Procedure: Admissions

Purpose

To provide a clear statement of the University’s coursework student admissions procedure, and support transparent and streamlined application processes.

Definitions

**ANU coursework study**: ANU coursework study includes Undergraduate, Honours, Graduate Coursework, non-award and cross-institutional studies.

**Domestic applicants**: For the purposes of admission at ANU, domestic applicants are: Australian or New Zealand citizens (including dual citizenship holders of either country); Australian permanent residents; and Holders of an Australian humanitarian visa.

**International applicants**: For the purposes of admission at ANU, international applicants are applicants who are not domestic applicants.

**ATAR and minimum ATAR scores accepted at ANU**: The Australian Tertiary Admission Rank (ATAR) provides a measure of a student’s overall academic achievement in the Higher School Certificate (HSC) in relation to other students.

**Mature Age Entry**: Mature-age entry at ANU refers to domestic Undergraduate applicants who are 21 or over and do not have assessable qualifications or whose qualifications do not meet the University’s normal entry requirements.

**ANU Extension Program**: ANU Extension is a program offering secondary school students the opportunity to enrol in an ANU academic award program that will articulate into their tertiary studies. Students enrolling in the program must have a concurrent full-time enrolment at an Australian secondary school.

**ANU Honours Program**: ANU Honours Program is an advanced degree for those applicants who can do an independent research on a chosen topic. It may be structured following a three-year bachelor pass degree or four year’s direct admission from secondary school studies.

**ANU Pathway Programs**: The ANU Pathway Programs offer applicants, who do not meet the direct entry requirements of the University, some alternative pathway options, such as the Associate Degree Program, and the Enabling Program.
ANU Supplementary Admission Schemes: The ANU Supplementary Admission Schemes allow eligible applicants to be considered on other criteria together with their ATAR scores. These Schemes include: National Access Scheme, Schools' Recommendation Scheme, Elite Athletes Scheme and Special Consideration.

Degree Transfer: Coursework students may apply to transfer from a single or double ANU degree to a single or double ANU degree at the same Career level, eg undergraduate to undergraduate degree including within or to a flexible double degree. Applications must be submitted within the deadlines specified by the Division of Student Administration (DSA). Degree transfers exclude honours (as a plus one degree) as a destination degree. Degree transfers are an act of admission.

Applicant: Applicant means a person wishing to gain admission through ANU Pathway Programs; Supplementary Entry Schemes; Mature Age Entry Schemes; Universities Admissions Centre (UAC); direct entry through ANU Admissions Office and ANU College offices and degree transfer.

Procedure

General Procedure
1. All applicants, whether domestic or international, must meet ANU admission requirements, including English language requirements. The English Language Requirements for Students policy outlines approved methods for meeting the English language requirements. Documents supporting and application for admissions must comply with current standards and may be subject to a back to source audit.

2. Any breaches in admissions standards must be reported to the Academic Quality and Assurance Committee, Academic Board and the Vice Chancellor.

New Admission (non–degree transfer)

Undergraduate domestic applicants
3. Undergraduate domestic applicants apply to the University via University Admission Centre (UAC).

4. Applicants who do not meet the direct entry requirements apply through ANU Pathway Programs or ANU Supplementary Admission Schemes. Specific Mature Age Entry Schemes are available for eligible applicants. Detailed information about each scheme and how to apply is given in

- Table 1: ANU Pathway Programs
Table 2: Supplementary Admission Schemes and Table 3: Mature Age Entry Scheme.

Undergraduate Degree Transfer

5. To be eligible to apply for degree transfer a student has:
   a. completed a minimum of 48 units of tertiary study from any tertiary institution (1.0 EFTSL equivalent) before tertiary study is considered complete.
   b. completed less than 48 units of tertiary study to be assessed on their original entrance rank.
   c. not applied previously in the half year (where multiple applications are submitted per half year) only the first application will be considered.
   d. been advised of the consequences of making a change to the degree including: degree requirements, tuition fees and contributions, need to apply for credit to contribute to the transfer destination degree, expected timeline for progress of the degree transfer process, completed an application submitted by the deadlines prescribed by DSA, met the conditions of sponsorship which do not prevent degree transfer, if applicable, no outstanding fees.

6. Applicants apply on the appropriate ANU form.

7. The criteria applied when assessing degree transfer assessment threshold is based on any of the following which may apply to individual applicants:
   a. consistency and integrity across degrees and within existing admission standards.
   b. the level of study completed in relation to the destination degree.
   c. the academic achievement level required for advanced degrees is in accordance with the progress requirements in the destination degree.
   d. the student’s GPA for degree transfer eligibility and/or a combination of other relevant studies or previous entrance rank as outlined in point 5.

8. If a student has completed 48 units of undergraduate study at ANU as their most recent study, all studies undertaken at ANU are be used to allocate the entry rank, unless a higher entrance rank would result from the inclusion of all studies or previous entrance rank.

9. The Delegated Authority approves a degree transfer where it involves a new admission, i.e. where:
   a. one degree is new as part of the degree transfer. The approval of the college...
who owns the new degree is required. The college owning the degree that has not changed when the student is transferring from a single to a double degree or a double to a single degree does not need to approve the transfer.

b. two new degrees are part of the degree transfer, the approval of both colleges who own the new degrees is required. Where there are no degrees that remain consistently in the new double degree the result is that both degrees are assessed independently by the relevant colleges.

10. The Delegated Authority approves degree transfers in relation to point 5.

11. Degree transfer applicants apply for special consideration through DSA after submitting an application for degree transfer on the appropriate form and are eligible to apply.

Table 1: ANU Pathway Programs

<table>
<thead>
<tr>
<th>Scheme name</th>
<th>Application Processes</th>
<th>Relevant links</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANU Diplomas</td>
<td>Applicants apply through the Universities Admission Centre (UAC).</td>
<td><a href="http://www.anu.edu.au/study/study-options/diplomas">http://www.anu.edu.au/study/study-options/diplomas</a></td>
</tr>
<tr>
<td>Enabling Program</td>
<td>Applicants apply directly to the ANU Admissions Office. Applicants need to get recommendations from one of the following ANU officers: Principal and General Manager, ANU College; Director,</td>
<td><a href="http://programsandcourses.anu.edu.au/program/1102XPREP">http://programsandcourses.anu.edu.au/program/1102XPREP</a></td>
</tr>
</tbody>
</table>
### Table 2: Supplementary Entry Schemes

| Scheme name            | Application Processes                                                                                                                                                                                                                                                                                                                                                       | Relevant links                                                                                       |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| National Access Scheme | 1. ANU offers rank adjustments for nationally strategic senior secondary school subjects, and in recognition of difficult circumstances that students face in their studies.                                                                                                                                                                                                                                                  |
|                        | 2. Adjustment factors are only awarded to domestic applicants applying for admission through UAC who have not attempted tertiary study before.                                                                                                                                                                                                                                                         |
|                        | 3. Applicants with an ATAR at or above 70 can receive a rank adjustment of up to 10 points (maximum 5 subject/performance-based adjustments and maximum 5 equity-based adjustments). Adjustment factors do not apply to programs with a minimum selection rank of 98.                                                                                                                                          | [http://www.anu.edu.au/study/apply/national-access-scheme](http://www.anu.edu.au/study/apply/national-access-scheme) |

**Tjabal Indigenous Higher Education Centre; or Deputy Director, Access Inclusion and Wellbeing**
Senior secondary school students do not need to apply for academic bonus points. Equity bonus points must be applied for through the EAS, via UAC, according to the ANU criteria.

**ANU Schools’ Recommendation Scheme**

1. The University will offer early entry to applicants based on the recommendation of the School Principal from Australian Indigenous students, Pasifika students and students from ANU Regional Partnership schools, designated rural schools under the Country Areas Program, and schools categorised as disadvantaged.

2. Offers will be conditional on the applicant gaining a minimum ATAR of 70.

3. Applicants need to contact a Career Advisor should they believe they are eligible for this program.

**Home Schooled Students**

Home-schooled applicants provide a portfolio through the ANU Admissions Office.

Applicants need to contact a Career Advisor before applying for this scheme.

admissions@anu.edu.au
<table>
<thead>
<tr>
<th>Scheme name</th>
<th>Application Processes</th>
<th>Relevant links</th>
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</thead>
<tbody>
<tr>
<td>ANU Extension Program</td>
<td>1. Interested Australian Year 10 students can email <a href="mailto:anu.extension@anu.edu.au">anu.extension@anu.edu.au</a> for the application process.</td>
<td><a href="http://secondarycollege.anu.edu.au/anu-extension-program-details">http://secondarycollege.anu.edu.au/anu-extension-program-details</a></td>
</tr>
<tr>
<td></td>
<td>2. Selection of students will be based on the information provided in the application, the result of the selection test and in some cases information obtained from the applicant’s school.</td>
<td>-----------------------------------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>3. On successful completion of the program, applicants will be eligible for an early offer from the University and may receive 6 credit points towards the bachelor degree for the work completed in ANU Extension.</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Special consideration</td>
<td>1. Applicants must have an assessable qualification, which meets entry requirements to be eligible for special consideration.</td>
<td><a href="http://students.anu.edu.au/applications/consideration.php">http://students.anu.edu.au/applications/consideration.php</a></td>
</tr>
<tr>
<td></td>
<td>2. Applicants with no tertiary study must apply through the Educational Access Scheme administered by Universities</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
Admissions Centre (UAC).

3. Candidates applying for consideration on the basis of tertiary study alone (ignore Year 12 results) must apply through the ANU Admissions Office, after submitting an application via UAC and must have completed at least one year of full-time tertiary study.

### Elite Athletes

Candidates apply for admission to the ANU through UAC.

Candidates then submit additional documentation to the ANU Admissions Office with the UAC application number. The documentation needs to demonstrate status as an elite athlete.

The Access Inclusion and Wellbeing Office assesses the application based on the documentation provided.

Applications are submitted to UAC at [http://www.uac.edu.au](http://www.uac.edu.au); other documentation is emailed to admissions@anu.edu.au

### Table 3: Mature Age Entry Schemes

<table>
<thead>
<tr>
<th>Scheme name</th>
<th>Application Processes</th>
<th>Relevant links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme (UPS)</td>
<td>Centre for Continuing Education or ANU College for application forms and brochures for UPS courses (Mathematics Bridging courses).</td>
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</tr>
<tr>
<td>Enabling Program</td>
<td>Applicants apply directly to the ANU Admissions Office. Applicants need to get recommendation s from one of the following ANU officers: Principal and General Manager, ANU College; Director, Tjabal Indigenous Higher Education Centre; or Deputy Director Access Inclusion and Wellbeing</td>
<td><a href="http://www.anucollege.edu.au">http://www.anucollege.edu.au</a></td>
</tr>
</tbody>
</table>
### Admission procedures for Undergraduate international applicants

<table>
<thead>
<tr>
<th>Type of applicants</th>
<th>Application Method</th>
<th>Relevant links</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Applicants who complete an Australian Year 12, an International</td>
<td>Applicants apply through UAC International.</td>
<td><a href="http://www.uac.edu.au/international/">http://www.uac.edu.au/international/</a></td>
</tr>
<tr>
<td>Baccalaureate in Australia or a New Zealand NCEA Level 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>outside Australia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International applicants who hold a qualification other than an Australian Year 12 or International Baccalaureate.</td>
<td>Applicants apply direct through ANU Admissions Office</td>
<td><a href="http://applyonline.anu.edu.au">http://applyonline.anu.edu.au</a></td>
</tr>
</tbody>
</table>

### Admission procedures for Honours applications

12. Application processes for Honours Year Program are managed both at the University Admissions Office and the ANU Colleges.

13. Applicants complete an application form either through the University Admissions Office or the ANU Colleges, and an additional research portfolio to the ANU Colleges. For detailed information, please visit: [http://students.anu.edu.au/for/research/](http://students.anu.edu.au/for/research/)

### Admission procedures for Graduate coursework applications

14. Application processes for Graduate coursework programs are managed both at the ANU Admissions Office and the ANU Colleges.

15. Domestic applicants apply through UAC at [http://www.uac.edu.au/postgraduate/](http://www.uac.edu.au/postgraduate/), except for the following direct applications:

- [Graduate Diploma of Legal Practice](http://www.uac.edu.au/postgraduate/) – submit a [Graduate Diploma of Legal Practice application](http://www.uac.edu.au/postgraduate/)
Graduate Certificate in Migration Law – submit a Graduate Certificate in Migration Law application

Medicinae ac Chirurgiae Doctoranda program– submit a direct application through ANU at: http://applyonline.anu.edu.au

All domestic graduate coursework programs offered by the Crawford School of Public Policy

Graduate coursework programs where entrance is by college initiated transfer only, such as the Master of Computing (Advanced), Master of Arts (Advanced) and Master of Studies (Advanced).


Non-Award Study

Both undergraduate and graduate coursework applicants apply for non-award study using the Application for Non-Award Admission form.

Cross Institutional Study

17. Cross institutional study occurs when a student undertakes courses at one institution (the host provider) while formally enrolled for an award at another institution (the home provider), where there is an arrangement for recognition of study by both institutions.

18. Students from other institutions wishing to study at ANU should submit an Application for Cross Institutional Studies to the University Admissions Office.

Notifying Admission Outcomes

19. All applicants receive a formal notification of the outcome of their application. The notification, sent by e-mail, will be a full offer, a conditional offer, or a letter indicating an unsuccessful application.

20. If applicants apply through UAC, the notification will be sent from UAC on the advice from the University.

Offers

21. A summary of accepting, deferring or declining an offer is outlined below.

<table>
<thead>
<tr>
<th>Type of applicants</th>
<th>Accepting an offer</th>
<th>Deferring an offer</th>
<th>Declining an offer</th>
</tr>
</thead>
</table>

Procedure: Admissions
<table>
<thead>
<tr>
<th>Domestic applicants</th>
<th>Applicants must meet any outstanding conditions of the offer and complete the online acceptance form by the relevant deadline.</th>
<th>Undergraduate programs (excluding 1-year honours programs): Applicants complete the online form at: <a href="http://students.anu.edu.au/applications/deferring.php">http://students.anu.edu.au/applications/deferring.php</a></th>
<th>Applicants advise <a href="mailto:admissions@anu.edu.au">admissions@anu.edu.au</a> with following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Undergraduate 1-year honours programs:</strong> Applicants submit request to the Admissions Office with the following information: full name; ANU ID number or UAC Number; date of birth; how long they wish to defer (6 or 12 months); name of the program they have received an offer for that they wish to defer.</td>
<td><strong>Graduate programs:</strong> Applicants advise Admissions Office with the following information: full name; ANU ID number or UAC Number; date of birth; the new session/semester they wish to have their application assessed for; and the name of the program they have received an offer for.</td>
<td>Offer of admission will lapse after the expiry date on</td>
</tr>
<tr>
<td>International applicants</td>
<td>Applicants must meet any outstanding conditions of the offer, complete the Acceptance Declaration and Payment Advice form and the</td>
<td>Applicants advise Admissions Office with the following information:</td>
<td></td>
</tr>
<tr>
<td>Financial Declaration Form. In addition, applicants are required to pay their tuition fee deposit. <a href="http://students.anu.edu.au/applications/acceptpayadvicefindec.pdf">http://students.anu.edu.au/applications/acceptpayadvicefindec.pdf</a></td>
<td>full name (as it appears on passport); ANU ID number or UAC Number; date of birth; the new session/semester they wish to have their application assessed for; and the name of the program they have received an offer for.</td>
<td>the letter of offer.</td>
<td></td>
</tr>
</tbody>
</table>

### Review of Decisions and Appeals

2. The Associate Dean or nominee will consider appeals in accordance with the ANU Coursework Award Rule. In undertaking a review of the admission decision, the Associate Dean or nominee need to at a minimum:

- Discuss the decision with the individual/s who made the original admission recommendation or decision;
- Discuss the admission decision with the convenor of the program, if different from the above;
- Consider the reasons provided to the applicant for the decision not to admit and the published admission requirements of the degree; and
- Consider the information contained in the appeal from the applicant addressing those reasons.
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