Schedule 3

People's Republic of China: Applicant's Documentation Requirements

1. Documentary Requirements for all PRC Applicants

All the required attachments must be provided by the student in order for UniAdvice to certify as original, assess an application and issue an offer letter.

- The original certificate of graduation in the bound, usually RED, booklet in Chinese, with notarised translation into English

OR

- The notarised bound version of the certificate of graduation, usually WHITE, in English and Chinese

OR

- A copy of the certificate of graduation bearing the red chop or embossed chop of the University, in English and Chinese

AND

- the notarised bound version of the list of subjects studied in the diploma or degree in English and Chinese (NOT a copy only bearing the chop of institution, NOR a copy of the notarised book)
  - OR
  - A copy of the transcript of subjects studied in the diploma bearing the red chop or embossed chop of the University, in English and Chinese

AND, if available

- IELTS test results (original)
- AND/OR
  - TOEFL and TWE score (you must request Princeton to send the TOEFL result directly to University of Wollongong institution #9799)

2. Requirements for Entry to a Bachelors Degree with Credit Transfer

Diploma graduates seeking entry to a bachelors degree with credit transfer (advanced standing) must provide a translation of the subject descriptions (NOT simply a transcript of subjects and results). The only exception to this requirement is for pre-approved advanced standing arrangements from specific
institutions as outlined on the University’s credit transfer website:

www.uow.edu.au/prospective/international/credit

3. Postgraduate Entry Requirements – General Requirements

The general entry requirements to postgraduate courses are available at the website below. These documents show minimum academic requirements and, where appropriate, work experience requirements and must be used in conjunction with the requirements for PRC applicants shown in the Sections 4 and 5.

www.uow.edu.au/prospective/international/agent/pg_admission

4. Postgraduate Entry Requirements - PRC Applicants

4.1 Equivalent Percentage Requirements for PRC Qualifications

The general postgraduate entry requirements referred to in section 3 above show minimum percentage requirements for students with an Australian bachelors degree. As PRC bachelor degrees have a different pass mark, the following table of equivalence is used in determining admission to specific courses:

<table>
<thead>
<tr>
<th>Course level and Entry Requirements by Australian qualifications</th>
<th>Marks required from acceptable bachelor's degree program in China</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters requiring 75% in an Australian bachelors</td>
<td>80%</td>
</tr>
<tr>
<td>Masters requiring 60% in an Australian bachelors</td>
<td>70%</td>
</tr>
<tr>
<td>Masters or other postgraduate course requiring Pass or 50% in an Australian bachelors</td>
<td>60% or 2.0 GPA (C average)</td>
</tr>
</tbody>
</table>

4.2 UOW recognition of bachelor courses

The University of Wollongong accepts 4-year bachelor level courses from recognised universities in PRC as being equivalent to an Australian bachelors degree, when the bachelor degree is awarded under "regulations concerning academic degrees in the People's Republic of China".

Self-study (distance) degrees taken under the aegis of a regular university and consisting of at least 21 self-study examinations and a graduation thesis may also be recognised as equivalent to an Australian bachelors degree.

4.3 Students completing a bachelors degree course requirements but not awarded the degree

In some cases, a student may not be awarded the official bachelor degree, even though they have completed the requirements for a recognised four-year degree program and have been issued the certificate of graduation. This may be
because of non-academic matters or if a student has failed a subject (even through subsequently passed). In view of this, UOW will accept applicants for entry to postgraduate degrees if they have completed a 4-year bachelors degree, as evidenced by Certificate of Graduation, even if they have not been awarded the Bachelors degree and if the student meets all other entry requirements. This applies only to ‘recognised’ universities as defined in Section 4.2 above).

4.4 UOW Recognition of diplomas other than bachelor degrees

Students completing programs other than recognised bachelors degrees may be considered for entry to a graduate certificate or graduate diploma. The minimum duration of the academic program and/or relevant work experience is outlined in the postgraduate entry requirements referred to in Section 3. The following additional requirements apply for PRC diploma or other tertiary qualifications:

i. the academic program (for example diploma) must have been studied full-time for the required duration as evidenced by transcript of subjects

AND

ii. 75% of the subjects in the transcript must be academic in content (for example business, communications/advertising/design, education, computing/IT, law, engineering, health studies or science). No more than 25% of the subjects can be either vocational (ie building techniques, manufacturing, electronics, secretarial studies, sales, hairdressing, handicrafts), or theoretical (ie philosophy, civics, religion), or practical (ie martial arts, physical education etc).

5. Work Experience: Assessment and Documentation Requirements

The University offers a number of programs where an appropriate combination of academic qualifications and work experience may be considered.

Work experience refers to employment that is relevant to the program you are applying for and is managerial or supervisory in nature and which carries a level of responsibility.

In order to complete an assessment of your application, you will need to submit the following documents:

1. A letter or curriculum vitae (CV) providing full details of each of the following points for all positions held:

   - Name of the company.
   - Is the business owned by a member of your family?
   - Description of the company, including the nature of the business, number of employees.
   - Your position/title.
   - The position/title you reported to.
   - Number of years in the position.
   - Your age when you commenced and finished the position.
   - Full-time or part time? (If part-time, how many hours
Key duties - state and describe the five (5) key responsibilities of your position.

Describe three (3) key achievements while you held this position.

Number of staff who reported to you, their position titles and duties.

2. Supporting documentation, such as a work reference or statement of employment from your employer(s). Employment references/statements must:

   i. be on company letterhead and include full company contact details;
   ii. be signed by the managing director/CEO;
   iii. state your position;
   iv. outline your key duties;
   v. include the number of years you held this position; and
   vi. if the original document is not in English, you must provide authorised English translations as well as providing the originals (or authorised copies) of the documents in their original language.

Applications based on work experience not providing the above information and documentation will not be assessed.

6. English Language Requirements

   Please refer to the following website for details of the University’s English language requirements:

   www.uow.edu.au/prospective/international/english

7. Issuing of eCOEs

   All conditions on a student’s offer letter must be cleared before an eCOE will be issued.

   Updated 30.6.04