

# Admissions (Coursework) Procedures

|  |  |
| --- | --- |
| **Document Approver:** | Associate Director, Admissions |
| **Approval Date:** | 22 February 2024 |
| **Last Updated:** | 22 February 2024 |

1. **Scope**
	1. This document covers the procedures for admission to coursework courses of the University and should be read in conjunction with the University Policy on Admissions (Coursework).
	2. Higher degree by research courses, higher doctorates, non-award and not for degree courses (including study abroad and student exchange), cross-institutional enrolment, readmissions, internal course transfers, micro credentials, and courses administered by UWA College are not in scope of this document.
2. **Approval of Admission and Selection Criteria**
	1. Courses available for admission are approved by Academic Council on the recommendation of the University Curriculum Committee.
	2. Admission requirements and selection requirements are reviewed and approved by the University Admissions Committee or delegated body, as per the University Policy on: Admissions.
	3. Admission requirements, selection requirements, and intakes for specific courses are specified in the course rules for the relevant course.
	4. General admission requirements (such as accepted English tests and accepted undergraduate qualifications) are specified in the Schedules of the Admissions policy.
	5. The University sets admission criteria in advance of each intake but may modify admission criteria and processes where there is a legitimate need of the University.
	6. Non-standard application dates for selective courses or courses with non-standard commencement dates are set by the School(s) and Admissions office.
	7. For courses with competitive selection processes, admission requirements and selection criteria will be approved and published prior to the opening of applications and will not normally be modified after applications have closed.
3. **Publication of Admission Criteria and Processes**
	1. All information on admission requirements, selection requirements, and admission processes are published to prospective students on the University website.
	2. Where Admission is via an authorised body (such as TISC or GEMSAS), these bodies publish information on admissions on behalf of the University. When this is the case, the University website will refer to these bodies.
4. **Application Submission**
	1. All persons seeking admission must submit a formal application to the University for admission.
	2. Applications are submitted either directly to the Admissions office via an online form (or paper form where specified) or to a body authorised by the Admissions office. Authorised bodies include:
		1. TISC (for domestic undergraduate entry applications)
		2. GEMSAS (for domestic graduate entry medicine applications only)
		3. HDR Hub (for combined Coursework/PhD applications)
		4. UWA College (for packaged foundation and diploma applications)
	3. International applicants may apply via an approved international education agent authorised to act on their behalf.
		1. Approved international agents must have an active agreement with the University.
	4. For applications submitted directly to the University:
		1. Applications are not normally reviewed until fully submitted to the University.
		2. Unsubmitted applications stored in university systems are normally deleted by the University after 1 year of inactivity but may be deleted earlier at the University’s discretion.
	5. Applicants are assigned an identification number upon receipt of their application. This may or may not be the same as their UWA Student ID.
	6. Applicants may only have one application with the University at a time but may have up to six course preferences with the University on their application.
	7. An applicant may withdraw a submitted application prior to an offer or rejection being issued. Withdrawn applications are held by the University for one year as per the Western Australia University Sector Disposal Authority (WAUSDA 2022-05 15.3.5).
	8. Applications must be submitted by the published application deadline. Where no deadline is specified, applications will normally be accepted up until one week prior to course commencement.
		1. When no deadline is specified, late applications may be accepted up until the last working University Day prior to course commencement for postgraduate course, or the first Friday following course commencement for undergraduate courses.
		2. Late applications are not accepted for courses with earlier deadlines.
	9. For undergraduate applications, applicants must submit a full academic history, including any incomplete studies. For postgraduate applications, applicants must submit a full academic history but are not required to provide secondary school results unless necessary for course admission rules (such as subject prerequisites) or English language competency.
	10. Applicants are required to provide documents substantiating their application, including academic transcripts, test result scores, and any other documents required such as a personal statement or CV.
		1. Applicants are not required to provide evidence of studies at UWA, which can be retrieved directly by the Admissions office.
		2. Applicants are not normally required to provide evidence of WA High School Studies, which UWA can retrieve from TISC directly.
	11. Applicants must provide evidence of their citizenship status.
		1. Australian citizens may provide a copy of their passport or their citizenship certificate.
		2. Australian citizens may provide a copy of their birth certificate provided they can provide Australian citizenship evidence in line with guidelines provided by the Department of Foreign Affairs and Trade.[[1]](#footnote-2)
		3. For non-Australian citizens seeking onshore study, applicants must provide a copy of their current valid passport. Admissions may verify applicant’s residency status with the Department of Home Affairs’ Visa Entitlement Verification Online to confirm residency status and study rights.
	12. Applicants must provide any evidence of change of name if any submitted documents appear under a different name, or if they have previously studied under a different name.
	13. International applications are subject to payment of an application fee of $125 (inclusive of GST).
		1. The University may provide waivers of the application fee for promotional reasons. Waivers are authorised by the Head of Admissions or the Head of Future Students.
	14. Individuals who are excluded from the University are not permitted to apply until the exclusion is lifted.
5. **Application Assessment**
	1. Applications are assessed as per approved University criteria.
	2. Assessment of applications is undertaken by the Admissions office or an approved delegate of the Admissions office.
	3. Assessment is undertaken on the below aspects of an application where relevant:
		1. Secondary Education – Assessed in accordance with Schedule B of the Admissions Policy.
		2. Tertiary Education – Assessed in accordance with the Australian Qualifications Framework, Australian Government Qualification Recognition Services, and other online education recognition services.
		3. Admission tests (such as the GAMSAT or STAT)
		4. English Language Competency tests (such as IELTS or TOEFL)
		5. Work Experience
		6. Professional Experience and Registration
		7. Personal Statement
		8. Interview or Audition
		9. Any other approved requirements
	4. For applications to undergraduate courses (excluding end-on honours), applicants are normally assigned a selection rank (comparable to an Australian Tertiary Admission Rank).
	5. For applications to postgraduate courses (except those with specific requirements such as a selection grade point average), applicants are normally assigned an equivalent UWA Weighted Average Mark (WAM) for each qualification (AQF Level 7 or higher) completed.
	6. In assessing an application, an authorised officer will determine the veracity of documents in accordance with approved guidelines and check for fraud.
		1. Where possible, the University will verify the documentation at source or with a verification service.
		2. The University reserves the right to request any additional evidence to verify the authenticity of any claims made in an application for any reason, including contacting the institution/authority that issued the transcript or documentation.
	7. In assessing an application, an authorised officer will:
		1. Determine whether the applicant meets the course admission requirements (including any course prerequisites or required prior cognate study).
		2. Determine whether the applicant meets the University’s English Language Competence Requirements.
		3. Confirm the personal details of an applicant, including their status as a domestic or international (overseas) student in line with Department of Education.[[2]](#footnote-3)
		4. Determine the basis of admission for the applicant, if eligible for admission. All applicants eligible for an offer are assigned a basis of admission code. All basis of admission codes map to specified government codes (Element E327 TCSI[[3]](#footnote-4)).
	8. Applicants may also be assessed on the following in their application for admission:
		1. Credit transfer (see procedures on Recognition of Prior Learning)
		2. Non-competitive academic merit-based scholarships
		3. Genuine Temporary Entrant screening
	9. Application assessment that requires academic discretion – such as assessment of cognate study – may be referred to an academic staff member in a School for further assessment and approval.
	10. The Admissions office may, in borderline cases and with appropriate authorisation, adjust an applicant’s ATAR (or equivalent) or WAM to meet eligibility requirements. This is only undertaken when there is a marginal difference between an applicant’s results and the required ATAR (or equivalent) or WAM.
		1. These adjustments are not available for competitive or selective courses.
6. **Selection Processes**
	1. For certain courses eligible applicants also undergo a selection process to be awarded a place. These selection processes are competitive (where there are a limited number of places) or non-competitive.
	2. Courses may have multiple or separate selection processes for different sub quotas and places.
		1. This includes having separate selection processes when a course has both Commonwealth Supported places and Domestic Full-Fee Paying places, to appropriately allocate said places.
	3. Courses with selection processes may have specific nuances to how academic results are calculated, interpreted, and used in selection and ranking (such as a selection grade point average). Where these are distinct from the standard processes of the University, they will be published on the website.
	4. When the University requires an applicant to sit an admissions test, the applicant must comply with the requirements of the testing authority, and any deadlines set by the University for receipt of results.
	5. When there are discretionary selection processes, such as an interview, audition, or personal statement, scoring and marking will be undertaken in a structured fashion by individuals approved to conduct that process.
		1. For each selection process, applicants may be scored or may be given a pass or a fail.
		2. The University will retain scoring and marking of discretionary selection processes as a part of an applicant’s application but does not release these scores or marks to applicants.
		3. The University may engage individuals outside of the University to conduct part of the selection process. Where this is undertaken, those individuals will be required to follow University procedures around confidentiality and management of student and applicant information.
	6. Applicants undertaking a selection process must follow the legal and reasonable instructions of the Admissions office, such as attending an interview at a particular time and venue and complying with confidentiality agreements. Failure to do so will disqualify an applicant from selection.
		1. Reasonable adjustments to the selection process will be made for applicants with a disability, in line with the University’s Disability and Medical Conditions Policy.
	7. Applicants for competitive selection processes will be ranked in accordance with the approved processes for ranking applicants for that course and quota or sub-quota. Applicants may be ranked on multiple selection criteria, which may be subject to standardisation, weighting, normalisation, and/or any other approved process.
	8. Following completion of a competitive selection process, a selection report will be produced to advise on the allocation of offers to candidates.
		1. Selection reports are approved by an authorised body (authorised officer, course coordinator, or committee) as per the requirements of that course.
		2. Selection reports are retained for three years by the University (WAUSDA 2022-05 15.3.8). Following the three years, the University will either destroy the selection report or remove/anonymise any applicant information in the selection report.
7. **Offers**
	1. Applicants will receive an offer of a place provided they meet the University’s admission criteria, are appropriately selected for a place (where relevant) and are fit to study at the University (as per the relevant University policies).
	2. Applicants may receive a conditional offer if they have not yet met the admission criteria.
		1. Conditions may prohibit acceptance or deferral of an offer until they are met. In certain circumstances applicants can accept or defer of an offer while pending the conditions being met.
		2. Conditions must be met in the timeframe specified on the offer.
		3. Certain conditions may be imposed as ongoing conditions on enrolment. A student who commences study and fails to meet the conditions in the timeframe specified on the offer will have their course enrolment discontinued.
	3. Applicants who have multiple preferences will receive an offer for their highest ranked course they are eligible for an offer to.
	4. All offers must be authorised by the University Admissions office and bear the signature of the Vice-Chancellor of the University.
		1. Offer letters may be sent by a body delegated from the Admissions office.
	5. All offers must detail the following information:
		1. Course details (including course code)
		2. Course campus
		3. The course commencement period or date.
		4. Any conditions of the offer.
		5. Type of place
			1. Commonwealth Support Place (CSP)
			2. Domestic Full Fee-Paying (FFP)
			3. International Fee-Paying
			4. Research Training Program (RTP)
		6. For international students, all information required under the ESOS National Code, including indicative tuition amounts, CRICOS code, and information on the University’s refund policy, and tuition protection scheme.
		7. For all domestic places in medicine, places must also be listed as either a Bonded Medical Program place or unbonded, in accordance with the Department of Health and Aged Care Bonded Medical Program.
	6. All offers are recorded in the University’s approved system of record and are retained as university records. The application used in support of the offer is retained for 10 years (WAUSDA 2022-05 15.3.1).
	7. Applicants can usually only hold one offer to a course of the University at a time but may have more than one under a packaged offer.
		1. The Admissions office may, in certain circumstances, issue an offer for a lower preference course while a higher preference course is still being assessed.
		2. The Admissions office may issue multiple concurrent offers when the applicant has applied to multiple competitive selective courses.
8. **Unsuccessful Applications**
	1. Applicants will be deemed unsuccessful for admission in the following circumstances:
		1. The applicant does not meet minimum standards for entry.
		2. The applicant is not awarded a place under an approved selection process.
		3. The applicant is refused admission under clause 4.7 of the admissions policy (see Part 9 of this document).
		4. The applicant fails to provide sufficient information to assess their application in the timeframe specified by the Admissions office.
	2. Letters notifying applicants are issued by the Admissions office or by a delegated body.
		1. Applicants who apply to a multi-institution preference system (such as TISC or GEMSAS) may not receive a formal letter from the University, and instead a higher or lower preference offer from an alternative University or a notice of no offer from the system.
		2. Applicants who have applied for a competitive course and have not ranked highly enough for an offer may receive a waitlist letter, indicating that they may receive an offer at a later point if further places are made available.
	3. Unsuccessful applications are only recorded in university systems when applicants have applied directly to the University. Unsuccessful applications are held by the University as University records for 1 year (WAUSDA 2022-05 15.3.3).
		1. The University may hold an application as a university record for an extended period if the applicant has been refused admission by the University under Clause 4.7 of the admissions policy and the University deems it reasonable to retain a record of this decision. If an applicant has been refused admission to a course or the University for a defined period, records will be held by the University for that length of time plus 1 year.
9. **Refusal of Admission**
	1. The University may issue a refusal of admission to an applicant based on clause 4.7 of the admission policy.
	2. A refusal of admission may be applied against an applicant irrespective of the course(s) applied for and does not permit the applicant to be admitted to any course of the University.
	3. An admissions officer or any member of the University community may raise a concern with the Head of Admissions if they have grounds to believe an individual should be refused admission.
	4. Where the University has reasonable belief that an applicant is not fit to study or poses a risk to members of the University community an assessment by the Head of Admissions, the Head of Integrity and Standards, and/or the Head of Student Life, or appropriate delegates, will be undertaken.
	5. The Admissions office may assess certain international applicants for their intent to genuinely study at the University, in line with requirements under the Simplified Student Visa Framework. This assessment is known as a Genuine Temporary Entrant assessment, and individuals may be refused admission if they do not adequately demonstrate that they are a genuine temporary entrant.
		1. The criteria for this assessment and the requirement to complete this assessment is determined by the Head of Admissions or delegate.
	6. Applicants issued a refusal of admission will receive a written notice from the Head of Admissions.
	7. Refusal of admission normally have a timeframe of five years from the decision, unless otherwise specified.
10. **Withdrawal of Offer**
	1. An offer of admission may be withdrawn by the University in the following circumstances:
		1. An applicant holds a conditional offer and fails to meet their condition(s) in the timeframe specified or provides evidence that they will not be able to meet their condition(s) in the timeframe specified.
		2. Further evidence arises that the applicant does not meet the admission requirements.
		3. Evidence arises that the applicant should be refused admission in line with clause 4.7 of the admissions policy, including evidence of fraud or misconduct in the admissions process.
		4. The course can no longer be delivered by the University.
		5. For international students requiring a student visa, where the student has been refused a visa by the Australian Government.
		6. Where an applicant offered an international place gains permanent residency or Australian or New Zealand citizenship, and is subsequently no longer an international student.
		7. For any other legitimate reason determined by the University, including if the offer was issued in error.
	2. If an offer is withdrawn due to university error or because the course cannot be delivered, the University will make every attempt to offer an appropriate alternative course.
	3. An offer of admission may also be withdrawn by the University if the applicant receives an offer for a higher ranked preference course at the University.
	4. Where admission requirements change after an offer is issued, the University will not normally withdraw already issued offers unless required to for reasons related to professional course accreditation.
11. **Acceptance and Response to Offer**
	1. Applicants who hold an offer can formally respond by accepting, declining, or deferring their offer.
	2. Responses to offers are recorded in the University’s approved system of record.
	3. Applicants accept their offer in the manner authorised by the Admissions office, including responding by the set offer expiry date.
		1. For applicants to a fee-paying course (domestic or international) applicants must sign a fee contract to accept their offer.
		2. For international applicants, acceptance of offer is not finalised until receipt of the first payment or submission of financial guarantee from a recognised sponsor body.
		3. A Confirmation of Enrolment for visa purposes is issued to international applicants requiring a student visa after acceptance of offer and payment of tuition/receipt of guarantee.
	4. Applicants who decline their offer have their application closed. Upon declining an offer, a person is no longer an applicant and must submit a new application or write to the Admissions office to be reconsidered.
	5. Applicants who defer their offer are entitled to commence in the same course within an approved intake period within 12 months.
		1. For certain courses of the University, deferral is not permitted, or permitted only on special approval through the Admissions office.
		2. Domestic applicants who defer their place in a course that has both Commonwealth Supported Places and Fee-Paying Places are not automatically entitled to retain a Commonwealth Supported Place if originally offered.
	6. Applicants who do not respond to their offer by the offer expiry date will have their offer lapse. Upon lapsing of an offer, a person is no longer an applicant.
12. **Assured Pathways**
	1. Applicants apply for Assured Pathways in the same manner as a standard award course.
	2. Assured Pathways are recorded on a student’s enrolment once they commence their undergraduate studies.
	3. Students must comply with the progression requirements of their Assured Pathway, which may include achieving a certain grade point average or WAM and meeting certain prerequisites.
	4. Students with Assured Pathways to courses with limited places, such as medicine, are subject to additional progression requirements, including the requirement to commence postgraduate studies at a defined point in time.
	5. Progression to postgraduate study is managed by the Admissions office, and students are issued an additional offer letter or Authority to Enrol by the Admissions office in the last semester prior to commencing postgraduate study.
13. **Appealing Admissions Decisions**
	1. Applicants may appeal an admission decision with the Admissions office. Some grounds for appealing are listed below:
		1. An error in the admission or selection process has occurred.
		2. Admissions requirements have not been correctly or consistently applied.
		3. Incorrect advice on admission requirements has been supplied that has materially affected an applicant’s eligibility.
		4. There are compelling or compassionate grounds to waive admission requirements, including grounds related to access and equity.
		5. Any other legitimate reason.
	2. Applicants may not appeal an admission decision on the grounds of objecting to approved and lawful admission requirements.
	3. Appeals must be submitted within ten days from the admission decision.
	4. Appraisal of appeals for courses with competitive selection processes and/or limited places will consider the impact of any modification to the overall integrity and fairness of the selection process.
	5. Applicants may lodge an initial appeal with the Admissions office in writing by email to admissions@uwa.edu.au.
		1. The Admissions office will review all requests and notify in writing the outcome of such request. The Admissions office may discuss requests with the relevant School or other authorised staff as and when required.
		2. Applicants who are not satisfied with their review may submit a report to the University’s Integrity and Standards Unit as per <https://www.uwa.edu.au/about-us/integrity-and-standards/reports-and-complaints>.
	6. Any waiver of an admission requirement must be approved by the Chair of Academic Board, as per the university delegations of academic authority.

**See also**

University Policy on: Admission (Coursework)

Western Australia University Sector Disposal Authority (WAUSDA 2022-05)

1. <https://www.passports.gov.au/getting-passport-how-it-works/documents-you-need/citizenship> [↑](#footnote-ref-2)
2. <https://www.education.gov.au/higher-education-publications/higher-education-administrative-information-providers-october-2021/5-domestic-and-overseas-students> [↑](#footnote-ref-3)
3. <https://www.tcsisupport.gov.au/element/327> [↑](#footnote-ref-4)