

Admission of Students Policy

Section 1 - Purpose

(1) QUT is committed to admission practices that accommodate student diversity and are based on the principles of transparency and equity. Admission to QUT award courses is based on merit and perceived probability of academic success using procedures that are applied consistently and fairly with special provisions made for underrepresented community groups.

Section 2 - Application

(2) This Policy relates to the admission of applicants to QUT award courses ([Award Courses Policy](#)) and non-award study ([Non-award Study Policy](#)) with the exception of admission to higher degree by research courses. The [Higher Degree Research Candidates Policy](#) outlines conditions for admissions to higher degree research courses.

Section 3 - Roles and Responsibilities

Position	Responsibility
University Academic Board	Specifies the minimum entry requirements for each level of award course.
Faculty Academic Boards	Specify the minimum entry requirements for courses they have responsibility for.
Vice-President (Administration) and University Registrar	Approves procedures for applying for admission to the University. Determines the number of places available in each course for any admission period. Makes all offers of admission. Approves applications for deferment. Approves admission schemes including new adjustments and offer guarantees.

Section 4 - Application for Admission

(3) The admission application procedure differs for international applicants and domestic applicants and varies according to the course for which the application is made. Applicants must apply using the method and by the due date advised by the University each year.

Section 5 - Admission Requirements

(4) Applicants are considered against the minimum entry requirements for individual courses based on one or more of the following:

- a. academic merit;
- b. English language proficiency;

- c. ability to satisfy any additional course entry requirements (e.g. portfolio, audition, interview, test, pre-requisite studies);
- d. minimum age.

Academic

(5) The [Award Courses Policy](#) and the [Award Courses Protocol](#) (QUT staff access only) specifies:

- a. the general academic entry requirements applying to the different levels of award courses; and
- b. the special provisions under which a faculty academic board may specify additional course entry requirements.

(6) In determining academic merit, QUT may convert the applicant's grades from other studies to a 7 point scale and calculate a grade point average to two decimal places so that a ranked order of merit can be determined.

(7) Minimum course entry requirements may assume knowledge of a subject area.

English Language Proficiency

(8) All candidates must meet the minimum English language proficiency requirement specified for each course. Unless otherwise specified, English proficiency may be demonstrated by an applicant through one or more of the following:

- a. an [IELTS](#) academic test conducted no more than two years prior to the date of application (Note: QUT may determine equivalent scores on other approved English tests);
- b. satisfactory completion of secondary schooling in Australia;
- c. one year of successful full-time (or equivalent) accredited diploma level studies or higher in Australia;
- d. successful completion of a recognised English bridging program;
- e. successful completion of studies equivalent to secondary school or higher outside Australia where the medium of instruction is English and recognised by QUT.

Minimum Age

(9) QUT has a minimum age requirement for domestic and international students (with the exception of [START QUT](#)).

(10) Applicants under the age of 18 must have completed their secondary studies to year 12 level (or equivalent).

(11) QUT will not accept domestic applicants who would be under the age of 16 at the time that they commence their studies at the University.

(12) QUT will not accept international applicants who would be under the age of 17 at the time they commence their studies at the University. International applicants between the ages of 17 and 18 must demonstrate that they will reside with a parent, legal guardian or a person nominated by the parent or legal guardian; or that they have made other accommodation, support and welfare arrangements approved by the University.

Home Institution Approval

(13) In the case of cross-institutional applicants, admission is subject to home institution approval.

Section 6 - Adjustment Factors

(14) An adjustment factor can improve a Queensland Tertiary Admissions Centre (QTAC) applicant's position in a ranked order of merit.

- a. Equity adjustments are available to applicants who are recognised as having experienced educational disadvantage.
- b. Elite Athlete Adjustments ([Adjustment Schemes](#)) are available to domestic applicants who are recognised elite athletes.
- c. Subject adjustments are available to current school leavers who have completed recognised subjects during their senior secondary studies.

Section 7 - Indigenous Access Scheme

(15) QUT provides an admission selection process that considers prior learning and other personal achievements for applicants of Aboriginal or Torres Strait Islander descent.

Section 8 - Recognition of Prior Learning

(16) To provide access to the broadest range of people possible, admission to QUT can be based on the [Recognition of Prior Learning Policy](#).

Section 9 - Offers of Admission

(17) Where demand exceeds the number of available places in a course, not all eligible applicants who satisfy the course entry requirements may be offered a place at QUT.

(18) Where an applicant meets a specified entry threshold an offer of admission may be guaranteed into a course.

(19) An offer of admission may be conditional upon the applicant satisfying additional requirements specified by the Vice-President (Administration) and University Registrar in the offer.

(20) If a commencing student fails to enrol for the teaching period by the date specified in the University's offer of admission, or they have not fully satisfied all offer conditions by the date that the course commences, then the enrolment lapses and the offer of admission is withdrawn, unless an application to defer commencement of study has been submitted and approved.

(21) The Vice-President (Administration) and University Registrar may withdraw an offer of admission that was:

- a. made for a future study period where the offered course has been approved for discontinuation prior to the commencement of that future study period;
- b. made because of the provision of incomplete or inaccurate information by the person or a certifying authority.

Section 10 - Deferral

(22) Domestic Queensland Tertiary Admissions Centre (QTAC) applicants who have been offered admission may apply to defer commencement of their study for up to two years if the course has been approved for deferral.

(23) Deferred applicants will be subject to the course rules and fee structures in operation at the time of their new commencement.

(24) All other applicants seeking to defer commencement of their study should make application for a new offer of admission with a revised commencement date. The application will be assessed against the entry requirements that apply for the new commencement date.

Section 11 - Transfer of Course

(25) Domestic students who have studied and received grades in at least 48 credit points of study within a QUT undergraduate degree may apply for an internal transfer to a different degree at the same level, if the destination degree:

- a. is a QUT Diploma; or
- b. a Bachelor level degree covered by a QUT offer guarantee; and
- c. carries no prerequisites, prior study, or additional entry requirements

(26) Course transfer applicants must meet the published course entry threshold based on their QUT studies and approval is subject to availability of a place.

(27) The standard admission process can be used by students whose QUT studies do not qualify them for internal transfer; and/or for students who wish to change to a course not available through internal transfer.

Section 12 - International Applicants

(28) International applicants must satisfy QUT that they have a genuine intention to stay in Australia temporarily, for the purpose of study. International applicants will be assessed against the criteria for genuine temporary entry in line with Australian government student visa regulations and the [Migration Act 1958](#).

(29) QUT may offer a number of courses as a package of studies and include conditions to be satisfied before a student can progress from one course to the next. Students who need to delay the commencement of their second or a later course because they do not satisfy progression conditions should make application to defer their entry in line with Section 10 of this Policy, Deferment.

Section 13 - Single Unit Study

(30) In accordance with the [Non-award Study Policy](#), applications may be made to QUT for admission to undertake single units of study without being admitted to an award course. Applicants for single unit study are responsible for obtaining information on unit availability, content, assumed knowledge and/or prerequisite requirements and timetables.

(31) An application for admission as a non-award student may be rejected if the applicant does not have an educational background (including English proficiency) appropriate to the unit/s applied for, or if there are insufficient places remaining in the class.

Section 14 - Return to Study

(32) Students who wish to re-enter a course after a period of absence and who are not returning from leave of absence or deferment must reapply for admission. Generally, students returning to study will be considered for the current version of the course and may be required to satisfy all course entry requirements, including any additional entry requirements, in operation at the time of their return and any new offer conditions.

(33) A student returning to study will not necessarily retain credit for all units completed prior to the absence. The length of the absence and changes to course content, external accreditations and structure during the intervening period will be considered when credits are determined. The Course Coordinator may require the student to repeat units that have been passed previously or to undertake additional units in order to satisfy the current course

requirements.

(34) Students who wish to return to study a different course after a period of absence must apply for admission following the standard admission process for that course.

Section 15 - Suspension or Exclusion from a Tertiary Institution

(35) QUT will refuse admission to award and non-award studies to applicants who have been suspended from a post-secondary institution for non-academic reasons (discipline or misconduct) while the suspension or equivalent action remains in force.

(36) In accordance with QUT's [Academic Progress Policy](#), Readmission Following Exclusion, students who have been excluded from a course or study package at QUT or any other higher education institution as a result of unsatisfactory academic performance will not be considered for admission to a 'like' QUT course or study program unless:

- a. at least 12 months have elapsed from the date of exclusion; and
- b. the applicant has demonstrated rehabilitation and/or undertaken like study or professional work experience after their exclusion.

(37) The readmission of QUT students to the same course from which they have been excluded because of unsatisfactory academic performance is also subject to:

- a. a place being available; and
- b. the recommendation of the designated Executive Dean or Executive Director, QUT College who will make a recommendation to the Vice-President (Administration) and University Registrar as to whether the student should be readmitted.

(38) If the applicant has been excluded from a 'non-like' course or study program, the provisions above do not apply.

(39) A QUT course or study program is regarded as 'like' if it is in the same discipline or study area or is similar to the course or study program from which the student has been excluded.

Section 16 - Appeals

(40) Applicants who are dissatisfied with the outcome of their admission application may seek a review by the Director, Student Administration. The review must be sought within 10 working days of the date of the notification of the admission outcome. A written notification of the review outcome will be provided, usually within 15 days of the lodgement of the review request.

(41) If still dissatisfied after this review, applicants may appeal to Appeals Committee of University Academic Board within five working days of the date of the notification of the outcome of the review.

Section 17 - Definitions

Term	Definitions
International Applicant	Has the same meaning as 'overseas student' in the Higher Education Support Act 2003 (Cth).

Term	Definitions
Domestic Applicant	Is an applicant who is an Australian citizen, New Zealand citizen (including a diplomatic or consular representative of New Zealand), or holders of an Australian permanent visa, as defined in the Higher Education Support Act 2003 (Cth).
Home Institution	Is the institution where the student is undertaking their primary award course.

Section 18 - Obligations and Delegations

(42) QUT administers the admission process in accordance with the [Higher Education Support Act 2003](#) (Cth) (HESA), the [Education Services for Overseas Students Act 2000](#) (Cth) (ESOS) and the [Migration Act 1958](#). Changes may be made to any provisions of these Acts at any time.

(43) Refer to [Register of Authorities and Delegations](#) (C104, C105, C106) (QUT staff access only).

Status and Details

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