Policy: Admissions

Purpose
To articulate the University’s standards for coursework student admissions, and support efficient and effective application processes.

Overview
This policy sets out principles and policies for student admissions.

Scope
All coursework students and academic and professional staff involved in the admission of coursework students.

Policy statement

Principles
1. ANU has admission standards that:
   - are expressed in a form that is clear, concise and consistent across the university and easily interpreted by potential students;
   - are appropriate for the Qualification Standards level of the program and required learning outcomes;
   - take account of external benchmarks; and
   - ensure that students have adequate prior knowledge and skills—including English-language proficiency—to undertake the program successfully.

Admissions standards accreditation
2. ANU admissions standards are consistent with the Australian Qualifications Framework. In rare cases where an exception is required, a case that includes documented evidence of need must be taken to Academic Quality Assurance Committee and Academic Board for approval.

3. Academic Quality Assurance Committee endorses, and Academic Board approves coursework admissions standards for a maximum period of five years. Prospective students must be informed of an amendment to program admissions
standards by the relevant managing ANU College(s) and the University through the usual means of communication.

4. Any breaches in admissions standards are reported to Academic Quality Assurance Committee, University Education Committee, Academic Board and the Vice Chancellor.

**Admissions standards reaccreditation**

5. Admissions standards for each of the University’s coursework programs will be reviewed at least every five years, although Academic Quality Assurance Committee or Academic Board may trigger a shorter review cycle on the basis of evidence relating to student outcomes, breaches, conflicts of interest or quality assurance.

**Admissions Standards for ANU Pathway Programs, Adjustment Factors and Elite Athlete Recognition**

*Subject Adjustment*

6. The University applies rank adjustments to applicants (for all preferences) to reward successful completion of ‘ANU priority’ senior secondary subjects.

*Non-award study*

7. Non-Award study is available to applicants who meet the University’s English-language standards; for general interest or for personal or professional development purposes; or for students who have been discontinued for non-payment of fees in their award program and wish to complete their courses upon payment of the relevant non-award fees.

*School Recommendation Scheme*

8. The University offers early entry to a limited number of single degrees to students from its Regional Partnership schools and other regional secondary schools in NSW that have been designated as disadvantaged under the rural and remote Country Areas Program (CAP), and low SES schools designated under the federal government’s National Partnerships program.

9. These offers will be based on the recommendation of the School Principal but are conditional on the student gaining a minimum ATAR of 70.

*Foundation Program*

10. The ANU College Foundation Program is open to all students who either do not meet the English language standards or the academic criteria for direct entry into ANU degrees.
11. Admission into the ANU College Foundation Studies program is dependent on the ANU College academic and English language entry requirements. These criteria vary dependent on your country of origin. These details are published on the ANU College website.

Special consideration for undergraduate admission

12. Consideration of serious and unforeseen circumstances may be given in assessing applications for entry into undergraduate programs.

Aboriginal and Torres Strait Islander students

13. Aboriginal and Torres Strait islanders who have completed a senior secondary certificate and who do not meet the published admissions standards for a program can apply for admission into the Enabling Program or the Schools Recommendation Scheme.

Pasifika students

14. Pasifika students who have completed a senior secondary certificate and who do not meet the published admissions standards for a program can apply for admission into the Enabling Program or the Schools Recommendation Scheme.

Mature-age students

15. Domestic applicants who are 21 or over, who do not have assessable qualifications or whose qualifications or do not meet the University’s normal entry requirements and who do not meet the published admissions standards for a program can apply for admission into the Enabling Program or the Special Adult Entry Scheme.

Elite athletes

16. Consideration of national and international elite sport representation may be given in assessing applications for entry into undergraduate programs.

Home schooled students

17. Consideration of home schooling may be given in assessing applications for entry into undergraduate programs.

Cross-institutional study

18. Cross-institutional study applications may be considered in cases where the applicant has an ATAR or equivalent of 70 or higher; satisfies the University’s English language requirements; meets any course requirements and pre-requisites and is studying at another university. Places are subject strictly to availability.
19. With the exception of institutions that have ANU partnerships, cross-institutional students will not be permitted to enrol in more than 48 units of credit in any academic year.

20. Cross-institutional students will be charged a Student Contribution amount (instead of Domestic Tuition Fees) if they are enrolled in a Commonwealth Supported Place at their home institution.

Admissions documentation

21. The University considers applications for all programs that are made in accordance with the program requirements described on the ANU website, including the University’s English language proficiency policy and Credit policy.

22. Admissions applications documents must be presented in approved proformas, in English, or accompanied by a full translation undertaken by an approved translation service.

Processing of admissions documentation

23. Admissions procedures, proformas and application archiving requirements are managed by the University’s Admissions Office, including notifications of conflict of interest, forced offers and auditing of qualifications and other application documents.

Admission outcomes

24. All applicants will receive a formal notification of outcome, which can be:
   - A full offer; or
   - A conditional offer; or
   - An unsuccessful letter

25. Informal communications are not formal outcomes and cannot be accepted or taken as formal advice on an application. Outcomes will be either direct from the University or generated by UAC on instruction from the University.

Offers

26. Students wishing to accept an offer of a place at the ANU will do so in accordance with stated procedures and in accordance with published deadlines.

27. Conditional Offers are issued with specified conditions authorised by the Admissions Office. Packaged Offers only be granted for the programs the student has applied for, unless the applicant has been notified of an error in their application.
28. The University may vary or cancel any decision where it is determined that
the applicant has not met the requirements including provisions under the Award
Rules. The University may vary or cancel any decision made on the basis of
incorrect, incomplete or fraudulent information provided by the applicant or by
referees in support of an application.

**Forced offers**

29. Offers for undergraduate students who have not met the standard
admission requirements will only be processed with the formal approval of the
Deputy Vice-Chancellor (Academic) and the Pro Vice-Chancellor (Education) on the
basis of clear evidence.

**Review of decisions and appeals**

30. Review of Admissions decisions and appeals are undertaken in accordance
with the relevant ANU Award Rules.
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