

Admission

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1.0 Purpose

This Policy sets out the coursework admission principles which governs the admission of students to Griffith University. Please refer to the *Admission Procedure* for specific processes.

2.0 Scope

This policy applies to all:

- undergraduate and postgraduate coursework programs and non-award programs (Single Course of Study, Cross-institutional incoming)
- staff involved in admission
- coursework students; and
- coursework applicants seeking to be admitted to study at the University.

3.0 Policy statement

Griffith is committed to ensuring all practices in relation to admission are consistent, fair, and transparent, and comply with relevant internal and external regulations and requirements and align with the University's strategic objectives. Admission practices should be inclusive and provide for all students to have a seamless transition through their study.

Admission requirements for coursework programs offered by the University are designed to:

- ensure the applicant has the academic preparation, English language proficiency and skills for success at Griffith
- ensure the admission information and criteria is clear and applicants are equipped to succeed in their chosen program
- be compliant under relevant state and federal legislation.

Decisions about whether to admit and/or enrol a person are based on the person's academic merit and the availability of the resources required for the person to undertake the program or course.

Admission requirements are informed by the results of program monitoring and review, external benchmarking and student feedback.

This policy is aligned with the University's commitment to the United Nations Sustainable Development Goals (SDG), particularly SDG 4: Quality Education for all, SDG 5: Gender Equality and SDG 10: Reduced Inequalities.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Academic Committee	<ul style="list-style-type: none">• Approving authority for changes to this policy and related procedure.

ROLE	RESPONSIBILITY
Programs Committee	<ul style="list-style-type: none"> Admission requirements, including additional admission criteria for each undergraduate and postgraduate program on the recommendation of the relevant academic Group Board.
Deputy Vice Chancellor (Education)	<ul style="list-style-type: none"> Minimum selection ranks for admission to undergraduate degrees.
Deputy Vice Chancellor (Indigenous)	<ul style="list-style-type: none"> Makes recommendations of admission regarding suitably qualified First Peoples applicants.
Vice President (Global)	<ul style="list-style-type: none"> The Vice President (Global), and officers delegated by the Vice President (Global) are responsible for the assessment of international students' applications for admission, and for making offers of admission on the basis of the University's English language entry requirements and related admission schedules.
Pro Vice Chancellors (Group)	<ul style="list-style-type: none"> Responsible for quotas. Review Admission Scheme program inclusions and exclusions annually.
Heads Of School (HOS), Deans, Directors	<ul style="list-style-type: none"> Responsible for overseeing admission to (end-on) Honours and Postgraduate programs. Relevant HOS or Dean responsible for recommendations to the Registrar for Minimum Age applicants below 16.
Program Director	<ul style="list-style-type: none"> Responsible for assessing applications for admission to Postgraduate and (end-on) Honours programs based on the published criteria. For Graduate Entry undergraduate programs, the relevant Program Director makes recommendations on offers to be made on the basis of the approved entry requirements.
Registrar	<ul style="list-style-type: none"> Approval of all Admission Pathways including First Peoples Pathways. Admission undergraduate offers are made by the Registrar and staff delegated by the Registrar with authority to make particular categories of admission offers on the basis of this admission policy and on the recommendation of the relevant Dean, where applicable. Minimum Age approvals for applicants below 16.
Senior Manager, Domestic Admissions	<ul style="list-style-type: none"> Responsible for the provision of admissions advice in relation to the Admissions Policy, Admissions Procedures and Admission Pathway schedules including First Peoples.

ROLE	RESPONSIBILITY
Manager, International Admissions (Operations)	<ul style="list-style-type: none"> Responsible for the provision of advice in relation to International admission and procedures for International applicants.
Admissions Staff	<ul style="list-style-type: none"> Domestic Admissions have delegated offer authority from the Registrar to make domestic offers for all undergraduate programs (exceptions some Grad Entry programs). Hold Delegated Offer Authority (DOA) for nominated postgraduate programs (either in part or full) and assess based on published criteria. International Admissions have delegated offer authority from the Vice President (Global) to make offers of admission to all International applicants on the basis of the University's English language entry requirements and related admission schedules.

5.0 Information

Title	Admission Policy
Document number	2023/0000412
Purpose	This Policy sets out the coursework admission principles which governs the admission of students to Griffith University.
Audience	Staff
Category	Academic
Subcategory	Student Services
Approval date	16 November 2023
Effective date	Trimester 1 2024
Review date	2028
Policy advisor	Senior Manager, Domestic Admissions
Approving authority	Academic Committee

6.0 Related Policy Documents and Supporting Documents

Legislation	Griffith University Act 1998 Higher Education Support Act 2003 Higher Education (Threshold) Standards 2015
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[Education Services for Overseas Students Act 2000](#)

[Migration Act 1958](#)

[Autonomous Sanctions Regulations](#)

Policy

[Conflict of Interest Policy](#)

[Credit and Recognition of Prior Learning Policy](#)

[Enrolment Policy](#)

[Griffith Global Mobility Policy](#)

[Program and Course Policy](#)

[Student Review and Appeals Policy](#)

Procedure

[Academic Progress Procedure](#)

[Admission Procedure](#)

[Enrolment Procedure](#)

[Fees and Charges Procedure](#)

[Student Review and Appeals Procedures](#)

Local protocol

[English Language Proficiency](#)

[International – Academic Entry Requirements by Country Schedule](#)

[First Peoples Pathways Schedule](#)

[Enrolment Dates Protocol](#)
