

# Admissions Policy

## Section 1 - Preamble

(1) The University aims to have a diverse and representative student cohort and maintain high academic standards in its courses, by identifying applicants with potential to achieve academic success in their chosen studies.

(2) We believe in providing quality education, training, and research that matters and changes people's lives for the better. In doing this, we are committed to education that is accessible, safe and inclusive, so that students can thrive and reach their full potential, regardless of their social, cultural or educational background.

## Section 2 - Purpose

(3) This policy outlines the principles for admitting students to the University, and describes the process for applying to courses at the University.

## Section 3 - Scope

(4) This policy applies to all applicants seeking entry into all CDU courses, award and non-award, including pathway and foundation courses and vocational and higher education courses.

- a. Higher degrees by research (HDR) candidates are subject to this Policy, and their admissions processes are documented in more detail in the [HDR – Admission and Enrolment Procedures](#).
- b. Short course admissions are not subject to this Policy.

## Section 4 - Policy

(5) The University aims to attract, select and retain a diverse range of students with the potential to achieve academic success in their chosen studies.

(6) So that applicants have the opportunity to apply and succeed in their education, the University will ensure:

- a. Access to alternate entry pathways and reasonable adjustments so that a diverse range of applicants can participate in University life.
- b. Students are set up for success and have the academic foundations and information needed to achieve in their chosen course.
- c. Fair and transparent selection processes that are merit based and take equity considerations into account.
- d. Regional, rural and remote engagement within the Northern Territory to enhance participation in these areas.

(7) Applicants have a responsibility to:

- a. Understand admission criteria, including inherent requirements of the course which may include the requirement to be vaccinated, criteria for professional registration, licencing, pre-requisites and any other

required knowledge, skills, or abilities.

- b. Seek advice regarding the course, including their rights and obligations or any concerns, prior to accepting an offer.
- c. Apply for advanced standing (recognition of prior learning or credit) in a timely way, so that the University can recognise formal and informal learning, demonstrated skills, employment history and community contribution. See the [VET Recognition Procedures or Academic Credit Policy as relevant](#).

## Admission Criteria

(8) To be eligible for admission, applicants must satisfy all admission criteria as set by the University and published on the University [website](#) and in relevant publications. This includes, but is not limited to:

- a. Minimum age requirements; and
- b. English language requirements; and
- c. Academic entry criteria including minimum Australian Tertiary Admission Rank (ATAR) or equivalent; and
- d. Course-specific entry criteria including VET qualification regulations.

(9) Satisfying the admission criteria enables an applicant to be considered for admission, but does not guarantee an offer of admission to the course.

(10) International applicants intending to study in Australia as an International Student Visa Holder will only be considered for admission into an approved Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) program. They must also demonstrate that they are a genuine student, and a genuine temporary entrant as defined by the [Department of Home Affairs](#) (DHA).

## Minimum Age Requirements

(11) Applicants must be at least 15 years of age at the time of course commencement and have completed Australian year 10 (or equivalent), unless otherwise specified in the admission criteria.

- a. High School students may undertake VET for Secondary Schools training in accordance with Northern Territory Department of Education [VET Delivered to Secondary Students policy](#).
- b. Applicants who are under the age of 18 will be required to provide written consent from a parent or legal guardian.
- c. International applicants who are under the age of 18 must be cared for in Australia by a parent or legal guardian, and be assessed under the [Welfare of International Students U18 Procedures](#).

## English Language Requirements

(12) Entry into all courses, across all modes of delivery and locations, requires applicants to meet the required level of English language proficiency as outlined on the Course Finder on the University [website](#).

- a. Where applicable, international applicants must also satisfy the English language requirements for student visa applications.

## Academic Entry Criteria and Course Specific Entry Criteria

(13) VET course entry criteria are listed as part of the national qualification details determined by the Industry Skills Council and applied by the University.

(14) The University will determine academic and course specific entry criteria for all HE and HDR courses.

- a. Entry criteria are established as part of a course's initial accreditation and may be updated as required.

(15) Minimum academic entry and course specific entry criteria will include relevant competencies, educational achievement and/or work and life experience required for entry.

- a. The University will determine the equivalency of any formal qualifications that an applicant has achieved.
- b. Applicants may be required to undertake additional selection tasks (such as an interview, audition) or tests.
- c. International applicants will have any relevant overseas qualification assessed by using the National Office of Overseas Skills Recognition (NOOSR) published assessments or as documented in current Country Education Profiles issued by Australian Education International, UK National Information Centre (ENIC) or grades awarded under the European Credit Transfer System for completed courses.

## **Educational Access and Inclusion**

(16) The University recognises that a wide range of personal or systemic factors can cause an applicant to face educational disadvantage. Applicants therefore may not always be able to demonstrate their full potential to succeed at tertiary study through the usual University admission processes.

(17) Applicants who are recognised as having faced educational disadvantage include:

- a. Applicants from a school that qualifies for equity adjustments on the basis of their remoteness, participation rate, mean ATAR or Index of Community Socio-Educational Advantage.
- b. Applicants who have experienced educational disadvantage because of their:
  - i. First Nations status;
  - ii. Regional or remote location;
  - iii. Gender identity and/or expression;
  - iv. Ability and/or health status;
  - v. Sexuality;
  - vi. Family status, sole parent responsibilities, or carer responsibilities;
  - vii. Impact of family or gendered violence or abuse;
  - viii. Socio-economic status or financial hardship; or
  - ix. Other applicants able to demonstrate educational disadvantage.

(18) When assessing applicants who face educational disadvantage, the University may therefore take a range of other evidence into account. Evidence considered may include, but is not limited to:

- a. Year 12 subject results, even where applicants do not qualify for an ATAR.
- b. Educational impact statement or recommendation completed by a High School Principal or Year 12 Co-ordinator.
- c. Medical impact statement completed by a registered health professional who is treating you for your condition.
- d. Community Elder recommendations.
- e. Involvement and/or leadership in sporting, performance, community, volunteering, defence, or business activities.
- f. Results from approved supplementary tasks, such as writing tests.

(19) Applicants with disability or who have carer responsibilities for a person with disability are advised to liaise with the University about reasonable adjustments under the [Students with Disability Policy](#), as part of their admission process.

## Process of Admission

(20) Applicants must apply for admission in accordance with the process and timeframes published by the University. Applications may be subject to fees.

### Offers

(21) Applicants will be assessed for an offer of admission based on merit and their suitability against the relevant admission criteria.

- a. The University may establish quotas for courses. When demand exceeds the number of available places, the University will determine the ranking of each application and offer places based on merit or until all available places have been filled.
- b. Applicants for non-quota courses may submit a special consideration request to their relevant Tertiary Admissions Centre or directly to the University Admissions Office. Requests will be reviewed and additional ranks may be applied at the discretion of the Admissions Manager.
- c. The University may decide to create sub quotas for cohorts of students who have experienced educational disadvantage or who are located in the NT.

(22) A conditional offer may be made by the University to:

- a. an International Applicant where:
  - i. The university is waiting on confirmation of the applicant's academic results; or
  - ii. Not all the admission criteria have been met; or
  - iii. Not all necessary documentation has been submitted; or
  - iv. Not all selection tasks have been completed.
- b. a Higher Degree by Research applicant where the University is waiting on confirmation of the application results or another condition as specified by the Dean of Graduate Studies.

(23) Where an applicant does not meet the academic or course specific entry criteria, the University may offer the applicant admission to an alternate course.

- a. Where possible, the completion of the alternate course will provide the applicant with a pathway to their intended course choice.

### Accepting an Offer

(24) Admission to a course will be finalised when an applicant accepts their offer to the course.

- a. Some offers will lapse if not accepted by the specified deadline.
- b. An applicant who does not satisfy the conditions of a conditional offer within the specified time period may have their offer withdrawn.

### Deferral of admission

(25) Applicants may apply to defer their admission to a course for up to one (1) year from when the offer is made.

- a. International applicants who defer their offer will need to satisfy all admission and Genuine Student/Genuine Temporary Entrant visa requirements applicable for a future intake.
- b. Not all courses are available for deferral, as advised on the University [website](#).

## **Change of Course Preference**

(26) Applicants may change their course preference before the advertised closing date.

- a. International applicants can request a change of their course preference directly with the University.
- b. Domestic applicants can change their course preference via the relevant Tertiary Admissions Centre, or MyNextCourse.

## **Withdrawal or Cancellation of an Offer**

(27) The University may withdraw or cancel an offer of admission where:

- a. The offer was made on the basis of incomplete or inaccurate information the applicant or certifying authority supplied;
- b. There are insufficient enrolments to make the course viable, which can only occur if the provider default obligations are not breached; or
- c. An error has been made in the assessing and processing of the application.

## **Refusal of Admission**

(28) The University may refuse admission to any applicant to any course at its discretion, including (but not limited to) where an applicant:

- a. has previously been excluded from the University for any reason.
- b. owes money to the University.
- c. has been excluded or had their enrolment cancelled at any other tertiary educational institution.
- d. is deemed a non-genuine student and/or non-genuine temporary entrant.
- e. Is deemed to pose a risk to the students and/or staff of the University or the wider University community.
- f. may prejudice the reputation, management, good governance or discipline of the University.
- g. has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other tertiary educational institution.
- h. would not be able to lawfully enter University premises for all or part of the duration of a course by reason of a court order.
- i. would be unable to meet the requirements of a course, including but not limited to attendance or participation requirements.

## **Review of Decision**

- a. An applicant may request a review against a determination made under this Policy within ten (10) working days of issue of the formal outcome. The outcome of such a review will be final.

## **Reporting**

(29) The University will aggregate data to monitor, review and report on student success in relation to admission standards, including the allocation of credit, English Language and the basis of admission.

- a. Reports will be provided to relevant management and governance committees to identify common themes, trends and drive improvements.
- b. Reporting will occur on a regular cycle, and every effort will be made not to disclose any details that could identify individual students.

## Section 5 - Non-Compliance

(30) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

(31) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedures](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	28th March 2022
<b>Review Date</b>	27th March 2023
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	5th February 2022
<b>Expiry Date</b>	25th July 2023
<b>Responsible Executive</b>	Lisa-Marie Stones Director Student and Academic Services
<b>Implementation Officer</b>	Georgina Beard Manager Future Students and Admissions
<b>Enquiries Contact</b>	Georgina Beard Manager Future Students and Admissions <hr/> Student Administration