ADMISSION RULES

1. Definitions

In these Rules, the following words and expressions have the meanings listed below:

“Admission”: admission to candidature for an award.

“Assumed knowledge”: Knowledge that it is assumed applicants have and that will assist them to undertake a course successfully, but which is not a requirement for entry.

   Note: Bridging courses may be recommended for students who do not have the level of knowledge assumed.

“Award course”: a program of study leading to an accredited higher education award of the University.

   This may include undergraduate and postgraduate courses.

“Course”: a program of study leading to an award of the University.

“Cross-institutional” relates to a student undertaking study at one institution as part of the course of study at another institution, where both institutions formally recognise the study for purposes of credit.

“Cut-off”: the minimum entry score acceptable in order to obtain a place in a given course in the relevant semester or year.¹

“Double degree” or “dual degree”: a course of study which, when completed, qualifies the student to receive the two nominated degrees.

“Entry score” or “score”: the OP, UAI, ENTER or TER score or equivalent rank obtained by the student on the basis of completed secondary school study and assigned by the relevant state authority.²

“Faculty”: the Faculty or Faculties responsible for the course.

“Full-time”: enrolled for 75% or more (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the course.

“Graduate entry”: an undergraduate course for which completion of another undergraduate degree is the normal prerequisite.

“Joint degree”: a course offered jointly by two or more participating institutions.

“Non-award course”: a program of study leading to an award other than an accredited higher education award.

“Minimum eligibility requirement”: the minimum score acceptable for consideration for admission to any course of Australian Catholic University, whether the student undertakes the course as a Commonwealth-supported student or as a fee-paying student.

¹ The cut-off scores required for admission to Australian Catholic University’s courses in the last year are set out in Appendix 1.
² OP (Queensland) is assigned by the Queensland Studies Authority; UAI (NSW, ACT) is assigned by the Universities Admissions Centre; ENTER (Victoria) is assigned by the Victorian Tertiary Admissions Centre. TER scores in other states are assigned by the respective state authorities.
“Minimum entry requirement”: the lowest cut-off for year 12 students receiving a place in a given course in the main round of admission of the current academic year; an equivalent rank applies in the case of non-year 12 applicants.

“Offer”: formal notification from the University or the relevant Tertiary Admissions Centre on behalf of the University offering a place in a nominated course and associated provisos (e.g., whether offered as a Commonwealth-supported or fee-paying place).

“Part-time”: enrolled for less than 75% (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the course.

“Postgraduate”: a course for which completion of an undergraduate degree is the normal prerequisite.

“Prerequisite”: a requirement that must be met by a student in order to be eligible for consideration for admission to the course.

“Quota”: the number of commencing student places (which may be differentiated as Commonwealth-supported and fee-paying places) available in each course in the relevant admissions cycle.

“Rank” or “selection rank”: a numerical score assigned to scale qualifications other than current year 12 studies.

Selection ranks range from 1 to 99, with 99 being the highest. It is possible to have several ranks based on different qualifications. A second order rank may be used to differentiate among applicants when there are more applicants with the same first order ranks than there are places available. 3

“Recommended Studies”: a subject or subjects which applicants are recommended to have completed that will assist them to undertake a course successfully, but which is not a requirement for entry.

“School”: a School or other organisational unit which is responsible for teaching in a discipline and which forms part of a Faculty of Australian Catholic University.

“Study period”: a defined semester or term, during which a program of teaching and learning is conducted. It includes standard study periods (semester 1 and semester 2, with a duration of approximately 12 weeks’ teaching and learning) and non-standard study periods (Summer A term, Summer B term, Autumn term, Winter term, Spring A term and Spring B term, with shorter duration and normally encompassing intensive teaching and learning).

“Tertiary Admissions Centre” (TAC): The admission authority established in each Australian state/territory to co-ordinate the admission processes of participating institutions for undergraduate and, in some cases, postgraduate courses.

“Undergraduate”: a post-secondary course leading to an award of bachelor degree (including a graduate entry bachelor degree), bachelor degree with honours, associate degree, advanced diploma, diploma or associate diploma.

2. Application of Rules

These Rules apply to admission to all undergraduate, graduate entry, postgraduate coursework and non-award programs, whether by application through a Tertiary Admissions Centre or directly to Australian Catholic University. They apply to admission to both Commonwealth-supported places and fee-paying places in any such course.

3 Further information on ranks is included in Appendix 3.
3. Authority for Admission

Described Admissions Officers are authorized to act on behalf of the University to admit students to a program.

4. Requirements to gain entry to a course

4.1 To gain entry to a course an applicant must -

(a) make application through the relevant Tertiary Admissions Centre or directly to Australian Catholic University, in accordance with required timelines and the application procedures for that course;
(b) satisfy the minimum eligibility score required for admission to study at Australian Catholic University;
(c) satisfy any general entry requirements of the University together with specific prerequisite requirements for the course, as specified in the relevant Schedule to these Rules; these may include satisfying other criteria such as achievement in specified prerequisite subjects, interview, folio, audition and/or submission of any required supplementary information;
(d) obtain an entry score or rank equal to or above the cut-off for the quota in that course in that offer round; and
(e) be offered, and accept within the prescribed time, a place within the course.

4.2 The University may refuse admission to a qualified applicant if -

(a) the limit on available places is exceeded; or
(b) there are not appropriate and sufficient personnel, resources or number of students to enable the course to be offered; or
(c) there are other restrictions or limitations applying to the course.

5. English language proficiency

5.1 Proficiency in English is required for entry to all courses. This may be differently recorded in various state/territory jurisdictions.

5.2 Non-current year 12 ACU National applicants without a previous pass in year 12 English must attain the equivalent by satisfying approved alternative criteria. Specific requirements for applicants whose first language is not English and who have not previously undertaken at least one full-time year of secondary or tertiary study where the medium of study was English, are set out in Appendix 1.

5.3 Any student seeking admission on the basis of a qualification undertaken in a language other than English must demonstrate English language proficiency, as set out in Appendix 1.

5.4 International students seeking admission must satisfy standard admission requirements for the relevant program, together with English language proficiency requirements as set out in Appendix 1.

6. Other prerequisite requirements

4 At present the minimum eligibility score for any bachelor degree course on any campus is as set out below; lower qualifications may be acceptable for Associate Degree, Diploma or non-award courses.

NSW/ACT: UAI 55 or rank 55
Queensland: OP 19 or rank 55
Victoria: ENTER 55

5 For approved alternatives refer to each state-based TAC English Proficiency schedule.
6.1 Where the specified entry requirements for undergraduate or non-award courses include nominated prerequisite subjects, they must normally be passed in accordance with the year 12 requirements in the relevant state/territory.

6.2 In the case of an applicant who has not completed nominated year 12 studies, evidence of equivalent knowledge, skills and/or experience will be required.

6.3 Where criteria associated with interview, folio, audition or other performance or demonstration of practical skill or other attribute are required, an applicant will comply with the directions provided in relation to any such requirement.

6.4 Where submission of additional information is required, for example to demonstrate a range of attributes or provide additional information regarding relevant experience or previous study, an applicant will comply with the directions provided in relation to any such requirement.

6.5 Where entry to a graduate entry or postgraduate course has a prerequisite of completion of an appropriate degree or other qualification, such degree or other qualification must have been completed within the preceding ten years. Completion of such a degree or other required qualification more than ten years previously will not normally satisfy such a prerequisite requirement, unless approved by the Head of School or nominee on the basis of evidence of subsequent development and life or work experience in the discipline.

7. Application documentation

7.1 An application must be accompanied by documentation of all qualifications attempted or completed and proof of completion, where applicable; failure to provide such documentation will result in non-processing of the application.

7.2 Wherever possible, the University or Tertiary Admissions Centre will obtain results for studies at Australian universities through the Automatic Results Transfer System. Where documentation is supplied by the applicant, copies of such documentation will be accepted only if they have been properly certified by either the issuing body or those people qualified to certify documents.

8. Basis of selection

8.1 With the exception of equity places offered in accordance with Rule 9 below, the selection of applicants for admission is based on academic merit as reflected in the entry score or rank, and satisfaction of any other prerequisite requirements.

8.2 Where the entry requirements include satisfying criteria associated with interview, folio, audition or other demonstration of defined attributes, selection is based on both academic merit and an assessment of the required attributes.

8.3 In any case where further delineation of year 12 scores is required, the following provisions will apply:

QTAC – Year 12 applicants are selected on their OP. Within an OP band, if the number of eligible applicants exceeds the number of places for a course, Field Positions will be used.

VTAC – Year 12 applicants are selected on their ENTER. After those applicants that are ‘clearly-in’ have been established, the second stage of a two-stage selection process is implemented. Applicants will then be considered on additional criteria under middle band selection.
UAC – Year 12 applicants are selected on their UAI which is a two digit, two decimal number.

9. Special entry, access and equity schemes

9.1 Admission is based primarily upon academic merit, as reflected in the applicant’s entry score or rank. However, the University recognises alternative entry routes and has established a number of access and equity schemes which provide for consideration of additional/alternative factors in assessing applicants and their potential for success in university study. Such schemes are listed in Appendix 2.

9.2 Applicants whose educational qualifications do not satisfy the requirements for admission to a particular course but who have equivalent knowledge, skills and/or competencies, demonstrated by relevant documentation, may be granted admission to the course, subject to approval by the designated Admissions Officer, in consultation with the relevant Course Co-ordinator or Head of School.

Applicants of Aboriginal or Torres Strait Islander descent may be selected following interview.  

10. Fee-paying places

Where the Pro-Vice-Chancellor (Academic Affairs) has determined that applicants may be offered a place in a course on a fee-paying basis, any such applicants will be considered in accordance with these Rules.

11. Offers and enrolment

11.1 All applicants will be advised in writing regarding the outcome of their application for a place either by the University or by the relevant Tertiary Admissions Centre. An oral indication regarding eligibility for an offer is not a formal offer and is not binding.

11.2 All offers for admission will specify the course and/or specialisation (where applicable), funding status (Commonwealth-supported or fee paying), attendance mode and campus for which the offer is made. Offers will be conditional upon the provision of proof of completion of prerequisite requirements or upon other factors detailed in the letter of offer. Failure to meet any condition of offer by the specified date will result in the withdrawal of the offer and cancellation of the enrolment.

12. Deferment of a place

12.1 Unless the Faculty otherwise determines for a particular program, the Admissions Officer may approve an application by a student to defer the offer of a place in an undergraduate course, subject to the following provisos:

(a) requests for deferment must be lodged prior to 31 January;

(b) deferments for Commonwealth-supported places may be limited;

(c) the maximum duration of a deferment is twelve months;

(d) deferment can only be granted for the course in which the student has received the offer of a place;

(e) deferments cannot normally be transferred to the same course at another campus.

12.2 Deferment will not be granted where the student undertakes another course of tertiary study at this or any other university or post-secondary education provider.

12.3 Faculties may choose not to grant deferments in any course or any admission cycle.

---

6 Applicants should consult the Aboriginal and Torres Strait Island Support Unit on the campus at which they wish to study.
12.4 An applicant whose application to defer admission has been approved will be guaranteed a place in the course and at the campus for which the original offer was made in the following academic year, provided that the course is available to commencing students in that year. Deferred applicants will receive written confirmation of their deferred place.

12.5 A deferment will lapse if the applicant does not respond to an invitation to take up the deferred place or the applicant does not complete enrolment requirements by the date specified in the letter of invitation.

12.6 It is the responsibility of the applicant to inform the Admissions Section of any postal address change so that required materials can be mailed at the end of the deferment period.

12.7 If a deferment lapses, the applicant will be required to reapply for admission and to compete for a place at the appropriate time. If the applicant wishes to be considered for a place in a different course, re-application in accordance with standard admission application practices will be required.

12.8 A deferred place is not available for postgraduate and non-award applications.

13. Transfers

13.1 Transfer Categories
A student may seek to transfer:
(a) from one program to another program, offered at the same or another campus;
(b) within a program, from a fee-paying to a Commonwealth-supported place;
(c) within a program, from one campus to another campus;
(d) within a program, from a Commonwealth-supported place to a fee-paying place.

13.2 Timing of Application for Transfer
Transfers are available only from the commencement of a standard study period and must be lodged with Student Administration by the prescribed date and approved by the Admissions Officer.

13.3 Eligibility criteria
Applications for internal transfers are determined on the basis of academic merit. To be eligible for consideration for a transfer -
(a) the student must have successfully completed at least one unit within the course of study in which he or she has gained a place;
(b) there must be a place of the relevant fee status (ie Commonwealth-supported place or fee-paying place) available in the course and at the campus for entry in the relevant study period; and
(c) the student must have achieved a rank, calculated in accordance with these Rules, at least equivalent to the minimum rank required for entry to the program to which he or she is transferring, at the beginning of the relevant year at the given campus.

13.4 Students gaining Permanent Resident status
If an international student gains Permanent Resident status –
(a) after gaining admission to the course but before the census date: provided places are available, the student may apply to transfer to domestic fee-paying status until they are successful in applying for a Commonwealth-supported place in accordance with standard procedures;
(b) after the census date in any semester: the student will remain liable for fees at the international student fee rate for that semester and, subject to places being available,
may then either transfer to domestic fee-paying status or apply for a Commonwealth-supported place.

13.5 Transfer to fee-paying place
In some circumstances, domestic students, or international students who have been granted Permanent Residency, may seek to transfer from a Commonwealth-supported or international fee-paying place to a domestic fee-paying place. Any such student must submit a Course/Campus Transfer Application. The application would normally be approved unless -

(a) the Course Co-ordinator recommended otherwise; or
(b) in the case of a domestic student undertaking an undergraduate course, so doing would result in the EFTSL of domestic fee-paying students exceeding 35% of the total EFTSL of domestic students (across all years of the course nationally).

14. Applicants subject to termination, exclusion or suspension

14.1 An applicant whose enrolment, as a student of this or another university, has been terminated on the grounds of unsatisfactory academic performance will not be considered for admission into a course in the same or a similar discipline until at least one calendar year has elapsed from the date of termination. Such an applicant may, however, be considered for admission to a course in a different discipline.

14.2 Applicants for readmission following termination of enrolment must demonstrate potential for improved performance in their course of study.

14.3 A student whose enrolment at this or another university has been suspended under any disciplinary provisions will not be eligible for consideration for admission into any course unless the suspension has been lifted or the duration of the suspension has expired. In cases where no specific period of exclusion or suspension has been identified, the applicant will be considered for admission not earlier than one calendar year from the date of exclusion or suspension.

14.4 An undergraduate student who had successfully completed fewer than 80 credit points at this University at the time of termination, exclusion or suspension must reapply through the relevant Tertiary Admissions Centre. A student who has successfully completed at least 80 credit points may apply for readmission by direct application.

15. Units studied on a non-award basis

15.1 Admission to study individual units on a non-award basis
Subject to a place being available, the Admissions Officer may admit an applicant to study a maximum of two units on a non-award basis in any study period. Applicants must meet unit requirements and their enrolment will be subject to all the provisions of the Academic Regulations. They will be formally assessed in the units in which they enrol. If the student subsequently applies for and is granted admission to a course at the University, units undertaken on a non-award basis and successfully completed may be credited to that course, subject to Academic Regulation 4.7.

15.2 Admission to undertake cross-institutional studies
Subject to a place being available, the Admissions Officer may admit an applicant to study one or more units as a cross-institutional student, for credit towards an award of another institution. Cross-institutional students must meet unit prerequisites and their enrolment will be subject to all the provisions of the Academic Regulations. They will be formally assessed in the units in which they enrol.

15.3 Auditing units
Subject to a place being available, a Head of School may admit an applicant to audit one or more units for a prescribed fee. Students who wish to have an audited unit assessed must, by
the prescribed dates, comply with University enrolment procedures and pay the remaining (if any) tuition fee. Academic Regulation 4.7 will apply to any subsequent application for credit.

16. Inaccurate information

16.1 The Academic Registrar will cancel enrolment if an applicant is found to have been admitted on the basis of incomplete, inaccurate, fraudulent or misleading information. Fees paid may be forfeited.

16.2 If results or other information are subsequently found to be inaccurate, through no fault of the applicant, the University will act as follows:

(a) Applicant’s entry score or rank is higher than that originally awarded
   The University will endeavour to admit the applicant to the course (for which the applicant had expressed a preference) to which the correct entry score or rank would have earned admission, provided that the error is identified and the student is able to commence that course no later than the end of the second week of semester.

(b) Applicant’s entry score or rank is lower than that originally awarded
   The University reserves the right to withdraw an offer at any time within the first two weeks of the semester for which an offer was made and accepted. If an offer is withdrawn, the University will consider the applicant for a place in a course for which he/she is qualified, provided that a place is still available in that course. The student must be able to commence that course no later than the end of the second week of semester.

16.3 Where any adjusted offer is made, the revised offer will specify a date for submission of an application for deferment in the revised course.

17. Appeals against admission decisions

Any appeal against this Policy will be dealt with in accordance with the Policy for Appeal and Review on Administrative Matters.

18. Saving clause

Notwithstanding anything to the contrary contained in these Rules, the Pro-Vice-Chancellor (Academic Affairs) may, in any case deemed appropriate, vary, dispense with or suspend any requirements of these Rules.
APPENDIX 1
ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Applicants whose first language is not English and who have not previously undertaken at least one full-time academic year of secondary or tertiary study where the medium of study was English will be required to demonstrate their English proficiency, as set out below.

Undergraduate courses

Faculty of Education and Faculty of Health Sciences
- IELTS (International English Language Testing System) with an overall score of 6.5, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 575 and TWE 5.0; or a computer-based score of 230 with a minimum essay rating of 5.0.

Faculty of Arts and Science
- IELTS (International English Language Testing System) with an overall score of 6.0, including an individual score of 6.0 in writing and speaking and 5.5 in listening and reading; or
- TOEFL (Test of English as a Foreign Language) score of 550 and TWE 4.5; or a computer-based score of 210 with a minimum essay rating of 4.5.

Postgraduate courses

Faculty of Health Sciences
- IELTS (International English Language Testing System) with an overall score of 6.5, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 575 and TWE 5.0; or a computer-based score of 230 with a minimum essay rating of 5.0.

Faculty of Education
- IELTS (International English Language Testing System) with an overall score of 6.5, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 575 and TWE 5.0; or a computer-based score of 230 with a minimum essay rating of 5.0.

Faculty of Education - Master of Teaching (Secondary) and Master of Teaching (Primary)
- IELTS (International English Language Testing System) with an overall score of 7.0, including an individual score of 6.0 for all tests; or
- TOEFL (Test of English as a Foreign Language) score of 600 and TWE 5.0; or a computer-based score of 250 with a minimum essay rating of 5.0.

Faculty of Arts and Science
- IELTS (International English Language Testing System) with an overall score of 6.5, including an individual score of 6.0 in writing and speaking and 5.5 in listening and reading; or
- TOEFL (Test of English as a Foreign Language) score of 575 and TWE 5.0; or a computer-based score of 230 with a minimum essay rating of 5.0.

Non-award courses
· IELTS (International English Language Testing System) with an overall score of 5.5, including an individual score of 5.0 for all tests; or

· TOEFL (Test of English as a Foreign Language) score of 525 and TWE 4.0; or a computer-based score of 193 with a minimum essay rating of 4.0.
APPENDIX 2

EQUITY AND ACCESS SCHEMES

**Aboriginal and Torres Strait Islander Access Scheme:** Assistance available through the Australian Catholic University Indigenous Support Units.

**Disadvantaged/Regional School Bonus:** Applicants from schools that have been designated as being disadvantaged will automatically receive bonus points when applying through their respective Tertiary Admissions Centre.

**Special Consideration for Long Term Educational Disadvantage:**
- Universities Admissions Centre - Education Access Scheme (EAS)
- Victorian Tertiary Admissions Centre - Special Education Access Scheme (SEAS)
- Queensland Tertiary Admissions Centre - Special Consideration of Educational Disadvantage (SCD)

Applicants who apply directly to the University will also have their applications assessed taking into consideration documented educational disadvantage.

**Elite Athlete Scheme:** Applicants to the Bachelor of Exercise Science, Strathfield and Melbourne campuses, who have demonstrated achievement displaying a high level of sporting skills may be given special consideration for admission.