

Australian Capital Territory

# University of Canberra (Admission) Rules 2017

made under the

*University of Canberra Act 1989, s 40 (Statutes), University of Canberra Admission Statute 1995*

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## **1 Name of instrument**

These Rules are the *University of Canberra (Admission) Rules 2017*.

## **2 Commencement**

These Rules commence on the day they are made.

## **3 Repeal**

The *University of Canberra Admission Rules 2010* are repealed.

## **4 Definitions**

In these Rules:

*academic requirements* has the same meaning as defined in

Provider Agreement or a Memorandum of Agreement with the University of Canberra;

***Education Partner Campus*** means the land owned, occupied and/or identified in an Education Partner Agreement or a Memorandum of Agreement or any replacement campus agreed in writing between the University of Canberra and the Education Partner;

***Education Partner Staff*** means all officers, employees, agents, contractors and other staff engaged by an Education Partner to provide the services or perform, carry out or discharge duties and obligations under an Education Partner Agreement or a Memorandum of Agreement;

***graduate course*** means a course leading to the award of a degree of master, a degree of doctor, a graduate diploma, a graduate certificate or a post graduate degree of bachelor as specified in the Register of Courses kept under the Course Statute and includes a course that has been declared by the Academic Board of the University under the *University of Canberra (Courses and Awards) Statute 2010*;

***qualifying award*** means a degree granted by the university or such other award granted by a university or a tertiary institution in a suitable area of study and approved by the Council or Academic Board as being equivalent to a degree;

***Records Officer*** means the officer of the university appointed as the Records Officer under the Course Statute;

***research student*** means a person who is undertaking a higher degree by research course as defined in the University register of courses, as published at the relevant time;

***student*** has the meaning given by the *University of Canberra (Statutes Interpretation) Statute 2010*;

***teaching period*** means a semester, term or such other period that corresponds to the way in which the course or unit is offered;

***tertiary institution*** means an educational institution at which some or all of the students who attend the institution are taught at the tertiary level of education and includes a university, an institute of technology and a college of technical and further education or other organisation declared by Academic Board or Council to be a tertiary institution for the purposes of these Rules;

***the Act*** means the *University of Canberra Act 1989* and includes statutes and rules made under that Act;

***undergraduate course***

***University grounds*** means land owned and/or occupied by the University and includes buildings on that land and includes land owned and/or occupied by an Education Partner.

*Note* A reference to a statute or rule includes a reference to that statute or rule as repealed and remade since the reference was made, see the Legislation Act, s 102.

*Note* Terms used in these Rules



- (b) the applicant meets any bridging requirements for that course;
  - (c) the documents supporting the application have been verified as true;
  - (d) the applicant holds a valid visa (where applicable);
  - (e) there are appropriate research and teaching facilities available for the course;
  - (f) the applicant has a sufficient knowledge of the English language to enable the applicant to undertake the course;
  - (g) the applicant has a reasonable likelihood of successfully satisfying the academic requirements of the course;
  - (h) the applicant meets any inherent requirements for that course;
  - (i) the applicant meets any additional requirements for the course determined by the Academic Board under rule 10(2); and
  - (j) the applicant:
    - (i) has been granted a Qualifying Award; or
    - (ii) has sufficient academic or professional experience and status in the area of study suitable for the purposes of admission.; and
    - (iii) there is appropriate supervision available.
- (3) Subject to rules 12 and 13, an Admissions Officer may admit an applicant to a course only if satisfied that all of the admission requirements are met.
- (4) If an Admissions Officer is not satisfied that the requirements in rule 10(1) or 10(2) have been met, the Admissions Officer may refuse to admit the applicant to the course or withdraw an offer.
- (5) The Academic Board may refuse an application for admission if;
- (a) the course is not available in the teaching period applied for; or
  - (b) the maximum number of enrolments in a course has been reached in the teaching period applied for.

## **11 Availability of requirements for admission**

The University must ensure that:

- (a) the requirements for admission to a course under these Rules are made readily available to a person who may apply, or has applied, for admission to that course; and
- (b) proper records of the co1 160.94 525.79 TTETBT1 0 0 1 491.5 25-290(a)4(ppli)-3(e)4(d,)

**13 Conditional admission coursework students**

- (1) An Admissions Officer may determine that an applicant is to be admitted to a course subject to meeting conditions specified in a notice given under rule 15(1).
- (2) A determination made under rule 13(1) may include one or more conditions requiring the applicant to:
  - (a) attain a specified standard of work in specified subjects or units of study;
  - (b) complete specified subjects or units of study within a specified timeframe.
- (3) An applicant may only commence a course pursuant to a determination made under rule 13(1), if the applicant agrees to meet the specified conditions to the satisfaction of an Admissions Officer.
- (4) If an Admissions Officer decides it is not satisfied that an applicant has met the conditions set out in a determination made under rule 13(1), the applicant is no longer eligible to undertake that course.
- (5) An Admissions Officer must give a notice to the applicant of a decision made under rule 13(4).
- (6) The

- (a) be sent to the address of the applicant shown in the records of the university;
- (b) set out the reasons why the applicant was refused admission to the course; and
- (c) set out how the applicant may apply for a review of the decision.

- (b) if the person does not enrol in any, or withdraws from all, units for the course in a teaching period – has not obtained permission to defer studies in the course before the time for enrolment for that teaching period expires or has not obtained permission to withdraw from the units; or
  - (c) has transferred to another course; or
  - (b) has provided false or misleading information in relation to their application.
- (2) A person's period of enrolment in a course is to be taken to have commenced on the day on which the person was admitted to the course

### **18 Non-award study**

- (1) A person may apply to a Deputy Vice Chancellor or their delegate for permission to study one or more units offered by the University on a non-award basis.
- (2) The Deputy Vice Chancellor or their delegate may, at their absolute discretion, determine an application for non-award study.
- (3) An applicant granted permission to undertake non-award study under rule 18(2) is taken to be a student for t