

Admission

1.0 Purpose

2.0 Scope

3.0 Procedure

3.1 Admissions – General | 3.2 Admission to a Postgraduate Program | 3.3 Non Award Admission | 3.4 Deferment of Admission | 3.5 Campus Transfers | 3.6 Internal Program Transfer | 3.7 End on Honours Admission | 3.8 Readmission | 3.9 Readmission after Exclusion | 3.10 Exceptional Cases | 3.11 Withdrawal of Offer

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 Purpose

This Procedure documents processes relevant to the admission of students into undergraduate and postgraduate coursework programs and courses and non-award programs.

2.0 Scope

This Procedure relates to the admission of applicants to undergraduate and postgraduate coursework programs and non-award programs (including Single Course of Study, Cross-Institutional incoming, Study Abroad and Exchange incoming and Masters Qualifying program), with the exception of admission to higher degrees by research which are covered in the *Higher Degree by Research Policy*.

3.0 Procedure

3.1 Admissions - General

Programs Committee is responsible for approving the admission requirements. Applicants must meet the criteria specified for the program that is published on:

- the [Degree Finder](#)
- the [Queensland Tertiary Admission Centre \(QTAC\)](#) website
- the [University Admission Centre \(UAC\)](#) website.

To be considered for admission to the University, applicants must have:

- Met the admission requirements specified in the Degree Finder; and
- Satisfied the admission requisites; and
- Satisfied the English language proficiency requirements; and/or
- Satisfied other admission criteria such as:
 - performance in an audition
 - presentation of a folio of creative work
 - level of attainment in specialised tests
 - responses in an interview
 - personal competencies statement
 - demonstrated achievement of specified vocational or professional standards.
 - completion of another degree for Graduate entry undergraduate programs.
- Have met Minimum Age Requirements (refer section 3.1.2)
- Satisfied any relevant government legislation.

There may be a limited number of places for some programs and courses. Meeting the admission requirements for such programs and courses may not result in an applicant receiving an admission

offer. These programs and courses may have a requirement for applicants to respond and enrol within a limited timeframe.

3.1.1 English Language Proficiency

The *English Language Proficiency Schedule* sets out how applicants to the University can demonstrate they meet the English language proficiency requirement of their relevant coursework program.

Applicants for whom English is not their first language and who are seeking admission to programs that are taught and assessed in English are required to meet the prescribed minimum English language proficiency standards.

Applicants whose studies were completed in a country not accepted by the University as English speaking are required to complete an English Language Proficiency Test and achieve the required scores for admission.

The Degree Finder may list some programs that also require applicants to have completed their prior qualifications within a strict country list and provide declarations to support how they meet these requirements.

3.1.2 Minimum age

Domestic applicants under the age of 17 seeking admission must have completed their secondary studies to year 12 level or completed an AQF Certificate 3 or higher and all requirements for admission to their degree. Domestic applicants who are less than 16 years at the time that they would commence their studies at the University require their admission to be approved by the Registrar on the recommendation of the relevant Head of School/Department, or relevant Dean (Learning and Teaching).

International applicants who are under the age of 18 at the time that they commence their studies must comply with the University's Under 18 International Student Policy and Procedures. International applicants who are under the age of 17 at the time they would commence their studies are not accepted for admission.

3.1.3 Admission requisites and assumed knowledge.

Requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular program. Some Griffith degrees require applicants to meet an English subject prerequisite for admission.

Requisites may include Year 12 subjects completed to a specified level of achievement, or other requirements such as particular qualifications, experiences, or performance in specified tests, or fulfilling requirements such as medical certification or criminal history checks.

There are three levels of admission requisites which require successful completion of Year 12 subjects (or equivalent):

- **Prerequisite:** An entry requirement that is compulsory for an applicant to have successfully completed before they are considered for an admission offer.
- **Assumed knowledge:** The minimum level of achievement in Senior Secondary School subjects considered necessary for successful first year University study. An applicant lacking the assumed level of knowledge is not prevented from being made an offer; however, the applicant may be disadvantaged unless they undertake recommended bridging, enabling or introductory courses prior to or during their first year of study.
- **Recommended Study:** A non-compulsory subject that students are encouraged to complete while at school to give them a better understanding of program material. An applicant who has not undertaken the recommended study subject is not prevented from receiving an admission offer.

3.1.4 Admission to an Undergraduate Program

Admission requirements for undergraduate coursework programs are specified in the Degree Finder.

Eligibility for admissions to an undergraduate program will be determined in accordance with the approved minimum selection rank for the program, eligibility under an approved admission scheme and other additional admission requirements. The University accepts a range of qualifications for the purpose of determining a selection rank. These include, but are not limited to, ranks (eg ATAR or equivalent results) from Australian or overseas senior secondary qualifications (such as Queensland Certificate of Education (QCE) or equivalent), prior tertiary studies, prior TAFE/VET studies or completed enabling programs.

The University uses QTAC or UAC schedules and in some instances may develop its own schedules for the assessment of qualifications and/or a means of ranking. Program exclusions may also apply to the acceptance of schedules. Key schedules may be published on the relevant webpage or pathways site.

Minimum selection ranks for domestic student admission to undergraduate degrees will be determined annually by the Deputy Vice Chancellor (Education) in consultation with the Group Pro Vice Chancellor.

Academic admission requirements for international students will be reviewed by Griffith International and approved the Deputy Vice Chancellor (Education).

There are several ways to gain admission to undergraduate programs of the University. Applicants may be considered for admission based on:

- a completed Queensland Certificate of Education (QCE) or equivalent;
- completed or partly completed higher education studies;
- TAFE/VET qualifications;
- overseas qualifications considered comparable to Australian secondary studies. completion of a Special Tertiary Admissions Test (STAT);
- a guaranteed admissions scheme or pathway as outlined on the [University website](#);
- a total of 8 adjustment ranks for eligible applications under the adjustment schemes as outlined on the [University website](#);
- a combination of any of the above, as stipulated for individual programs (including exceptions and higher AQF level qualifications).

3.2 Admission to a Postgraduate Program

Admission requirements for postgraduate coursework programs are specified in the Degree Finder.

Postgraduate domestic applicants who are not successful in gaining a Commonwealth Supported Place (CSP), may be eligible for a Fee-Paying Postgraduate place. Programs that offer CSP are detailed in the Degree Finder including how the CSP offers are allocated.

3.3 Non-Award Admission

3.3.1 Single course of study

Approval to undertake single course of study will only be given where:

- the course is not a restricted course, or, if the course is restricted, where approval is given by the Course Convenor; and
- prerequisite conditions are met; and

- the maximum enrolment limit for the course is not exceeded.

Applicants apply via relevant link on the [Single Course of study](#) website and may be required to demonstrate minimum eligibility and academic requirements for the program from which the course originates. High School students undertaking a university enhanced studies programs are admitted to specific non-award programs and apply via the relevant Griffith website.

3.3.2 Cross Institutional incoming

A Commonwealth supported student or a fee-paying student who is enrolled in an award program at another higher education institution may [apply](#) to undertake courses at Griffith University for credit towards their program. The student must provide documentation outlining approval to undertake cross institutional study from their home institution. Approval to undertake cross-institutional study will only be given where:

- the course is not a restricted course, or, if the course is restricted, where approval is given by the Course Convenor; and
- prerequisite conditions are met; and
- the maximum enrolment limit for the course is not exceeded.
- Students admitted as a non-award cross institutional will be charged the tuition fees applicable to the course(s) at Griffith University based on their fee status at their home institution.

3.3.3 Study Abroad and Exchange incoming

Admission requirements for study abroad and exchange are as follows:

- Applicants must be at least 18 years old;
- have an above average overall Grade Point Average (equivalent to 4.5 on Griffith's 7.0 scale);
- Meet English language entry requirements.

Applicants for postgraduate study abroad (courses at levels 7000 and 8000) must have successfully completed the equivalent of an Australian bachelor's degree. Admission requirements for postgraduate study students: have successfully completed the equivalent of an Australian Bachelors Degree.

3.3.4 Masters Qualifying Program

Admission requirements for the Masters Qualifying Program are detailed on the Degree Finder.

3.4 Deferment of Admission

Domestic applicants admitted to a program may be permitted to defer the offer of admission prior to the census date of the term of study for a specified period, normally one year. The Degree Finder includes advice if deferment is not available for the program. Applicants must enrol at the end of the period of deferment otherwise the offer of a deferred place will lapse.

An applicant's deferred place may be withdrawn should:

- They be subsequently excluded from another higher education institution on misconduct, disciplinary or academic reasons.
- They apply for admission to, or receive an offer to another program or institution.
- The program, intake or campus offering be withdrawn.

International students may apply for a deferment and will be re-assessed according to the requirements in place for the new intake and subject to quota places if applicable.

3.5 Campus Transfers

A student who is currently enrolled in an undergraduate program may apply to change their home campus. Same program code, the application is via MyGriffith and different program code is via Internal Transfer. Details and conditions on requirements are outlined on the [Internal Transfer website](#).

3.6 Internal Program Transfer

A student who is currently enrolled in an undergraduate program or specific postgraduate programs of the University may [apply](#) to change to another program by lodging an online application via myGriffith by the required close date for the program and intake. An application to change program will be approved only where the applicant satisfies all the conditions for admission and would have been made an offer of admission in the most recent or current admission period.

Not all programs are available via Internal Transfer.

3.7 End on Honours Admission

To be considered for admission to an end-on honours, applicants must satisfy the admission entry as outlined in the Degree Finder. Admission to some honours programs may be competitive, and meeting the minimum admission requirements may not guarantee admission. Students applying for an end-on honours program must consider the dissertation topic and availability of supervisors as part of the admission process. Applicants must apply directly to the University via the online application form available on Degree Finder.

Where a student has at least one grade in the Honours degree and has withdrawn from the degree, if the student seeks to be readmitted to the Honours degree, then one of two situations must apply in order for the readmission to be approved by the Honours Program Director:

- 1) The student is able to resume their candidature and complete the candidature requirements within three years from the date of first enrolment. In this case, the Honours Program Director may approve the readmission, possibly with a modified schedule of coursework and possibly with a changed dissertation topic and supervisor, provided that the Honours

Program Director considers that the student has a reasonable expectation of completing the candidature successfully.

- 2) The student is not able to complete the candidature within three years from the date of first enrolment. In this case, the Honours Program Director may approve admission to a new Honours candidature such that the student undertakes 80 CP of study subsequent to the readmission. Coursework previously completed may not be included in the approved study program or contribute towards the Honours classification. A new dissertation topic must be approved. The student is required to complete the new candidature within three years from the time of readmission.

3.8 Readmission

Students who have discontinued their enrolment in a program and request to be readmitted to the same program must meet certain conditions.

- The student is able to complete the program within the maximum period for completing the program.
- The student has or can complete the professional practice requirements of the program and has not been administratively withdrawn in accordance with Section 5 of the *Inability to Complete Required Components of Professional Qualification Policy*.
- If the student is seeking readmission to a program that requires the approval of the program Director, appropriate approval has been obtained.
- The student may be subject to meeting changed admission requirements.

- International students may be subject to reassessment for eligibility subject to current requirements and legislation.
- For end-on Honours, refer to Section 3.7.

Students seeking re-admission to a withdrawn program outside the teach out period or those who will not complete by the end of the teach out period, cannot be readmitted into a withdrawn program and will need to apply for admission to the replacement program or a new program.

The [Readmission website](#) provides information to assist students on the process of applying for Readmission depending on their circumstances.

3.9 Readmission after Exclusion

3.9.1 Readmission after Exclusion from Griffith University

A student who is excluded may apply for readmission to the program from which they were excluded or for admission into a new program as outlined in the *Academic Progress Procedure*.

3.9.2 Readmission after Exclusion from another Institution

Applicants with a prior academic exclusion from another institution are required to declare their exclusion and may be requested to provide details including their changed circumstances and why they should be admitted to Griffith University to undertake the same or unrelated degree.

Undergraduate admission:

- Domestic applicants will be considered by the Senior Manager, Domestic Admissions or delegate.
- International applicants will be considered by the Manager, International Admissions (Operations).
- The Program Director for the program into which they are seeking admission may also be consulted in the decision.

For postgraduate programs, should the application have merit, it will be forwarded to the Program Director for consideration and approval.

3.9.3 Readmission after exclusion on the basis of Misconduct

Griffith students excluded on disciplinary grounds may apply for readmission to the Deputy Vice Chancellor (Education) three years from the date specified in the notation on their Official Academic Transcript. In determining whether a student excluded on disciplinary grounds should be readmitted, the following may be taken into account:

- the nature and seriousness of the misconduct leading to disciplinary action;
- the circumstances surrounding the misconduct;
- if relevant, the professional requirements of the program from which the applicant was excluded;
- the applicant's activities since exclusion (including relevant employment or educational courses); and
- any evidence to suggest change in attitude, capability or motivation.

In making a decision to readmit a student excluded on disciplinary grounds, the Deputy Vice Chancellor (Education) shall seek the written advice of the Dean (Learning & Teaching) or Deputy Vice Chancellor (Research).

If the application for readmission is refused, the student excluded on disciplinary grounds can apply for readmission again three years from the date of the decision of the Deputy Vice Chancellor (Education). In applying for readmission, the past student should show there has been a significant change in circumstances since they last made an application.

An applicant who is under suspension or temporary or permanent exclusion on the basis of misconduct or disciplinary reasons, from any higher education institution or program or course, whether in Australia or elsewhere, is required to include all details of the exclusion or suspension in their application for admission. Such an application will be considered initially by the Senior Manager, Domestic Admissions or Manager, International Admissions (Operations), and if the case has merit it will be referred to the Deputy Vice Chancellor (Education) who may approve or reject the application.

3.10 Exceptional Cases

Provision is made for the University to admit persons to a program, who may not meet the published admission criteria but, on the basis of other considerations, including that the person has a high probability of success in university study and whose admission is considered to bring benefits to both the University and the applicant.

For an undergraduate domestic applicant to receive an admission offer under this category, the relevant Dean (Learning & Teaching) makes a recommendation to the Registrar. For a postgraduate applicant to receive an admission offer under this category, the relevant Program Director makes a recommendation to the Dean.

3.11 Withdrawal of Offer

The University reserves the right to withdraw offers and terminate any enrolment where the offer has been made:

- on the basis of inaccurate, incomplete, fraudulent, or misleading information supplied by the applicant or a certifying authority, including misleading information concerning their citizenship status;
- to an applicant who is excluded from any tertiary institution or tertiary program, and has not so advised the University;
- where an international student is identified as not being a Genuine Temporary Entrant or a Genuine Student as defined by the Department of Home Affairs;
- before becoming aware that the student has been excluded from any higher education institution or program at any time. In such a circumstance the person shall not be eligible to apply for admission to the University for a period of two years;
- to an applicant who has not met the conditions of their offer;
- as a result of an administrative error made by the University.

In the circumstance:

- of inaccurate, incomplete or misleading information being supplied, the person shall not be eligible to apply for admission to the University for a period of two years;
- that fraudulent information was supplied, the person is ineligible to apply for admission to the University.

4.0 Definitions

Adjustment Factors: Additional ranks that may be used in combination with an applicant's ATAR or Selection Rank to derive an applicant's Adjusted Selection Rank for eligible preferences.

Admission Schedule: An approved schedule by which a Selection Rank is assigned to a particular qualification, experience or characteristic held by an applicant.

AQF qualification is a completed University accredited program of learning that leads to formal certification that a graduate has achieved the learning outcomes as described in the AQF.

Australian Tertiary Admissions Rank (ATAR) A score (expressed as a rank from 99.95-0) allocated by a Tertiary Admissions Centre to represent the educational order of merit of an applicant who has

completed Year 12 and used to determine the applicant's eligibility for an admission offer and to rank applicants for merit-based selection.

Coursework is a method of teaching and learning that leads to the acquisition of skills and knowledge that does not include a major research component.

Domestic student is a student who is an Australian citizen, a New Zealand citizen or an Australian permanent resident or the holder of an Australian permanent Humanitarian visa.

Nested qualifications are purposely designed qualifications that enable explicit articulation pathways and encompass more than one AQF level and/or qualification type.

Program Director: the academic staff member (normally Level D or above), appointed by the Dean (Learning & Teaching) to provide curriculum leadership for and quality enhancement of one program or a Program Cluster while working collegially with the Head of School/ Deputy Head of School, academic and professional staff to ensure an effective and positive student learning experience. There shall only be one Program Director for a program. The Program Director may lead one or more program clusters. (See *Role Statement Program Director*.)

Queensland Certificate of Education (QCE): A Queensland school-based qualification awarded to young people who are eligible at the end of Year 12.

Queensland Tertiary Admissions Centre (QTAC): QTAC acts on behalf of the University to process undergraduate admissions.

Selection Rank: The basic measure of academic merit for higher education admission purposes, expressed as an Australian Tertiary Admissions Rank (ATAR) or Selection Rank.

Tertiary Education: This term is inclusive of both higher education and vocational education and training.

Universities Admissions Centre (UAC): UAC acts on behalf of the University to process undergraduate admissions.

Vocational Education and Training (VET) study: This term refers to qualifications equivalent to Certificate, Diploma, Advanced Diploma and Associate Degree.

Year 12: The final year of Senior Secondary Schooling in the Queensland School System or equivalent. Senior secondary schooling comprises two (2) years – Year 11 and Year 12. Senior Secondary schooling may include completion of vocational education and training Diplomas and Certificates I, II, III and IV.

5.0 Information

Title	Admission Procedure
Document number	2023/0000413
Purpose	This Procedure documents processes relevant to the admission of students into undergraduate and postgraduate coursework programs and courses and non-award study.
Audience	Staff
Category	Academic
Subcategory	Student Services
Approval date	16 November 2023
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Review date	2028
Policy advisor	Senior Manager, Domestic Admissions
Approving authority	Registrar

6.0 Related Policy Documents and Supporting Documents

Legislation	Griffith University Act 1998 Higher Education Support Act 2003 Higher Education Standards Framework (Threshold) 2021 Education Services for Overseas Students Act 2000 (ESOS) Migration Act 1958 National Code of Practice for Providers of Education and Training to Overseas Students 2018
Policy	Admission Policy Conflict of Interest Policy Credit and Recognition of Prior Learning Policy Enrolment Policy Griffith Global Mobility Policy Student Review and Appeals Policy
Procedure	Academic Progress Procedure Admission Procedure Enrolment Procedure

Fees and Charges Procedure
Student Review and Appeals Procedure

Schedule

English Language Proficiency Schedule
International – Academic Entry Requirements by Country Schedule
First Peoples Pathways Schedule
