

ADMISSION (COURSEWORK) POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines CQUniversity's admissions requirements and processes for higher education [coursework](#) and enabling courses.

2 SCOPE

- 2.1 This policy and procedure applies to applicants and current CQUniversity students applying for admission or accepting an offer of admission to:
- higher education [coursework courses](#)
 - higher education single non-award units, and
 - enabling courses.
- 2.2 This policy and procedure does not apply to admissions for:
- non-award courses and micro-credentials – refer to the [Non-Award Courses and Micro-credentials Policy and Procedure](#)
 - research or research preparatory courses – refer to the relevant [Course Rules](#)

- vocational education and training (VET) courses – refer to the [Pre-enrolment Assessment Policy and Procedure \(VET\)](#), or
- CQUniversity students applying for cross-institutional study at another institution – refer to the [Cross-Institutional Study Policy and Procedure](#).

3 POLICY STATEMENT

- 3.1 The University is committed to inclusive access and participation, and aims to attract and admit a diverse range of applicants based on the principles of:
- operating fair and transparent admissions processes
 - offering admission to students assessed as being academically suited to their course
 - taking into account factors such as demonstrated skills, employment history and specific achievements in relevant fields in making admission decisions, and
 - supporting students from disadvantaged, Aboriginal and/or Torres Strait Islanders, first-in-family background, and rural or remote locations through applicant pathways to achieve admission.
- 3.2 The University accepts applications for admission, through:
- [Tertiary Admissions Centres](#)
 - direct application
 - foundation and enabling pathways
 - industry-based group entry to specific courses, and
 - International Education Agents and other partners.
- 3.3 Applicants are responsible for understanding the requirements for admission, progression, and completion of their chosen course of study.
- 3.4 To assist applicants determine their readiness for study and to support their choice of a course that is academically suited to them, the University publishes information in the [CQUni Handbook](#), course webpages, hardcopy course publications and provides information in letters of offer of admission, that includes but is not limited to:
- course duration, location, and mode of delivery
 - assessment requirements and academic progression expectations
 - obligations around fees and financial implications associated with unsatisfactory academic progression and engagement
 - minimum English language proficiency requirements
 - pre-requisites, assumed knowledge or recommended studies, designed to assist students to successfully complete their course, and
 - additional requirements where appropriate, such as clearances for working with children, vaccinations and registrations.
- 3.5 Applicants must provide appropriate and valid documentation to support their application for admission.
- 3.6 Eligibility for admission into a course does not guarantee an offer for or admission into a course.
- 3.7 Applicants must satisfy the requirements for transparent, fair and consistent admission processes under the [Higher Education Standards Framework \(Thresholds Standards\) 2021](#) (Cwlth).

4 PROCEDURE

Eligibility

- 4.1 To be eligible for admission to the University, applicants must:

- a) meet the minimum requirements in the [English Language Proficiency Requirements Policy and Procedure](#), including any course-specific requirements
- b) fulfil to the satisfaction of the Manager Admissions or the Manager International Admissions¹, any other requirements specified in recommended prior study and other requirements for entry detailed in the [CQUni Handbook](#) or the course webpages, e.g. audition or interview
- c) declare their citizenship status – applicants who provide inaccurate, incomplete, fraudulent or misleading information concerning their citizenship status will have their offer of admission revoked
- d) meet the minimum criteria for admission as specified in the [CQUni Handbook](#), relevant course page, and as set out below:
 - for domestic undergraduate applicants:
 - [Start Uni Now](#) applicants – as outlined in the [SUN \(Start Uni Now\) Guidelines](#)
 - early entry scheme applicants – written [principal's recommendation](#) for current Year 12 applicants
 - school leavers – the Australian Tertiary Admission Rank (ATAR) and subject pre-requisites
 - school leavers applying for Bachelor of Medical Science (Pathway to Medicine) – the [Australian Tertiary Admission Rank \(ATAR\)](#), subject pre-requisites, University Clinical Aptitude Test (UCAT) and interview
 - music and theatre applicants – audition and interview
 - non-school leavers – selection rank and subject pre-requisites, or
 - for all other applicants – selection rank based on work and life experience
 - for domestic postgraduate applicants:
 - as specified in the [CQUni Handbook](#) and relevant course page
 - for international applicants:
 - undergraduate courses – successfully completed Australian Year 12 or equivalent. The University's [Country Specific Academic Requirements document](#) outlines the equivalent minimum entry requirements for some countries
 - postgraduate courses – successfully completed a Bachelor degree or equivalent under the [Australian Qualifications Framework](#) (AQF)². Additional requirements may apply as specified in the and course pages
 - may be admitted based on pathway courses if they meet the published admission criteria for selected pathways, or
 - must undergo screening by the University when applying for a student visa to satisfy the determination of 'Genuine Temporary Entrant' and 'Genuine Student' criteria as defined by the [Department of Home Affairs](#).

4.2 Eligibility for admission into a course does not guarantee selection into that course.

Applying

4.3 Domestic applicants can apply to the University for:

- a) enabling courses – through direct entry to the University via the [CQUni Handbook](#)
- b) undergraduate courses –
 - through the relevant [Tertiary Admissions Centre](#), or
 - through direct entry to the University via the [CQUni Handbook](#) for existing or past CQUniversity students, applicants participating in an early entry scheme or new applicants from Victoria, South Australia, Tasmania, Western Australia and the Northern Territory

¹ Where mentioned within this document, decisions made by the Manager Admissions refers to domestic applicants, and by the Manager International Admissions refers to international applicants.

² The [Australian Qualifications Framework](#) (AQF) is the national policy for regulated qualifications in Australian education and training.

- c) approved undergraduate courses, postgraduate [coursework courses](#), honours, cross-institutional and single non award units – through direct entry to the University via the [CQUni Handbook](#).
- 4.4 International students can apply through direct entry to the University via the University's [international online application system](#) (iStart).

Admission

- 4.5 Admission into a course/unit is based on an applicant's eligibility (as outlined in section [4.1](#) above) and any [quota](#) limits or other entry requirements.
- 4.6 The Dean of School, Director Learning Design and Innovation and Associate Dean School of Access Education³ may specify minimum entry level requirements for places into a course/unit.
- 4.7 International applicants will be offered an international [full-fee-paying](#) place provided they have met the specified requirements for admission, there is a study place available at the campus of choice for them, and they hold an eligible Australian visa. Letter of offers and admission at the University for international student visa holders will be subject to requirements.
- 4.8 The following considerations are given to domestic student applications for entry into quota-based courses:
- The Director Global Brand and Marketing, following consultation with the relevant [Senior Executive](#) or Dean of School, will set a quota of places for each course and campus, which are available to applicants eligible for a domestic quota place and/or domestic full-fee paying students.
 - Full-fee paying domestic students cannot occupy a Commonwealth-funded quota place.
 - The Head of College and Associate Dean School of Access Education, in accordance with the [Requirements for Direct Entry to CQUniversity's Undergraduate Courses](#), will set an agreed number of quota-based places to be allocated to Skills for Tertiary Education Preparatory Studies (STEPS) graduates into a higher education course.
 - Admission offers will be made to eligible domestic applicants in order of merit, until the quota set for each course is filled. In determining the order of merit, each applicant's qualifications will be assessed.
- 4.9 For international applications for entry into quota-based courses, the Manager International Admissions (or delegate) confirms enrolments in order of merit until the quota for the course is filled.
- 4.10 Admission offers are not made for a commencement date later than two years from the time the offer is made, except in cases of students following a [recognised articulation or pathway](#).

Full-fee-paying applicants

- 4.11 The following are not eligible for a [Commonwealth supported place](#) in a course:
- Australian citizens studying overseas for the duration of their course
 - New Zealand citizens living overseas, and
 - any person enrolled as a [full-fee paying](#) international or domestic student.

Pathway courses and articulations

- 4.12 Applicants may be able to apply for admission for a higher education [coursework course](#) through completion of a [pathway](#) course or [articulation](#).
- 4.13 Applicants who have completed the [Start Uni Now](#) (SUN) course must have also successfully completed year 12 or equivalent.
- 4.14 Applicants who have completed the Skills for Tertiary Education Preparatory Studies (STEPS) course will be admitted in accordance with available quota places (if applicable as outlined in section [4.8](#) above) and the [Requirements for Direct Entry to CQUniversity's Undergraduate Courses](#).

³ Where mentioned within this document, decisions made by the Dean of School refers to higher education courses, the Director Learning Design and Innovation refers to hyperflexible courses, and the Associate Dean School of Access Education refers to enabling courses.

- 4.15 The University offers dual qualification courses in partnership with other tertiary institutes (i.e. registered TAFE institutes and other VET providers). Students must successfully complete the tertiary institute component of the course (usually a Diploma or Advanced Diploma), prior to articulating to the university level component of their study with CQUniversity. Domestic applicants must first apply for the dual qualification through a [Tertiary Admissions Centre](#).
- 4.16 Students can articulate to the University by applying for direct admission and do not need to reapply through a Tertiary Admissions Centre. Domestic students should apply for direct admission when they are nearing the end of their tertiary institute course, when they have graduated from their tertiary institute course, or before the course closing date.
- 4.17 International students can apply for direct admission any time prior to the commencement of term at the University. In some cases, international students may choose to apply prior to commencement of the pathway course for student visa purposes.
- 4.18 Dual qualification courses provide students with a credit transfer from their tertiary institute study into university level study at the University. This shortens the length of study required to obtain an undergraduate degree. Students can apply for a credit transfer within their admission application.

Exemption from admission requirements/prerequisites

- 4.19 Applicants who have undertaken study at another tertiary institution that, in the opinion of the Manager Admissions, Manager International Admissions or relevant [Senior Executive](#), is of a standard equal to or better than that specified by the University for admission, may be exempted from such prerequisites and/or other requirements.
- 4.20 An applicant who has successfully completed a similar level of academic study at a relevant institution may be eligible for relevant exemptions to their course of study.
- 4.21 Applicants under the age of 17 who have not successfully completed Year 12 may be considered for admission if their qualifications and level of attainment are acceptable in the opinion of the Manager Admissions, Manager International Admissions or relevant Senior Executive. Internationals applicants under the age of 18 also need to meet additional requirements as outlined in the [Student Accommodation including International Students under 18 Policy and Procedure](#).

Refusal of admission for non-academic reasons

- 4.22 The University, through the Director Global Brand and Marketing or Manager International Admissions (or delegate), may refuse admission to, withdraw an offer to, or cancel an enrolment of an applicant who would otherwise be eligible for admission where they reasonably believe that:
- a) the applicant or their presence poses a risk to University students and/or employees or the wider University community
 - b) the applicant may prejudice the University's reputation, management or good governance
 - c) the applicant acted in a dishonest and/or deceitful manner when applying for admission to the University or any other tertiary educational institution
 - d) the applicant has not demonstrated a genuine intention to commit to study after having accepted previous offers but since withdrawn from the course/s without demonstrating academic progress
 - e) the applicant would be lawfully prevented from entering University premises for all or part of the course or unit because of a court order or any enactment or decision made under legislation
 - f) the applicant would be unable to meet the course or unit requirements, including but not limited to attendance or group participation requirements, or
 - g) the University would be subject to sanctions under the [Autonomous Sanctions Act 2011](#) (Cwlth).
- 4.23 Before deciding to refuse admission, withdraw an offer or cancel an enrolment for a domestic student, the Director Global Brand and Marketing or Manager International Admissions (or delegate) must give the applicant an opportunity to provide written reasons why they should be permitted to attend the University.

- 4.24 Applicants who were refused admission due to submitting fraudulent information or not demonstrating genuine intentions to commit to study from past offers of admission, may be permitted to re-apply for admission following a two-year exclusion period. An interview with the Dean of the relevant School, Director Learning Design and Innovation or Associate Dean School of Access Education³ may be required to determine suitability prior to re-applying for admission. [Tertiary Admission Centre](#) application fees paid may be forfeited.

Reviews

- 4.25 Domestic applicants whose admission application is unsuccessful, and believes the University failed to properly assess their application, may seek a review by a National Admissions Officer. If the applicant is dissatisfied with the outcome of the review, they may request a further internal review by the Manager Admissions. This request must be made in writing via apps@cqu.edu.au within 10 business days of receiving an unsuccessful outcome.
- 4.26 Domestic applicants who are refused admission, or who have had an offer withdrawn or cancelled and believe the decision is incorrect and/or that their application was not dealt with fairly, may seek a review of that decision by the Vice-President (Student Success). Applicants must request a review of the decision in writing via vp-students@cqu.edu.au within 10 business days of being refused admission.
- 4.27 International applicants whose admission application is unsuccessful due to pre-screening against the genuineness criteria, as required by the [Department of Home Affairs](#) for student visa holders, may request a review by the Manager International Admissions in writing via international-admissions@cqu.edu.au. If the applicant is dissatisfied with the outcome of the review, they may seek a further internal review by the Vice-President (Student Success) in writing via vp-students@cqu.edu.au within 10 business days of receiving an unsuccessful outcome.

Non-award admission

- 4.28 An applicant who enrolls in a unit/s but does not seek to enrol in a course leading to a degree or other award of the University may enrol only if the applicant would be eligible for admission to a place, unless the Manager Admissions determines otherwise. Clinical or placement units will not be considered.

Cross-institutional admission

- 4.29 Applicants enrolled at other tertiary institutions may apply to undertake units for credit towards their course. Such applicants are eligible for admission unless the Manager Admissions or Manager International Admissions determines otherwise. Clinical or placement units will not be considered for cross-institutional admission.

Readmission

- 4.30 This section does not apply to students in cases where:
- course [quotas](#) require students to reapply through a [Tertiary Admissions Centre](#), or
 - a period of 10 years or more has lapsed since the student first enrolled in the course (or its earlier equivalent course). A shorter period applies to readmission to some courses as per requirements set by the professional accreditation body. Refer to the [CQUni Handbook](#) for more information.
- 4.31 Students whose enrolment in a course has been cancelled at the University⁴, excluding those who have an indefinite exclusion, and who wish to recommence their studies in that same course, may apply directly to the University for readmission. Such students are eligible for admission, unless the Dean of School, Director Learning Design and Innovation, Manager Admissions or Manager International Admissions (or delegate) determines otherwise.
- 4.32 International students who have had their enrolment cancelled under the [Academic Progression Policy and Procedure](#) will not be eligible for readmission for one year (three terms). Domestic students who have their enrolment cancelled under the [Academic Progression Policy and Procedure](#) will not be eligible for

⁴ This includes students who were previously enrolled with the Capricornia Institute of Advanced Education (CIAE), University College of Central Queensland (UCCQ), University of Central Queensland (UCQ), or Central Queensland University (CQU).

readmission for one year (three terms); however, they may apply to enrol in a University VET or non-award course. Students applying for early readmission will only be considered if insufficient units are available in the specified term of re-enrolment to allow progression.

- 4.33 Readmission applications following indefinite exclusion due to substantiated academic misconduct must be approved by the Vice-President (Student Success) (or nominee), and in accordance with the [Student Academic Integrity Policy and Procedure](#). Applicants must request approval prior to applying for readmission in writing via apps@cqu.edu.au. Approved former students applying for readmission will only be considered once a minimum period of five years has elapsed since the date of exclusion. If the readmission application is refused, the student may apply for readmission again following a further five-year exclusion period from the date of refusal.

Completion of studies

- 4.34 The maximum time for completing [coursework courses](#), taken from the term of first enrolment in the course, is, unless otherwise specified in the [CQUni Handbook](#):
- for a graduate certificate – three years
 - for a graduate diploma – five years (unless entering by [articulation](#) with a completed graduate certificate in which case the allowable completion time is two years)
 - for a coursework masters degree – eight years (unless entering by articulation with a completed graduate certificate/graduate diploma in which case the allowable time for completion is three years), or
 - for other courses – 10 years.
- 4.35 The relevant Dean of School or Director Learning Design and Innovation may allow a student to extend their enrolment in the course beyond the maximum time above. The Dean of School or Director Learning Design and Innovation may approve an extension to enrolment when the student is within one or two units of completion of the award, take no more than 12 months beyond the maximum time and given a firm commitment to finish within the extended deadline.

Change of course

- 4.36 Students can apply to change their course if they:
- are applying to change to a course at the same career level, for example, Bachelor to Bachelor, or
 - have successfully completed at least one unit in their current course.
- 4.37 Domestic students can change their course by applying directly to the University, except where course quotas require students to reapply through a [Tertiary Admissions Centre](#). Refer to the University's [website](#) for the list of quota courses.
- 4.38 International students can apply to change their course by submitting a Change of Course Application through the University's [international online application system](#) (iStart).

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Director Global Brand and Marketing and Director International are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 The Manager Admissions and Manager International Admissions are responsible for implementing the associated procedures and audit checks to ensure compliance with this policy and procedure.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Coursework courses: undergraduate and postgraduate higher education courses. This does not include research, vocational education and training (VET) or non-award courses.

Full-fee paying student: a student who pays the full fee for their units. Domestic students must pay their fee by the due date (census date) each term or defer the fee to a HELP Loan, if eligible. International students must pay their fee by the due date (census date) each term.

Tertiary admissions centres: centres which receive and process applications for admission to courses on behalf of a tertiary institute. The following tertiary admission centres may process applications on behalf of the University:

- [Queensland Tertiary Admissions Centre](#) (QTAC)
- [Universities Admission Centre](#) (UAC).

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Progression Policy and Procedure](#)

[Articulation Policy and Procedure](#)

[Autonomous Sanctions Act 2011](#) (Cwlth)

[Australia's National Information Centre](#) – Country Education Profiles

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

[Education Services for Overseas Students \(ESOS\) Act 2000](#) (Cwlth)

[English Language Proficiency Requirements Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[Higher Education Support Act 2003](#) (Cwlth)

[Migration Act 1958](#) (Cwlth)

[Migration Regulations 1994](#) (Cwlth)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

[Student Academic Integrity Policy and Procedure](#)

[Student Accommodation Including International Students Under 18 Policy and Procedure](#)

[Student Conduct Policy and Procedure](#)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
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Administrator	Director Global Brand and Marketing
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Notes	This document was formerly known as the Admission to CQUniversity Coursework Courses Policy and Procedure (last approved 28/03/2018) and the Admission to Coursework Courses Policy and Procedure (last approved 27/03/2024).