



ADMISSIONS POLICY

Approved by:	Academic Board	Date:	8 June 2017
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Custodian:	General Manager		
Supporting Documents, Procedures & Forms:	Application for Credit for Prior Learning Form Credit for Prior Learning Policy Deferment, Suspension and Cancellation Policy Fees and Refund Policy Privacy Policy Records Management Policy (staff) Student Academic Consideration Policy Student Disability Policy Student Grievance Policy International Student Transfer Between Providers Policy Delegations of Authority – Part B – UOWC Ltd Academic Delegations (staff)		
References & Legislation:	Anti-Discrimination Act 1977 (Cth) Education Services for Overseas Students Act 2000 (Cth) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Cth)		



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1 Purpose

- 1.1 This Policy governs the admission of students by a Delegated Authority to courses delivered by UOW College.

2 Scope

- 2.1 This Policy applies to all domestic and international applications for admission to a course at UOW College, and applies to the following:

- a. English language courses;
- b. UOW College Higher Education Diplomas;
- c. UOW accredited courses – Foundation Studies Program (FSP), University Entrance Certificate (UEC), Special Tertiary Entrance Program (STEP) and University Access Program (UAP); and
- d. UOW College Vocational Education and Training courses.

- 2.2 This Policy does not apply to applications to the following:

- a. Study tours; and
- b. Offshore programs associated with UOW College.

- 2.3 This Policy should be read in conjunction with UOW College Admission Guidelines and admission information published by UOW College in course guides, brochures and on the UOW College website.

- 2.4 Applications for credit for prior learning, even when submitted with the initial application, are governed by the Credit for Prior Learning Policy.

3 Definitions

Word/Term	Definition
Admission	Procedures governing application and acceptance for entry to the College
Applicant	A person applying for admission to a course delivered by or accredited to the College



Word/Term	Definition
Commonwealth Supported Place (CSP)	A higher education place for which the Australian Government provides funding to the higher education provider towards the cost of the education of domestic students
Conditional Offer	An offer generated when an applicant has not fully met relevant entry criteria or provided necessary documentation to support an application. Prior to enrolment, applicants must meet the conditions outlined in their Offer of Admission
Course	A program of study consisting of a combination of subjects and other requirements, whether leading to a specific higher education or vocational award or not.
Delegated authority	A person given delegated authority to approve offers to students under the Delegations of Authority – Part B – UOWC Academic Delegations
Domestic Applicant	A person applying to enrol in a course of study, who is: <ul style="list-style-type: none">• An Australian Citizen, or• A Permanent Resident or Humanitarian Visa Holder who will be a resident in Australia for the duration of the course of study.
Head of Program	A staff member with nominated responsibility for a program
International Applicant	An applicant who is not a domestic applicant, including, but not limited to, those on a temporary residence visa, a bridging visa or a student visa
Offshore Program	A course or subject accredited by the College that is delivered outside of Australia
Program	The combination of subjects in which a student is enrolled.
Qualification	A formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs, as defined by the Australian Qualifications Framework (AQF)
Subject	A self-contained unit of study or vocational unit of competency in any course offered at, or in conjunction with, UOW College.



Word/Term	Definition
University Admissions Centre (UAC)	UAC is the organisation that processes centralised applications for admissions to tertiary education in NSW and ACT
Unconditional Offer	An offer generated when an applicant has met relevant entry criteria and provided necessary documentation

4 Policy Principles

- 4.1 UOW College aims to admit applicants who are likely to succeed in a course.
- 4.2 Admissions decisions will be fair, equitable, consistent, transparent and as objective as possible. All applicants to UOW College are to be assessed using clearly defined procedures based on these principles.
- 4.3 UOW College is committed to social inclusion and to providing access for groups who are under-represented in higher education.

5 General Provisions

- 5.1 To be admitted to a course at UOW College an applicant must:
 - a. Satisfy general and academic entry requirements as defined in the Admissions Guidelines;
 - b. Satisfy English language proficiency requirements applicable to the relevant course, and as outlined in the Admissions Guidelines;
 - c. Lodge an application form for admission or apply online via the UOW College website by the closing date, with all specified supporting documentation;
 - d. Be selected for admission to the course by a Delegated Authority;
 - e. Accept an offer of admission and submit the associated acceptance agreement (excluding STEP); and
 - f. Pay any required fees.
- 5.2 Eligibility for admission does not guarantee selection for a course. Where a quota exists for a particular course and selection is from a pool of applicants, selection will be based on merit.



- 5.3 UOW College may determine and apply a quota of places available in a course, including limiting the number of applicants granted admission to a course.
- 5.4 Where applicable, quotas for Commonwealth Supported Places (CSP) will be determined by UOW.
- 5.5 Applicants who intend to seek progression to an Australian university other than UOW should discuss entry requirements with the relevant university prior to accepting a place at the College.
- 5.6 Applicants must provide certified copies of all documents included with their application. Details of required acceptable certification authorities can be found at: <http://www.uow.edu.au/future/international/apply/how/certified/index.html>
- 5.7 The College retains the right to request original documents be provided at any stage of the application process.
- 5.8 Proof of name change must be provided if supporting documents show a name which is different from that used at the time of application.
- 5.9 An offer of admission will only be made in writing by an officer with Delegated Authority to make the offer.
- 5.10 Students with an offer to study at UOW College must provide the following before being permitted to enrol:
 - a. Acceptance agreement in the form prescribed by UOW College (excluding STEP);
 - b. Any payment required, or acceptable notification of a payment (excluding STEP); and
 - c. In the case of a conditional offer, evidence that the applicant has satisfied and/or cleared all the conditions of that offer.
- 5.11 Admission of international students to any course will be in accordance with applicable legislation.

6 Entry Requirements

- 6.1 The entry requirements for each course are outlined in the Admissions Guidelines.
- 6.2 The Admissions Guidelines are reviewed and endorsed by the Academic Board.

- 6.3 Applicants who do not meet the prescribed entry requirements may have their applications assessed on an individual basis by the relevant Head of Program who may, as a Delegated Authority, grant admission to a course or subject.
- 6.4 Applicants with any injuries, illness, disorder, impairment, condition or incapacity that has the potential to impact their ability to learn or progress through, or successfully complete, their course are encouraged to discuss this with UOW College to assist in the process of identifying reasonable adjustments.

7 English Language Proficiency

- 7.1 English is the language of instruction at UOW College.
- 7.2 All domestic and international applicants must satisfy the English language requirements applicable to the relevant course, as defined in the Admissions Guidelines.
- 7.3 Where English test results (e.g. IELTS) are provided as evidence to satisfy English language requirements, they must be no more than one year old.
- 7.4 Applicants may be considered as satisfying English language requirements if successfully completing two years of secondary or tertiary study at an approved institution where:
 - a. The language of instruction was English; and
 - b. The institution is located in a country where the official language is English.
- 7.5 Applicants with the following citizenships may be considered for an English language waiver under the above guideline: Bahamas, Barbados, Canada, Fiji, Ireland, Jamaica, New Zealand, Papua New Guinea, Samoa, Singapore, Solomon Islands, South Africa, Tonga, Trinidad & Tobago, UK, and USA.
- 7.6 An academic transcript and official letter from the institution certifying that English was the sole language of instruction and assessment must be provided where an exemption is being sought.
- 7.7 Previous study in English as outlined in clauses 7.4 to 7.6 is considered on a case-by-case basis. Satisfying requirements outlined in clauses 7.4 to 7.6 does not guarantee that an English language exemption will be granted.

8 Underage applicants

8.1 Unless otherwise stipulated in the Admissions Guidelines, all applicants to the College must be at least 15 years of age at the time of commencement of their course.

9 Partial Scholarships – International Applicants Only

9.1 UOW College offers partial tuition scholarships to international applicants from selected countries. To be eligible to receive a partial tuition scholarship, the applicant must be a citizen of an eligible country and must be residing in that country at the time of application.

10 Refusal of Admissions

10.1 UOW College may refuse admission to an applicant on the grounds that:

- a. They are not eligible to be considered for admission to a course;
- b. The quota of places for each course has been reached;
- c. There are not appropriate and sufficient personnel, resources or number of applicants to enable the course to be offered; or
- d. There are other restrictions or limitations applying to the course.

10.2 The Delegated Authority may withdraw an offer of admission made to an applicant where the offer is made in error; or is made on the basis of incomplete, inaccurate, fraudulent or misleading information supplied by the applicant or by a certifying authority.

10.3 Where fraudulent documents have been submitted to support an application, the application will be rejected and the matter may be referred to an appropriate authority, e.g., Police and/or Immigration Department, for investigation.

10.4 The Delegated Authority may refuse admission to UOW College where evidence from the applicant's history in the opinion of the Delegated Authority makes them unsuitable to study the course for which they have applied on academic or non-academic grounds providing that the applicant is supplied with written notification of the reasons for refusal.

11 Appeals against Admissions Decisions

11.1 Applicants may appeal against a decision by the Delegated Authority to refuse admission if:



- a. The applicant satisfies all UOW College and course selection requirements; and
- b. The application for admission was lodged on time, in the correct manner, with all relevant documentation included to enable the application to be assessed; and
- c. The applicant was not selected due to the incorrect application of the Admissions Policy or guidelines or any other relevant UOW College Policy.

11.2 Appeals will be managed in the procedure prescribed by the Student Grievance Policy.

12 Governance

Record Keeping

12.1 Delegated Authorities are responsible for maintaining appropriate records of the basis of admission of applicants.

12.2 Records are to be kept in accordance with the Record Management Policy.

Conflict of Interest

12.3 Delegated Authorities must not participate in any decisions affecting applicants where a potential or actual conflict of interest arises due to close personal relationships with an applicant.

13 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	10/03/2011	WCA Academic Board	New Policy
2	17/04/2012	Lynette Harris	Custodian changed from Campus Director
3	04/09/2015	Policy Officer and Law Clerk	Minor changes – merged to new template update of position titles.
4	21/07/2016	Compliance Officer	Minor change only - College branding and formatting updated
5	08/06/2017	Academic Board	Review of entire Admissions Framework including the removal of course specific



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			requirements, inclusion of grounds for refusal of admission, record keeping and conflict of interest and defining the grounds for an applicant to appeal.
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