3.10.1 Student admissions

Policy number: 3.10.1
Contact Officer: CEO, UQ College
Approved by and date: College Management Group – 20 September 2012
Date for Next Review: 12 months from approval for Contact Officer to review policy
Related Policies/legislation: 4.10.1 Recognition of prior learning (RPL) and credit transfer

Overview

1. UQ College is committed to providing access to tertiary study options to the broadest range of people as possible. UQ College offers a suite of programs for school leavers and adult learners including tertiary preparation, language, literary and numeracy programs, vocational education and training programs and associate degree level courses.

Domestic students who have completed Year 12 or are over 18 may apply to enrol in UQ College programs or courses. With approval by the CEO, UQ College, a student who is under 18 may apply for admission to UQ College. International\(^1\) students who are under 18 are required to be cared for by a parent or a suitable nominated relative.

Admission to UQ College award courses and tertiary preparation programs is determined on the basis of merit and perceived probability of success, with provision for alternative entry.

This policy applies to admission in programs and courses at UQ College including all:
- higher education – foundation and undergraduate programs and courses;
- vocational education and training programs and courses; and
- non-award courses

Candidates are considered on the basis of one or more of the following:
- minimum entry requirements for individual courses
- academic merit
- special provisions e.g. interview
- meeting the requirements of a guaranteed pathway
- special consideration of educational disadvantage
- admission through special entry programs
- alternative entry

\(^1\) “International student” has the same meaning as “overseas student” in the Higher Education Support Act 2003 (Cwth). UQ College admits international students to full-time courses in accordance with Australian Government policy.
Requests for special consideration and any supporting documentation will be considered in the admission decision. Recognition of prior learning and credit transfer arrangements where students gain advanced entry via this mechanism are described in the Recognition of prior learning (RPL) and credit transfer policy. Where demand exceeds the number of available places, not all eligible applicants who meet minimum course entry standards may be offered a place at UQ College.

Description

2. The application procedures depend on the course and type of student. Applicants must apply using the method and by the due date advised by UQ College each year. Information relating to closing dates for application/admission to UQ College courses and programs and other admission details can be found on the UQ College website.

2.1. Application for admission - award courses
   (1) A person must apply for admission to UQ College before first enrolling in an award course or non-award studies.
   (2) A person who seeks to re-enrol in an award course must apply for re-admission following -
      - cancellation of enrolment in an award course or program of non-award studies; or
      - an unapproved period of absence; or
      - a period of exclusion from an award course approved by the CEO.
   (3) UQ College will prescribe the dates for and the manner of applying for admission to UQ College.

2.2. Criteria for admission
   (1) The academic board may specify general requirements to be met by a person applying for admission to UQ College.

2.3. Offer of admission
   (1) The CEO, UQ College makes offers of admission. The CEO may delegate this role to the General Manager - Education & Training
   (2) An offer of admission may be conditional upon the person providing documents or fulfilling other requirements specified in the offer.
   (3) The CEO/General Manager - Education & Training may withdraw an offer of admission and reject enrolment where -
      - the person fails to provide documents or to fulfil other requirements specified in the offer of admission; or
      - the offer of admission has been made as a result of the provision of incomplete or inaccurate information by the person or a certifying authority; or
      - the person fails to complete the enrolment process in accordance with the offer of admission and by the specified date.

2.4. Deferment

UQ College does not automatically offer a deferment option to students who have been made an offer of admission and enrolled into a UQ College program. Students may apply to the General Manager - Education & Training to defer their program for up to 1 year. Other conditions may apply.
2.5. Readmission

Students who wish to re-enter a course after a period of absence of more than one trimester and who are not returning from leave of absence or a deferment where granted, must apply for readmission.

Students who wish to re-enter an award course at UQ College after having been excluded as a result of unsatisfactory academic performance must also apply for readmission. Readmission is subject to a place being available.

Readmission applicants who have been excluded must submit a written statement that demonstrates the applicant's readiness to return to study. The statement should address factors such as changed circumstances, academic and/or vocational performance since exclusion, maturity and motivation. The statement will be considered by the General Manager - Education & Training who will make a recommendation to the CEO as to whether or not the applicant should be readmitted.

A student who is permitted to re-enrol following a period of absence will be required to satisfy the program/course requirements which apply at the time of readmission. Depending on the length of the absence and on changes to program/course content and structure during the intervening period, the course coordinator may require the student to undertake additional units in order to satisfy the current program/course requirements.

2.6. Suspension or exclusion from a tertiary institution

UQ College may refuse admission to applicants for award and non-award studies who have been suspended from a higher education institution for non-academic reasons (e.g. discipline or misconduct) while the suspension or equivalent action remains in force.

Students who have been excluded from a course or study program at a higher education institution as a result of unsatisfactory academic performance may be required to submit a written statement for consideration by the General Manager - Education & Training that demonstrates their readiness to return to study. The statement will be considered by the General Manager, Education & Training who will make a recommendation to the CEO as to whether or not the applicant should be readmitted.

Modification History

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<th>Document Owner(s)</th>
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