

Replaces, please remove, Section 5.4 Issued 07/07

5.4 ADMISSION

Policy

1. The University shall seek to admit all prospective students who are considered to have a reasonable chance of success in the program for which they apply.
2. The University shall maintain a register of students admitted to a program of study.
3. Admission of a student to a program may be denied if:
 - 3.1 such admission would exceed the quota; or
 - 3.2 the student has not demonstrated sufficient proficiency in specified preliminary studies, as defined in program regulations.
4. Each student's admission shall be subject to the student's acceptance of the Statutes and Academic Regulations of the University.
5. Provision shall be made for students seeking enrolment in individual courses, who wish to enhance their knowledge in particular areas or who wish to undertake individual courses to gain an award from another institution, to be admitted to a non-award program subject to any resource constraints.
6. The University recognises that preparation for tertiary study is not restricted to formal educational attainment and that it may receive applications from persons who have not met the published admission criteria. The Dean shall ensure the maintenance of appropriate records on decisions to admit students where those students have not met the published admission criteria.
7. The University shall support the operation of a State-wide admissions system which permits the University to establish its own criteria for admission.

Regulations

5.4.1 General Regulations

1. Persons seeking admission to programs are required to submit, by the date prescribed in the University Handbook, acceptable evidence that their qualifications satisfy the specified minimum requirements for those programs.
2. Applications for admission to a program shall be made on the prescribed form and lodged in the manner prescribed.
3. Except for international students and students in employer-sponsored and other designated programs, persons seeking admission as commencing students to undergraduate programs shall initially make application through QTAC and are subject to the requirements of that organisation.
4. Students who are, or have previously been, enrolled in an undergraduate program of the University may apply directly to the University to transfer to another undergraduate program of the University.
5. Persons seeking admission to postgraduate programs, or designated undergraduate programs, shall make application directly to the University.
6. Persons who are currently excluded or suspended from another tertiary institution will normally not be prevented from being admitted to a program:
 - 6.1 if the exclusion is more than three years old; or
 - 6.2 if the exclusion is more than one year old and is in a field of study differing from that for which an application has been made.

Admission of persons who are currently excluded or suspended from a tertiary institution in circumstances other than 6.1 and 6.2 above, will be at the discretion of the Dean.

7. The Dean may admit any person to a program offered by that Faculty unless that person has been excluded from all programs of the University.
8. Students' registrations may be cancelled if statements made by students in their admission applications, are shown to be false.
9. Acceptance of an offer of a place shall be taken to constitute acceptance of all published regulations that may pertain to programs and courses, and the lawful instructions of the University and its agents.
10. The Registrar may cancel the registration of students in programs where the students have not been enrolled in any course of those programs for one academic year, and have not sought or been granted leave of absence or deferment. Such students who seek to continue studies at the University must re-apply for admission in the normal way.
11. A student shall be deemed to be no longer enrolled in a program at the University if:
 - 11.1 registration in the program has been terminated; or
 - 11.2 the student has been excluded on academic or disciplinary grounds.

5.4.2 Requirements for Admission

1 Admission to Undergraduate Programs

1.1 Standard Admission

To be admitted, applicants will normally have such minimum Overall Position (OP) or Tertiary Entrance Rank as the University may determine for a specified program in a specified year, based on agreed QTAC schedules which assess formal study at Year 12 or equivalent level, tertiary, preparatory, professional or vocational qualifications or experience.

1.2 Alternative Admission

- 1.2.1 Successful completion of an enabling program (for example the University's Access and Equity program) will qualify applicants for admission to the undergraduate program of their choice provided that other requirements (such as course enrolment requirements) are met.
- 1.2.2 Successful completion of the University's UNIPREP program, in accordance with Faculty requirements, makes applicants eligible for admission to an undergraduate program provided other requirements (such as course enrolment requirements) are met.

1.3 Admission Prerequisites

- 1.3.1 Prerequisites may be required for admission to any of the undergraduate programs offered by the University.
- 1.3.2 Notwithstanding 1.3.1 above, any applicant may be admitted to a program offered by a Faculty if the Dean of that Faculty considered that they have a reasonable chance of success.

1.4 Conditional Offers

In circumstances where applicants do not meet the minimum requirements for admission to a program, the Dean may offer a place subject to stated conditions. Any financial requirements needed to satisfy these conditions will be met by the applicants.

1.5 Other Admission Requirements

Applicants for admission to a particular program may be required to attend an interview and/or audition; present a portfolio or other activity as detailed in the Handbook entry for the particular program.

2 Admission to Postgraduate Programs

2.1 Admission to postgraduate programs will be in accordance with the admission criteria as outlined in the Handbook entry for the particular program.

2.2 Students enrolled in a postgraduate program of the University may apply to transfer to another postgraduate program by applying directly to the University.

3 Admission of International Students

3.1 Other than being required to demonstrate proficiency in the use of the English language, international applicants are subject to the same entry requirements as Australian applicants. Academic qualifications recognised for standard entry are based on comparison of Australian Year 12 (Grade 12) or United Kingdom “A” level examinations, or both. Satisfactory results equivalent to the above levels are, therefore, acceptable for admission.

4 English Proficiency

To be admitted to academic programs below the level of Bachelor degree, international applicants must have an International English Language Test (IELTS) score of 5.5 (or equivalent) provided an appropriate amount of additional English studies and development of study skills are incorporated in the program of study. The decision regarding suitability of the additional materials and the period of the study rests with the Dean of the Faculty responsible for the program, after consultation with USQ International.

To be admitted to academic programs at the level of degree of Bachelor or higher, international applicants must demonstrate their proficiency in the use of the English language by satisfying the requirements of the appropriate category as defined in the following table:

	CATEGORY 1	CATEGORY 2	CATEGORY 3
IELTS	6.0 (or better) no component lower than 5.5)	6.5 (or better) (no component lower than 6.0)	7.0 (No component lower than 7.0)
TOEFL (paper based)	550 (or better) (with minimum test of written English score of 4.5)	570 (or better) (with minimum test of written English score of 5)	600 (With a minimum Test of Written English score of 5)
TOEFL (computer based)	213 (or better) (with essay rating of at least 4.5)	230 (or better) (with essay rating of at least 5)	250 (with an essay rating of at least 5)
TOEFL (internet based)	80 (or better) (with 19 minimum in all bands)	90 (or better) (with 20 minimum in all bands)	95 (or better) (with 22 minimum in all bands)
Alternate Measures	Successfully completed approved foundation studies program offered by an Australian university or equivalent		
	Satisfactory performance on such other test as the University may determine.		
	Applicants who have undertaken a minimum of 2 years formal studies with English as the medium of study.* Applicants will be required to submit documentation to substantiate their claim.		

Should a student meet the academic requirements for Category 1 and 2 but not the English language entry requirement, they may be offered a place to study an appropriate level English language program at USQ.

* This alternate measure is not recognised as appropriate English proficiency for entry to the Bachelor of Nursing.

CATEGORY 1	
Professional Development courses	All courses
Undergraduate	All undergraduate programs except Bachelor of Education, Bachelor of Nursing, Bachelor of Laws
Postgraduate (Coursework)	Master of Information Technology (Professional) and Master of Project Management, Master of Professional Accounting, Graduate Diploma of Business
CATEGORY 2	
Undergraduate	Bachelor of Nursing, Bachelor of Education, Bachelor of Laws
Postgraduate (Coursework)	All postgraduate coursework programs except those nominated in Categories 1 and 3
Postgraduate (Research)	All Masters programs by research All Doctoral programs
CATEGORY 3	
Postgraduate (Coursework) and Postgraduate (Research)	Master of Psychology (Clinical) Graduate Diploma in Learning and Teaching

NB: Tests must have been taken within the previous two years and the most recent demonstration of English proficiency will be used.

5.4.3 Deferment

Policy

1. The University will permit commencing undergraduate students to defer their studies for one year except in those programs for which a Faculty can demonstrate that permitting deferral would jeopardise the conduct of the program.
2. The University will permit commencing postgraduate and honours students to defer their studies only in documented cases of ill health, financial hardship, overseas travel on a student exchange program or acceptance into the Ready Reserve Scheme or for such other reasons as the Academic Board may determine.

Regulations

1 Undergraduate Programs

- 1.1 For programs in which deferral of a QTAC offer is permitted, students must notify QTAC of their intention to defer and may not ask to be considered for any higher preferences.
- 1.2 For programs which a Faculty has determined would be jeopardised by permitting deferral, students will be allowed to defer their studies only in documented cases of ill health, financial hardship, overseas travel on a student exchange program or

acceptance into the Ready Reserve Scheme or for such other reasons as the Academic Board may determine.

1.3 Students who wish to defer their studies in the circumstances set out in regulation 1.2 above must apply in writing to the Academic Registrar and include supporting documentation. The Academic Registrar will notify students of the outcome.

1.4 The University will automatically send enrolment material to deferred students before the commencement of the next academic year.

1.5 Students who have deferred studies for one academic year and who do not then commence studies must reapply for admission.

2 Postgraduate and Honours Programs

Students who wish to defer their studies in a postgraduate or honours program must apply in writing to the Academic Registrar and include documented evidence of ill health, financial hardship, overseas travel on a student exchange program or acceptance into the Ready Reserve Scheme or for such other reasons as the Academic Board may determine.