

## Postgraduate Programs Admission Policy

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<b>Description</b>	This document sets out the principles and policy which govern the admission of students to the University's programs described in the Postgraduate Qualifications (AQF Level 8 & 9) policy excluding Masters Research programs.

### Related documents

[Postgraduate Qualifications \(AQF Level 8 & 9\) Policy](#)

[Conflict of Interest Policy](#)

[Statement Regarding Integrity of Student Admissions, Scholarships and Prizes Processes and Decision Making at the University](#)

[Schedule A: English Language Qualifications Accepted by Griffith University for Undergraduate, Postgraduate and Higher Degree Research Admission](#)

[Schedule B: Programs for which the Pearson Test of English \(PTE Academic\) does not satisfy English language entry requirements](#)

[Student Administration Policy](#)

[Academic Awards, Programs, Nomenclature and Abbreviations](#)

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

[Structure and Requirements of Qualifications Awarded by Griffith University](#)

[Fees and Charges Policy](#)

[Role Statement Program Director](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

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[\[Definitions\]](#) [\[Admission Principles\]](#) [\[Admission Criteria\]](#) [\[English Language Requirements\]](#) [\[Admission Process\]](#) [\[Excluded Students\]](#) [\[Quotas within Programs\]](#) [\[Transfer to Graduate Entry Medical Program from another University\]](#) [\[Credit\]](#) [\[Readmission\]](#) [\[Appendix A Relevant Officers\]](#)

## 1. DEFINITIONS

**Advanced standing** is the granting of block credit of a trimester /teaching period or more. Advanced standing indicates that the student is deemed to have satisfied all the program requirements that are embedded in the trimester (s)/teaching period(s) for which block credit has been awarded. Advanced standing reduces the number of courses the student must undertake to successfully complete the program.

**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.

**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.

**Commonwealth Supported Places (CSP)** are available to domestic students (see **Citizenship Requirements**) and which are funded partly on the basis of the Commonwealth Grant Scheme and partly through the fee the student is charged, which is called the "Student Contribution".

**Citizenship requirements** to hold a Commonwealth supported place a student must be an Australian citizen; or an Australian permanent resident or holder of an Australian Permanent Humanitarian visa; or be a New Zealand citizen.

**Discipline** refers to a defined branch of study or learning consistent with the field of education classification in the Australian Standard Classification of Education (ASCED). The ASCED includes 12 broad fields of education with each classification further divided into narrow and detailed fields of education. **Same discipline** qualifications are designed to deepen knowledge, skills and application, and **different discipline** qualifications are designed to broaden knowledge, skills and application through further learning.

**Genuine Temporary Entrant (GTE)** is a person whose circumstances indicate that their intention is for a temporary stay in Australia. **Genuine Student (GS)** is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

A person applying to study in Australia must be both a GTE and a GS. Factors considered by the Department of Home Affairs when assessing an applicant's GTE and GS status includes: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.

**International student places** refers to places which are available to international students who hold an Australian student visa.

**Learning profile** is a statement of an applicant's achievements of learning outcomes, knowledge, skills and competencies, supported by appropriate evidence, relevant to the particular program for which admission is sought.

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

**Prior learning** is learning that has taken place prior to admission to a program of the University or prior to undertaking a relevant component of a program.

**Formal learning** is the learning that takes place through a structured program of learning that leads to the full or partial achievement of an officially accredited qualification. Examples of formal learning include study undertaken with other Australian Higher Education Providers and study at recognised overseas institutions. It also includes credentialed programs provided by recognised professional bodies, employers and other authorities.

**Non-formal learning** refers to learning that takes place through a structured program of learning but does not lead to an officially accredited qualification. Examples of non-formal learning are: learning and training activities undertaken in the workplace, voluntary sector or in community-based settings.

**Informal learning** is learning gained through work, social, family, hobby or leisure activities and experience. Unlike formal or non-formal learning, informal learning is not organised or externally structured in terms of objectives, time or learning support.

**Remoteness Areas (RA)** are five (5) areas defined in the geographic classification system ASGC-RA:

RA1 – Major Cities of Australia

RA2 – Inner Regional Australia

RA3 – Outer Regional Australia

RA4 – Remote Australia

RA5 – Very Remote Australia

RAs are determined by the physical distance of a location from the nearest urban centre (access to goods and services) based on population size

**Research** comprises systematic experimental and theoretical work, application and/or development that results in an increase in the dimensions of knowledge. The term **research** includes original, exploratory, experimental, applied, clinically or work-based and other forms of creative work undertaken systematically to increase knowledge and understanding, deploying a range of research principles and methodologies. Research is specified in the AQF learning outcomes for the Masters Degree. The amount and type of research varies in each of the Masters degree qualifications.

## 2. ADMISSION PRINCIPLES

The University is committed to operating a postgraduate admission process which is demonstrably fair, transparent and supported by appropriate and robust policies and procedures.

The University's admission procedures are designed to put into effect the following principles:

- admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer and who are likely to benefit from university study;
- admission offers are made broadly on merit based on demonstrated achievement, especially academic achievement, and are free of patronage, bias and unlawful discrimination;
- admission offers may also take account of other factors such as demonstrated commitment and specific achievements related to particular fields of endeavour;
- through admission, the University seeks to provide access to persons who have experienced educational or social disadvantage and to address the under-representation of specific community groups in university education;
- in its admissions, the University seeks to engage with and serve its communities, including the residents of the region in which the University is located;
- the University may also seek to achieve strategic objectives through its admissions;
- the University may flexibly adjust intakes into programs in response to its strategic objectives and changes in the availability of applicants
- where the number of applicants for admission to a postgraduate program exceeds or is expected to exceed the program's student intake quota, the University may rank applicants or categories of applicants in order of merit for the purpose of admission;
- admission offers are made on the basis of fair and consistent decision-making undertaken with integrity and impartiality by University staff who have relevant knowledge, skills and training.

Applicant selection and admission comply with relevant legislative, regulatory and reporting requirements.

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## 3. ADMISSION CRITERIA

The entry criteria for admission to a postgraduate program shall normally be any bachelor degree (AQF Level 7) from an Australian higher education institution or a qualification recognised as equivalent by the National Office of Overseas Skills Recognition (NOOSR).

For each postgraduate program, the admission criteria shall be specified as part of the program proposal, which is approved by the Academic Committee, on the recommendation of the Programs Committee. The entry criteria for a specific postgraduate program may specify:

- whether the degree is to include study in particular areas or disciplines;
- whether a Bachelor Honours degree is required or another AQF Level 8 qualification;
- whether particular levels of achievement are required;
- whether other prior learning (a combination of formal, non-formal and informal) are acceptable in lieu of a degree;
- whether certain prior study is incompatible with admission to the program;
- whether particular work or professional experience is required;
- whether professional standing/recognition in, or membership of, a professional body is required;
- whether an interview is required; and/or
- whether or not the program is open to international applicants and the minimum English language proficiency requirements.

For admission to the Masters program there may be a requirement for prior learning to be in a related bachelor degree.

For admission to the Masters program there may be a requirement for prior learning to be in an AQF Level 8 qualification.

The volume of learning to be completed for the award of the Masters degree may be less if the entry criteria is a related AQF Level 8 qualification.

Academic Committee, on the recommendation of the Programs Committee and the relevant Group Board may approve formal qualifications in certain fields of study as having sufficient commonality to be considered as being related for the purposes of admission to Masters Degree (Coursework) and (Research).

Applicants who through their prior learning meet the admission requirements for a Masters degree with a shorter volume of learning will either receive an:

- admission offer to a Masters degree of the specified length; or
- admission offer **and** advanced standing into a Masters degree with a volume of learning greater than the applicant is required to complete.

The applicant in seeking admission is to provide full and accurate records of their prior learning. The admission assessment is made by the relevant officer as specified in Appendix A on the records provided by the applicant and may result in an admission offer that includes advanced standing reducing the length of the Masters program and its volume of learning. The applicant in accepting such an admission offer agrees to the length of the Masters program and the volume of learning associated with the award; at no time subsequent to the applicant accepting the offer may the length of the program be varied. An applicant may only enrol in the program to which they have received and accepted an admission offer.

The University has a number of nested qualifications Graduate Certificate/Graduate Diploma, Graduate Certificate/Masters, Graduate Certificate/Graduate Diploma/Masters and Graduate Diploma/Masters. In the case of nested qualifications students are required to meet the entry requirements of the higher award.

Nested qualifications are purposely designed qualifications that enable explicit articulation pathways from one or more AQF level and/or qualification types to meet the requirements of the final and more advanced qualification level and type. Therefore students graduate with one qualification and one testamur. For further information refer to *Academic Awards, Programs, Nomenclature and Abbreviations* policy.

Where a student has taken an exit qualification from a set of nested qualifications, whether by choice or as a requirement, the student may be readmitted to the initial program and proceed to complete the qualification for the program in which they were initially enrolled. The student must undertake further study in the initial program to satisfy the program requirements and may be required to undertake an increased volume of learning to meet the requirements of the qualification type.

### **3.1 Approved Postgraduate Admission Schemes**

#### **3.1.1 Griffith University Rural Priority Access Scheme**

The Rural Priority Access Scheme ensures a minimum of 25% of accepted applicants into the Doctor of Medicine are from a rural background. The definition of rural background for this scheme is having spent five years consecutively or ten year cumulatively in ASGC-RA 2-5, prior to application.

Admission offers for the Griffith University Rural Priority Access Scheme are made directly by the University.

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## **4. ENGLISH LANGUAGE REQUIREMENTS**

International and domestic applicants for whom English is not their first language seeking admission to postgraduate programs are required to meet the following prescribed minimum proficiency standards in English Language to be considered eligible for admission to the University's postgraduate programs:

- A minimum score of 575 on TOEFL (Test of English as a Foreign Language); or
- An internet-based (iBT) TOEFL score of 79 (no sub-score less than 19); or

- A minimum overall band score of 6.5 on IELTS (International English Language Testing System) with no sub-score of less than 6.0; or
- No score less than 3+ in each skill of the ISLPR (International Second Language Proficiency Rating), or
- A minimum grade of C on the Cambridge Certificate in Advanced English (CAE); or
- A minimum grade of C on the Cambridge Certificate of Proficiency in English (CPE); or
- A minimum score of 61 in Pearson Test of English Academic (PTE Academic), with a minimum of 54 in all Communicative Skills #.

# Refer to Schedule B: Programs for which the Pearson Test of English (PTE Academic) does not satisfy English language entry requirements.

English test results must be no more than two years old. Further, ISLPR tests will only be accepted if conducted by ISLPR Language Services.

While the test scores required by the University are the **minimum** for most discipline areas, some programs may require higher levels of proficiency. In particular AQF Level 8 & 9 postgraduate programs in Health disciplines require higher levels of proficiency. The Degree and Career Finder website states the minimum English language proficiency level specific to each program.

Applicants who completed their primary degree in a language other than English and are now permanent Australian residents may also be required to undertake an English Language Proficiency test prior to admission.

Exceptions to these overall requirements are detailed below. These exceptions apply to all programs except where an academic group wishes to mount a case for decision by the Academic Committee via the Programs Committee and in consultation with the Vice President (Global):

- Successful undergraduate and/or postgraduate study was completed in one of the countries listed in Section 1 of Schedule A English Language Qualifications Accepted by Griffith University for Undergraduate, Postgraduate and Higher Degree Research Admission. Supporting documentary evidence is required.
- Successful undergraduate and/or postgraduate study was completed in a country other than those specified in Schedule A within the past five years, and the language of instruction for the studies was English. Applicants must supply a letter from the Principal or Registrar of the institution at which he or she studied, confirming successful full-time study was conducted in English as part of the University's assessment process for verifying the applicant meets the English language requirement.
- Admission is sought to a program offered offshore where instruction is wholly or partially in a language other than English, provided that the Academic Committee has approved the offering of the program in a language other than English and has approved the procedures by which the University assures the quality of the teaching and assessment.
- An international student or a permanent Australian resident has graduated with an Australian higher education qualification.

The Academic Committee may approve variations to the English language requirements stipulated above for specific programs.

Approval for such variations must be obtained through the University's program accreditation processes.

The Vice President (Global), and officers designated by the Pro Vice Chancellor for this purpose, 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. Unsuccessful international applicants who seek a review of a decision to not grant entry on the basis of their English Language proficiency should specify the grounds in writing using the *Review of Decision* form, attach copies of all documents relevant to the decision and address their request for a review of the decision within 10 working days of notification of the decision to the Associate Director, International Administration. The Associate Director, International Administration reviews the case and provides the applicant with the reason for the admission decision. If an error has been made, it will be corrected at the first available opportunity.

An applicant who is dissatisfied with the outcome of a review of the decision not to grant entry on the basis of their English Language proficiency may lodge an appeal under the Student Review and

Appeals Policy within 10 working days of notification of the decision. The responsible officer for determining the appeal under the Student Review and Appeals Policy shall be the Vice President (Global).

The Academic Registrar, and officers designated by the Academic Registrar for this purpose, are responsible for the assessment of domestic 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. Unsuccessful domestic applicants who seek a review of a decision to not grant entry on the basis of their English Language proficiency should specify the grounds in writing using the *Review of Decision* form, attach copies of all documents relevant to the decision and address their request for a review of the decision within 10 working days of notification of the decision to the Senior Manager Domestic Admissions. The Senior Manager, Domestic Admissions reviews the case and provides the applicant with the reason for the admission decision. If an error has been made, it will be corrected at the first available opportunity.

An applicant who is dissatisfied with the outcome of a review of the decision not to grant entry on the basis of an applicant's English Language proficiency may lodge an appeal under the Student Review and Appeals Policy within 10 working days of notification of the decision. The responsible officer for determining the appeal under the Student Review and Appeals Policy shall be the Academic Registrar.

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## 5. ADMISSION PROCESS

An application for admission to a postgraduate program must be lodged via the University's online application.

### 5.1 Admission Offers

During an admission period for a given trimester and teaching period, admission offers are made by application of the admission principles in conjunction with the approved entry requirements and criteria for specific programs to fill the approved quota for the following types of places:

#### 5.1.1 Commonwealth Supported Places (CSP)

For admission to a Commonwealth supported place an applicant shall have:

- i. met citizenship requirements (refer section 1.0 for the definition)
- ii. satisfied any admission requirements and
- iii. gained an offer of a place through a merit-based admission process.

Quotas are applied for admission to Commonwealth Supported Places. Where demand exceeds the number of available places, not all eligible applicants who meet minimum entry requirements may be offered a place. Applicants who are not successful in gaining a Commonwealth Supported Place may be eligible for a Fee-Paying Postgraduate place.

Applicants for admission are required to declare their citizenship status. An applicant who provides inaccurate, incomplete, fraudulent, or misleading information concerning their citizenship status shall have their offer of admission withdrawn and their enrolment terminated.

Applicants must also sign a Request for Commonwealth Assistance form.

A student in a Commonwealth supported place may advise that they do not wish to be in a Commonwealth supported place for a course or courses in which they are enrolled, provided that the advice is given prior to the census date. If the student so advises, they are required to pay the relevant tuition fee for the course or courses.

#### 5.1.2 Fee-Paying Postgraduate (FPPG) Place

For admission to a Fee Paying Postgraduate (FPPG) place an applicant shall have:

- i. met citizenship requirements (refer [section 1.0](#) for the definition);
- ii. satisfied any admission requirements;
- iii. gained an offer of a place through a merit-based admission process; and
- iv. agreed to pay tuition fees as specified in the *Fees and Charges Policy*.

### 5.1.3 International Student Place

To be eligible for an admission offer, an applicant shall be assessed on the basis of the equivalence of the applicant's academic qualifications with study at the required level, their minimum proficiency standards in English Language and agreement to pay tuition fees as specified in the *Fees and Charges Policy*. Where a quota is applied to international student places in a program, the applicant shall have met the conditions to achieve a quota place.

If an applicant is not successful in their application for a program, the University may offer a place for which they are eligible, either in the same program at another campus or location, an alternative program, or a pathway program.

### 5.2 Application Declaration

At the time of submitting their application for admission all applicants are required to complete a declaration, which includes a statement that all information provided for the purpose of admission to the University, is true and correct.

### 5.3 Withdrawal of Admission Offer

Admission offers may be withdrawn if it is determined that such offers were made on the basis of inaccurate, incomplete, fraudulent, or misleading information supplied by the applicant or a certifying authority, or where an applicant is excluded from any tertiary institution or tertiary program, and has not so advised the University, or 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. In the circumstance of supplying inaccurate, incomplete or misleading information the person shall not be eligible to apply for admission to the University for a period of two years and in the circumstance that fraudulent information was supplied, the person is ineligible to apply for admission to the University. The University reserves the right to withdraw offers that have been made as a result of administrative error.

### 5.4 Deferment

Deferment is accepting the offer of a place in the program but deferring enrolment in the program for a specified period, normally one (1) calendar year. Deferment may not be available in programs where admission is based on special selection criteria. The Degree and Career Finder website includes advice if deferment is not available for the program.

### 5.5 Review and Appeal

Applicants for admission to a postgraduate program who are dissatisfied with the outcome of their application for admission may request a review of the decision. A request for a review of an admission decision should specify the grounds in writing using the *Review of Decision* form, attach copies of all documents relevant to the decision and lodge their request for a review of the decision with a Student Centre within 10 working days of notification of the decision for forwarding to the Program Director for the decision to be reviewed. The Program Director reviews the case and provides the applicant with the reason for the admission decision. If an error has been made, it will be corrected at the first available opportunity.

An applicant who is dissatisfied with the outcome of a review of the admission decision may lodge an appeal under the Student Review and Appeals Policy within 10 working days of notification of the decision. The responsible officer for determining the appeal under the Student Review and Appeals Policy shall be the Dean (Learning and Teaching). In instances where the Program Director was the decision maker, the request will be forwarded to the Dean (Learning and Teaching) for the decision to be reviewed. The Dean (Learning and Teaching)'s decision is final.

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## 6. EXCLUDED STUDENTS

### 6.1 Exclusion on the basis of Misconduct

An applicant for admission 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, and if the case has merit it will be referred to the Deputy Vice Chancellor (Academic) who may approve or reject the application.

## 6.2 Exclusion from Griffith University

If the applicant has been excluded from Griffith University for failing to maintain good academic standing, they must seek readmission after exclusion into their program of enrolment as provided for in the University's policy on *Academic Standing, Progress and Exclusion*.

If the applicant has been excluded from Griffith University on the basis of misconduct or for disciplinary reasons they must seek readmission after exclusion into their program of enrolment as provided for in Section 9.5 the University's *Student Administration Policy*

## 6.3 Offer of Admission

If the University makes an offer of admission before becoming aware that the student has been excluded, the University reserves the right to withdraw an offer and terminate the enrolment of any person where an applicant is 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.

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## 7. QUOTAS WITHIN PROGRAMS

The general requirement is that a student receiving an offer of admission to a program is able to undertake all components of the program. Where, for any reason other than course failure, access to a program component is limited by a quota and/or requires the student to undergo a selection process to access the component, this arrangement must be specifically approved by the Programs Committee, must be explicit in the program requirements on the Degree and Career Finder website and must be advised to applicants.

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## 8. TRANSFER TO GRADUATE ENTRY MEDICAL PROGRAM FROM ANOTHER UNIVERSITY

An applicant who is enrolled in a graduate entry medical program (a medical program offered to applicants who have already completed another degree) at another university may apply to transfer to the University's Graduate Entry Medical program, subject to availability of a quota place.

To be eligible, the applicant must:

- provide evidence of exceptional personal, financial or health related circumstances on the basis of which a transfer is sought
- provide evidence confirming a similar curriculum and range of clinical experience consistent with the relevant year level of proposed transfer into the Graduate Entry Medical program
- demonstrate that they are in good academic standing at their current University and that they have not failed or been excluded from their current School of Medicine, by:
  - providing a letter of good standing from their current School of Medicine;
  - supplying an academic transcript;
  - providing evidence of academic performance in their current program equivalent to a credit or higher for all graded years/courses.
- provide documentary evidence of their Graduate Medical School Admission Test (GAMSAT) score\* and GPA\* for prior qualifying degree (academic transcript) or their OP score\* (or equivalent) and GPA\* for a direct entry program (e.g. BMedSc);
- provide written consent for the School to seek confirmation of these results and their interview score\* from Queensland Tertiary Admission Centre (QTAC) / Graduate Entry Medical Schools Application System (GEMSAS) or their current School of Medicine, as necessary.

Transfer into Year 4 will not be granted as University policy requires at least 1/3 of the program must be completed at the University for the award of a Griffith degree.



Transfer from a non-graduate entry program will not be permitted.

Applications for transfer should be sent to the Medical Selections Officer.

\*Scores on all relevant measures must meet the standard set for the relevant student cohort in Griffith's Graduate Entry Medical program to which the applicant seeks a transfer.

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## 9. CREDIT

An applicant receiving an admission offer may apply for credit on the basis of prior study in accordance with the University's *Credit and Recognition of Prior Learning Policy*.

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## 10. READMISSION

The Student Administration Policy provides for students who have discontinued their enrolment in a program to be readmitted to the same program under certain conditions.

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### Appendix A - Relevant Officers

Position	Element
Program Director or nominee	Academic Schools
Admissions Officer	Student Administration
Admissions Officer	Griffith International
External Representative approved by VP (Global)	Griffith International
Medical Selections Officer	Student Administration