Law double degrees for which one full year of study is required in a Bachelor's degree); or
 - g. completed a Bachelor degree at an approved university or tertiary institution; or
 - h. satisfied the University that they merit entry by other acceptable means as determined by the University.
4. In addition, candidates shall meet all specific course entry requirements as set out in the University of Wollongong Handbook.

Postgraduate Coursework Courses

5. A candidate may meet the postgraduate coursework entry requirements for the University of Wollongong if they have:

- a. successfully completed an Australian Bachelor degree or recognised equivalent qualification; and
- b. satisfied any additional entry requirements as listed under the relevant postgraduate coursework program in the University of Wollongong Handbook.

Higher Degree Research Courses

6. A candidate may meet the Doctoral Degree entry requirements for the University of Wollongong if they have:
 - a. successfully completed
 - i. an Australian Bachelor degree with Honours Class II, Division 2 or higher, or possess an approved equivalent qualification from a recognised overseas institution, or
 - ii. a Masters degree containing substantial research or research methodology component(s); and
 - b. satisfied any additional entry requirements as listed under the relevant doctoral program in the University of Wollongong Handbook.
7. In some disciplines, outstanding practitioners without the required formal qualifications may be permitted to enrol in some Doctorates provided they can demonstrate a sustained period of activity in the associated discipline at the highest level. Such applicants must submit adequate material to demonstrate the quality and standing of their work.
8. In addition to section 5.6 and 5.7 of this policy, the Head of the Faculty (or their nominee) shall:
 - a. recommend whether the applicant is fit to undertake study leading to the award of a Doctoral Degree; and
 - b. certify that the academic unit can provide the necessary resources and supervision in the discipline in which the applicant proposes to study.
9. A candidate may meet the Masters by Research degree entry requirements for the University of Wollongong if they have:
 - a. successfully completed an Australian Bachelor degree or equivalent in the same or appropriate discipline as the proposed degree, or possess an approved equivalent qualification from another institution; and
 - b. satisfied any additional entry requirements as listed under the relevant Masters by Research degree in the University of Wollongong handbook.
10. In addition to section 5.9 of this policy, the Head of the Faculty (or their nominee) shall:
 - a. recommend whether the applicant is fit to undertake study leading to the award for a Masters by Research degree; and
 - b. certify that the academic unit can provide the necessary resources and supervision in the discipline in which the applicant proposes to study.

Non Award Study

11. A candidate applying to study a subject at the University of Wollongong on a non-award basis shall meet the entry requirements specified by the relevant Faculty.

Cross-Institutional Study

12. A candidate applying to study a subject at the University of Wollongong on a cross-institutional basis shall meet the entry requirements specified by the relevant Faculty.

Double Degree Programs

13. Domestic candidates may meet the entry requirements for a double degree program if they have attained on the highest ATAR course entry (or equivalent) requirement (where there are different course entry requirements).
14. When these requirements are not met, the candidate shall be referred to the Faculty with the lower entry requirement for possible enrolment in another degree.
15. In the case of transfer from a single degree into a double degree program, the Sub-Deans from each participating Faculty shall consult with each other to determine the appropriate entry requirements, and will include these requirements in their formal course information.

6 Advanced Standing

General Provisions

1. Students may seek advanced standing (or credit) on the basis of completed study as set out in the General Course Rules.
2. Students currently enrolled at the University of Wollongong and who apply for an International Exchange Program shall seek advanced standing for credit towards their degree prior to commencing study offshore.
3. Applications for advanced standing shall be made either:
 - a. as part of the application for admission, and by way of completion of the prescribed form; or
 - b. after enrolment, and by way of completion of the prescribed form available from the Academic Registrar's Division.
4. Except where advanced standing is pre-approved, all applications for advanced standing shall be accompanied by:
 - a. full documentation of previous studies, with photocopies of the relevant pages from the Handbook/Calendar of the institution concerned; and
 - b. a certified transcript of results.

Responsibilities

5. It is the responsibility of the student to complete and submit all documentation required to support their application for advanced standing in accordance with section 6 of this policy.
6. It is the responsibility of the Delegated Authority to ensure that advanced standing is approved in accordance with this policy and recorded against the student enrolment records.

Applications for Advanced Standing

7. Where an approved formal advanced standing arrangement is in place as prescribed on the Formal Advanced Standing Arrangement List, the advanced standing shall be granted in accordance with that List.
8. Where approved formal advanced standing arrangements are not in place as prescribed on the Formal Advanced Standing Arrangement List, the advanced standing shall be assessed and granted by the Delegated Authority using the standard Advanced Standing Arrangement Form.
9. When advanced standing has been granted to an international student on a student visa, the electronic Confirmation of Enrolment will be issued for the allowable course duration.

Formal Advanced Standing Arrangements with Other Institutions

10. The University's formal advanced standing arrangements with other institutions are listed on the University website.
11. It is the responsibility of the Delegated Authority to ensure that:
 - a. all of the University's formal advanced standing arrangements with other institutions are reviewed and approved as part of the course review cycle (as provided in the Academic Review Policy); and
 - b. any changes to these formal advanced standing arrangements are communicated to students and staff.

7 Roles & Responsibilities

Not Available

8 Version Control and Change History

Version Control	Date Effective	Approved By	Change Details
1	27 June 2008	University Council	New policy to support the General Course Rules
2	5 February 2009	Deputy Vice-Chancellor (Academic)	Migrated to UOW Procedure Template as per Policy Directory Refresh
3	11 June 2010	University Council	New provisions in section 5 on double degree entry requirements following approval of Standard on Courses and the deletion of the Double Degree Guidelines
4	21 June 2011	Vice-Principal (Administration)	Updated to reflect change of name from Wollongong College Australia to UOW College