

## Undergraduate 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 undergraduate programs (excluding end-on Bachelor Honours degrees as described in the Bachelor Honours Degree (AQF Level 8) Policy).

### Related documents

[Conflict of Interest Policy](#)

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

[Student Administration Policy](#)

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

[Bachelor Degree \(AQF Level 7\) Policy](#)

[Bachelor Honours Degree \(AQF Level 8\) Policy](#)

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

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

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[Schedule C: Griffith Academic Entry Requirements by Country](#)

[Schedule D: Undergraduate Programs with Requisites that are an exception to the Policy](#)

[Schedule E: Year 12 Subject Adjustment Pathway](#)

[Fees and Charges Policy](#)

[Administrative Information for Higher Education Providers: Student Support](#)

[Authority to sign Contracts and Agreements: Schedule of Delegations](#)

[Australian Institute for Teaching and School Leadership \(AITSL\) Selection of Pre-service Teachers](#)

[Academic Standing, Progression and Exclusion Policy](#)

[Review of a Decision Form](#)

[Student Review and Appeals Policy](#)

[\[Definitions\]](#) [\[Principles\]](#) [\[Admission Policy\]](#) [\[Admission Processes\]](#) [\[Internal Transfers\]](#) [\[Excluded Students\]](#) [\[Quotas within Programs\]](#) [\[Credit\]](#) [\[Readmission\]](#) [\[Publication of Admission Outcomes\]](#)

## 1. DEFINITIONS

The following terms used have the meanings shown:

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

- 1.2 **Universities Admissions Centre (UAC):** UAC acts on behalf of the University to process undergraduate admissions.
- 1.3 **Selection Rank:** The basic measure of academic merit for higher education admission purposes, expressed as an Australian Tertiary Admissions Rank (ATAR), Overall Position (OP) or QTAC Selection Rank.
- 1.4 **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.
- 1.5 **Adjustment Factors:** Additional ranks that may be used in combination with an applicant's ATAR/OP/QTAC Selection Rank to derive an applicant's Adjusted Selection Rank.
- 1.6 **QTAC Selection Rank:** A score (99-0) allocated through an admission schedule to represent particular qualifications, education or other experience of an applicant and used to determine the applicant's eligibility for an admission offer and to rank applicants for merit-based selection.
- 1.7 **Overall Position (OP) score:** A tertiary entrance score (1-25) awarded by the Queensland Curriculum and Assessment Authority (QCAA) to eligible students who have completed Year 12 in Queensland.
- 1.8 **Admission Schedule:** An approved schedule by which a Selection Rank is assigned to a particular qualification, experience or characteristic held by an applicant (refer [section 3.1](#)).
- 1.9 **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.
- 1.10 **Vocational Education and Training (VET) study:** This term refers to qualifications equivalent to Certificate, Diploma, Advanced Diploma and Associate Degree.
- 1.11 **Tertiary Education:** This term is inclusive of both higher education and vocational education and training.
- 1.12 **Commonwealth supported places:** (previously known as HECS places): Student places which are available to domestic students (refer 1.13 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".
- 1.13 **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.
- 1.14 **Remoteness Areas (RA):** There are five (5) remoteness 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.
- 1.15 **Census date:** The census date for a course is the effective enrolment date and charges liability date for the course.
- 1.16 **Domestic fee-paying places:** The University no longer offers fee paying places to domestic students commencing an undergraduate program except in circumstances described in the Australian government's "Administrative Information for Higher Education Providers: Student Support". Further information can be obtained from the Senior Manager, Domestic Admissions.
- 1.17 **Domestic student:** 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.

- 1.18 **International student places:** Student places which are available to students who hold an Australian student visa.
- 1.19 **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.
- 1.20 **Griffith University Early Start to Tertiary Studies (GUESTS):** is a program of enhancement which provides high school students with an opportunity to extend their knowledge and skills by completing up to two Griffith University courses on-line, on-campus or at school while undertaking senior secondary school studies. GUESTS does not include the Griffith Business Year 12 Program.
- 1.21 **The Queensland Curriculum and Assessment Authority (QCAA):** A statutory body of the Queensland Government responsible for Queensland school syllabuses, guidelines, assessment, reporting, testing, accreditation and certification services.
- 1.22 **The Queensland Certificate of Education (QCE):** A Queensland school-based qualification awarded to young people who are eligible at the end of Year 12.
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## 2. PRINCIPLES

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

The University's undergraduate admission policy and 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 work and life experience, 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 places in a program is limited by a quota, places will be offered in order of merit of applicants
- 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 POLICY

#### 3.1 Admission Schedules

Admission schedules are used to determine the selection ranks of applicants which are the basis of determining whether an applicant meets the requirements for admission and for determining the order of merit of applicants when admission places are limited by quota. Admission schedules represent equivalencies and relativities between different qualifications and experiences in terms of fitness for and likelihood of success in university study.

The content of admission schedules is based on statistical studies conducted by the University, QTAC and UAC, other universities and organisations; the practices of other universities; the advice of educational authorities; and the judgement of university officers.

Admission schedules may apply to admission to all programs or to specific programs and to all applicants or to specific groups of applicants.

Admission schedules, consistent with this policy, are approved by the Deputy Vice Chancellor (Academic).

#### 3.2 Entry Requirements

The entry requirements for each undergraduate program are approved by Programs Committee on the recommendation of the relevant Group Board.

Where the program is available to applicants on the basis of Year 12 study or equivalent, the entry requirements shall be comprised of the:

- i. admission requirements specified in [section 3.3](#); and
- ii. specification of admission requisites (refer [section 3.9](#)); and
- iii. specification of English language requirements (refer [section 3.10](#));
- iv. specification of other admission criteria (refer [section 3.4](#)) AND / OR
- v. specification of personal competencies criteria (refer [section 3.5](#)).

Where the program is not available to applicants on the basis of year 12 study, the entry requirements shall be specified and approved as part of the program requirements.

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.

#### 3.3 Admission Requirements for Undergraduate degrees available to applicants on the basis of Year 12 or equivalent study

##### 3.3.1 For admission to a Commonwealth supported place

To be eligible for an offer of admission, an applicant shall have:

- i. met citizenship requirements (refer [section 1.13](#) for the definition)
- ii. satisfied any admission requisites (refer [section 3.9](#)); and
- iii. gained an offer of a place through a merit-based admission process; or
- iv. gained an offer of a place with a selection rank equivalent or greater than the lowest selection rank to which an offer was made; and
- v. where a quota is applied to a program, met the conditions to achieve a quota 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 (refer to section 5 of the *Fees and Charges Policy*).

### 3.3.2 For admission to an international student place

To be eligible for an admission offer, an applicant shall be assessed as eligible for admission on the basis of an approved admission schedule giving the equivalence of the applicant's academic qualifications with Australian Year 12 study at the required level. Where a quota is applied to international student places in a program, the applicant shall have met the conditions to achieve a quota place.

## 3.4 Criteria for Admission in addition to or instead of a Selection Rank

For specified programs, selection for admission may be based on other criteria in addition to, in combination with, or in place of a Selection Rank.

Other admission criteria may include:

- performance in an audition
- presentation of a folio of creative work
- level of attainment in specialised tests
- responses in an interview
- demonstrated achievement of specified vocational or professional standards.

The details of other admission criteria, whether used in combination or in place of a Selection Rank, and the way in which such criteria are used to select applicants to receive an offer are approved by Programs Committee on the recommendation of the relevant Group Board.

The other admission criteria are included in the program requirements published on the Degree and Career Finder Website and may be incorporated in an Admission Schedule.

## 3.5 Personal Competencies Statement

For specified programs, selection for admission may be based on personal competencies criteria in addition to, in combination with, or in place of a Selection Rank.

Personal competencies criteria may include:

- Tertiary preparation
- Tertiary maturity
- Independent learning strategies
- Interpersonal and communication skills
- Achievement and experience
- Skills and knowledge

Applicants are required to complete a statement evidencing each personal competency criterion. The personal competencies criteria and the evidence required in assessing applicants are included in an Admission Schedule.

## 3.6 Minimum Age for Admission

Domestic applicants under the age of 17 seeking admission must have completed their secondary studies to year 12 level or completed an AQF Diploma or higher. Domestic applicants who are less than 16 years at the time that they would commence their studies at the University are not normally accepted, unless they are an exceptional case as specified in [3.8](#).

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.

### 3.7 Approved Undergraduate Admission Pathways

The University may establish undergraduate admission pathways for particular purposes, including to:

- meet the needs of its local communities
- provide access to persons who have experienced educational or social disadvantage
- address under-representation of specific groups
- pursue strategic objectives.

Each specific undergraduate admission pathway is approved by the Deputy Vice Chancellor (Academic) and is recorded as an approved Admissions Schedule.

Approved undergraduate admissions pathways are set out in 3.7.1 – 3.7.8. The undergraduate admission pathways described in 3.7.2 – 3.7.5 provide adjustment factors to be used in combination with an applicant's OP/ATAR/QLD Selection Rank to derive an applicant's Adjusted Selection Rank for eligible preferences. An individual applicant is eligible for a maximum adjustment of 8 ranks.

#### 3.7.1 Griffith University's Aboriginal and Torres Strait Islander Equity Pathway

Griffith University's Aboriginal and Torres Strait Islander Equity Pathway provides improved access for Aboriginal and Torres Strait Islander applicants to the University's programs. Admission processes are managed by Aboriginal and Torres Strait Islander staff in the GUMURRII Unit in conjunction with relevant Group and the University's Admissions Office. Applicants for this pathway are required to provide proof of their Aboriginal and Torres Strait Islander descent prior to being offered admission through the pathway. Offers may be made directly or through application to QTAC or UAC.

#### 3.7.2 Gold Coast Campus Priority Access Pathway<sup>#</sup>

The Gold Coast Campus Priority Access Pathway provides improved access to programs offered at the Gold Coast campus to persons who live in the Gold Coast campus catchment area. Applicants meeting these conditions and who have not previously attempted university study are given an adjustment factor of 2 ranks or equivalent.

#### 3.7.3 Logan Campus Priority Access Pathway<sup>#</sup>

The Logan Campus Priority Access Pathway provides improved access to programs offered at the Logan campus to persons who live in the Logan campus catchment area. Applicants meeting these conditions and who have not previously attempted university study are given an adjustment factor of 2 ranks or equivalent.

#### 3.7.4 Year 12 Subject Adjustment Pathway<sup>#</sup>

In recognition that some subjects undertaken by high school students and some external senior studies undertaken by adult learners require a high level of skill and knowledge that better prepare students for the rigour and diversity of higher education study:

- OP eligible students or equivalent interstate students;
- non-OP eligible students or equivalent interstate students; and
- adult learners eligible to undertake the external senior exam;

who successfully complete nominated Year 12 subjects or University studies are automatically granted adjustments to their Selection Rank when applying for study at Griffith in the year following their successful completion of Year 12. A maximum adjustment of 6 ranks is granted on the basis of [3.7.4.1](#) and [3.7.4.2](#).

Programs excluded from this pathway are detailed in the Year 12 Subject Adjustment Pathway website.

#### 3.7.4.1 Year 12 subjects

The Year 12 Subject Adjustment Pathway applies 2 adjustment ranks for each of the Queensland Curriculum and Assessment Authority (QCAA) or equivalent NSW Board of Senior Secondary Studies subject successfully studied, as specified in *Schedule E*.

#### 3.7.4.2 University Studies

The Year 12 Subject Adjustment pathway applies to the Griffith University Early Start to Tertiary Study (GUESTS) program or recognised GUESTS equivalent. For each GUESTS course successfully completed 2 adjustment ranks are granted and a maximum adjustment of 4 ranks for University studies.

The GUESTS program is open to Queensland and NSW high school students, who are OP or ATAR eligible.

As part of the GUESTS program high school students may apply to complete up to two (20CP) undergraduate courses at the University while undertaking their senior secondary school studies (Years 11 & 12). Only one undergraduate course (10 credit points) may be undertaken in any one trimester or teaching period from any mode of study (online, on-campus or at school). Completed undergraduate courses are reported to QCAA and included in the certification for senior secondary school studies.

GUESTS at school programs are approved on behalf of the Deputy Vice Chancellor (Academic) by the Academic Registrar in accordance with Section 1.28 – *Authority to Sign Contracts and Agreements: Schedule of Delegations*.

#### 3.7.5 Educational Access Scheme<sup>#</sup>

The Educational Access Scheme (EAS) grants adjustment factors to applicants who have experienced difficult circumstances that have adversely impacted on their school studies, for the purpose of their application being made equivalent to others considered for a place in the program on the basis of merit.

Assistance provided by the EAS includes the addition of adjustment factors for applications, submitted via QTAC and/or UAC, in order to increase an applicant's Selection Rank. Applicants compete with all other applicants for a place in the program on the basis of academic merit.

The allocation of adjustment factors does not guarantee entry to the University or to the applicant's preferred program. Applicants still need to meet the published Selection Rank for the program.

<sup>#</sup> *The maximum adjustment is capped at 8 for an individual applicant seeking admission by any of these pathways.*

#### 3.7.6 Guaranteed Admission Pathways

*The following admission pathways guarantee entry to applicants into the next available intake for their eligible program in which places are available.*

- OP 1-6 Guaranteed Admission and Griffith High Achiever Guarantee

Applicants who receive an OP of 1-6, an equivalent Queensland Selection Rank or equivalent ATAR are guaranteed a place in the majority of undergraduate programs regardless of the published OP, rank or ATAR for admission to the program.

Details of programs included in this pathway are published on the [Degree and Career Finder website](#).

Admission offers for the OP 1-6 Guaranteed Admission Scheme and the Griffith High Achiever Guarantee are processed by QTAC and UAC.

- TAFE Admission

Applicants studying or who have completed an Australian TAFE Diploma or Advanced Diploma program are guaranteed admission into the majority of undergraduate programs based on their performance in competency-based or graded assessment within a TAFE Diploma or Advanced Diploma.



Admission offers for the TAFE Guaranteed Admission scheme are processed directly by the University.

#### 3.7.7 Logan Campus Direct Admission Pathway

Applicants, excluding current Year 12 school leavers, seeking admission to the University's Logan campus are assessed prior to the formal admission round on the basis of work and life experience. Applicants are afforded an opportunity to demonstrate their skills and commitment for higher education by providing evidence of their prior formal, informal and non-formal learning achievements, aspiration and motivation to succeed.

Admission offers for the Logan Campus Direct Admission Scheme are made directly by the University.

#### 3.7.8 Griffith University Rural Priority Access Pathway

The Rural Priority Access Pathway ensures places in the University's allied Health programs are allocated preferentially to accepted applicants 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 Pathway are made directly by QTAC, UAC and internal transfer.

### 3.8 Exceptional cases

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

Included in this category are exceptionally talented persons who are less than 16 years of age.

For an applicant to receive an admission offer under this category, the relevant Dean makes a recommendation through the Academic Registrar to the Deputy Vice Chancellor (Academic).

### 3.9 Admission Requisites

Requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular program. 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 completion of Year 12 subjects:

- 1) **Prerequisite:** An entry requirement that is compulsory for an applicant to have successfully completed before they are considered for an admission offer.
- 2) **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) **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.

The requisites for admission are specified in the program submission for the introduction of a new program, and as part of the submission are approved by the Programs Committee on the recommendation of the relevant Group Board.

English is the only subject required as a prerequisite for admission into undergraduate programs, with the exception of those programs listed in *Schedule D: Undergraduate Programs with Requisites that are an exception to the Policy*.



A change which lowers the prerequisite requirement may be introduced without notice. Prior notice is required for any change in admission prerequisites for an existing program which introduces new or higher requirements; the period of notice is at the University's discretion.

### 3.10 English Language Entry Requirements

3.10.1 International and domestic applicants from countries defined as English speaking or where English is the primary language of instruction as set out in Section 1 of *Schedule A: English Language Qualifications accepted by Griffith University for Undergraduate, Postgraduate and Higher Degree Research Admission* are exempt from meeting English language entry requirements provided they successfully completed senior secondary studies in English.

3.10.2 International applicants, and domestic applicants for whom English is not their first language, seeking admission to undergraduate programs that are taught and assessed in English, are required to meet the following prescribed minimum proficiency standards in English language to be considered eligible for admission for study; unless otherwise specified on the Degree and Career Finder website:

- A minimum overall band score of 6.5 on IELTS (Academic) (International English Language Testing System) with no sub-score of less than 6.0;
- A minimum score of 575 on TOEFL (Test of English as a Foreign Language); or
- An internet-based (iBT) TOEFL score of 79 (no score less than 19);
- 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 58 in Pearson Test of English Academic (PTE Academic)#.

English test results must be no more than two years old at the time of the applicant's enrolment as a student.

# Refer to *Schedule B: Programs for which the Pearson Test of English (Academic) does not satisfy English Language Entry Requirements*.

3.10.3 For the purpose of admission, the University recognises the following English language admission pathways as consistent with the English language entry requirements, unless otherwise stated for a specific program on the [Degree and Career Finder website](#) entry and complementary websites linked to Degree and Career Finder. Supporting documentary evidence is required for the purpose of the University assessing and verifying the applicant meets English language requirements.

- i. completed equivalent senior secondary, post-secondary, or degree-level study or equivalent in one of the countries listed in Sections 1.0 of *Schedule A: English Language Qualifications accepted by Griffith University for Undergraduate Postgraduate and Higher Degree Research Admission*.
- ii. Satisfactory completion within the past 5 years of one of the following:
  - a. one of the qualifications specified in Sections 1.1.3, 1.1.4 and 1. 2 of *Schedule A: English Language Qualifications Accepted by Griffith University for Undergraduate Postgraduate and Higher Degree Research Admission*
  - b. a senior secondary or post-secondary qualification in a country other than those specified above with English as the language of instruction and assessment/examination, and gaining a satisfactory pass in English in the final year. Applicants must supply a letter from the Principal or Registrar of the institution at which they studied, confirming successful full-time study was conducted in English as part of the University's process for assessing and verifying the applicant meets the English language requirement.

- c. at least two years full-time equivalent study in an associate degree, degree or equivalent where the language of instruction and assessment for the entire two years was in English
  - d. the Griffith English Language Institute (GELI) Direct Entry Program (DEP) for international applicants only and where it is listed as meeting the English language requirement for the specified program on the Degree and Career Finder website entry.
  - e. admission is sought to a Griffith program offered off-shore where instruction is wholly or partially in a language other than English, provided that the Programs 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.
- 3.10.4 The Vice President (Global), and officers delegated 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 admissions schedules.
- 3.10.5 The Academic Registrar and officers delegated 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 admissions schedules.
- 3.10.6 Variations to English Language Entry Requirements
- The Programs Committee may approve variations to the English language entry requirements stipulated above for specific programs. Approval for such variations must be obtained through the University's program approval process and communicated to students via the Degree and Career Finder website entry for the specified program.

### 3.11 Application Declaration

All applicants are required to complete a declaration at the time of submitting their application for admission, which includes a statement that all information provided for the purpose of admission to the University, is true and correct. An applicant who provides inaccurate, incomplete, fraudulent, or misleading information shall have their offer of admission withdrawn; and their enrolment terminated. An applicant who provides inaccurate, incomplete, or misleading information shall not be eligible to apply for admission to the University for a period of two years. An applicant who provides fraudulent information shall not be eligible to apply for admission to the University.

## 4. ADMISSION PROCESSES

### 4.1 Admission Quotas

#### 4.1.1 Domestic Students

For each trimester, quotas for Commonwealth supported places in each undergraduate program are approved by the Deputy Vice Chancellor (Academic) on the recommendation of the relevant Group Pro Vice Chancellor. During an admission offer round, changes may be made to quotas on the recommendation of the relevant Group Pro Vice Chancellor.

#### 4.1.2 International Students

Quotas for international fee-paying places may be set to ensure that sufficient resources are available to support the students.

Where applicable, quotas for international fee-paying places may be approved by the Deputy Vice Chancellor (Academic) on the recommendation of the relevant Group Pro Vice Chancellor.

### 4.1.3 Rural Domestic Students

Quotas for domestic students who have lived in an Australian rural area, ASGC-RA 2 to 5, for specified periods of time may be approved by the Deputy Vice Chancellor (Academic) on the recommendation of the relevant Group Pro Vice Chancellor for specific undergraduate programs. During an admission offer round, changes may be made to quotas on the recommendation of the relevant Group Pro Vice Chancellor.

## 4.2 Offers

During an admission period for a given trimester, admission offers are made by application of the admission policy to fill the approved quota (in the case of Commonwealth supported places) or up to the approved quota (in the case of international fee-paying places), using historic or estimated offer to enrolment ratios.

The University may determine that a particular applicant is to be made an offer in a program regardless of ranking or eligibility for the program. Offers may be made to certain types of applicants including:

- Aboriginal and Torres Strait Islander applicants under the equity pathway
- applicants from the University's equity access and regional engagement programs
- applicants to a program where other selection criteria have been specified for admission.
- fixing an admission error or anomaly or to manage the lowest selection rank where it is difficult to distinguish between similarly ranked applicants, or to ensure consistency of assessment between Tertiary Admission Centres.

Admission offers are made by the Academic Registrar and staff delegated by the Academic Registrar with authority to make particular categories of admission offers on the basis of this admission policy and on the recommendation of the relevant Dean, where applicable. For admission offers to programs which are not accessible to Year 12 applicants, the relevant Program Director makes recommendations on offers to be made on the basis of the approved entry requirements.

Offers made through QTAC or UAC are made on the authority of the Academic Registrar.

Offers for programs at the Queensland Conservatorium are made on the recommendation of the Director, QCGU.

For admission offers to international student applicants, the Vice President (Global) is the designated authority to make offers on the basis of this admission policy and on the recommendation of the relevant Dean, where applicable.

University staff responsible for making admission decisions and offers of admission are to disclose any personal relations with an applicant in accordance with the Conflict of Interest Policy. Records of such disclosures are made and retained by the University for a period of 10 years.

## 4.3 Acceptances, Lapsing of Offers

A person receiving an offer of admission must respond to accept the offer by the process which is specified in the notice of offer and by the due date which is specified in the notice of offer.

Where the admission offer is made through QTAC, the applicant must notify their acceptance of the offer to QTAC as well as following the enrolment procedure specified by the University. An applicant receiving an admission offer through UAC should enrol directly with Griffith.

If an applicant fails to accept the admission offer by the due date specified in the notice of offer, the offer will lapse.

An applicant may apply to reinstate a lapsed offer. The authorised officer ([section 4.2](#)) may reinstate a lapsed offer if places are still available in the relevant program and student category.

## 4.4 Deferment

Deferment is accepting the offer of a place in the program but deferring enrolment in the program for a specified period, normally one year. Deferment may not be available in programs where admission is not based on Selection Rank, places are limited by a quota or it is the last offering

of a program for admission. The [Degree and Career Finder website](#) includes advice if deferment is not available for the program.

An applicant receiving an admission offer through QTAC who wishes to defer admission must respond to QTAC selecting the deferment offer response option. The applicant should not enrol or pay fees to the University in response to their QTAC offer. An applicant receiving an admission offer through UAC who wishes to defer admission must respond to Admissions by mail or e-mail [deferred@griffith.edu.au](mailto:deferred@griffith.edu.au).

If an applicant wishes to commence the program prior to the conclusion of the one year deferment period such a facility is only available in some programs and the applicant must inquire whether this is possible in their particular program.

An applicant receiving an admission offer directly from the University who wishes to defer admission must respond to the notice of offer by advising of their request for deferment.

The University notifies all persons who have an approved deferment of admission.

In order to enrol at the end of the period of deferment, the applicant must notify the University of their intention to take up their deferred offer by the date specified on the University's correspondence. If no response is received by the due date, the offer of a deferred place will lapse. Applicants are not entitled to hold a deferred place and apply for other programs. If an applicant holding a deferred offer wishes to apply for other programs, other than Griffith University programs, they must apply through QTAC or UAC and if they do so, their deferred place automatically lapses.

An applicant's deferred place may be withdrawn if they are subsequently excluded from another higher education institution on misconduct, disciplinary or academic reasons, or if they apply for admission to other programs.

Where an applicant's deferred place is for a program that has been withdrawn since the offer was made the student shall be advised of an alternative program or programs available and provided with the opportunity to apply for an internal transfer in accordance with [section 5.1](#).

#### **4.5 Review and Appeals**

Unsuccessful applicants who seek a review of an admission decision should specify the grounds in writing using the *Review of a Decision* form, attach copies of all documents relevant to the decision and address their request for a review of the decision in the first instance to the Senior Manager, Domestic Admissions (for domestic students) or the Associate Director, International Administration (for international students) within 10 working days of notification of the decision. The Senior Manager, Domestic Admissions or Associate Director, International Administration reviews the case and provides the complainant with the reason for the admission decision. If an error has been made, it will be corrected at the first available opportunity.

If the complainant is still not satisfied with the explanation for the rejection of their admission application, the applicant may lodge an appeal with the Academic Registrar (for domestic students) or the Vice President (Global) (for international students) within 10 working days of notification of the decision (refer *Student Review and Appeals Policy*).

#### **4.6 Withdrawal of Admission Offer**

The University reserves the right to withdraw an offer and cancel the enrolment of any person where an offer was made on the basis of inaccurate, incomplete, fraudulent or misleading information supplied by the applicant or a certifying authority, where an applicant is excluded from any higher education institution or higher education program at any time, 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 such circumstances, the person shall not be eligible to apply for admission to the University for a period of two years, with the exception of a person who provides fraudulent information who shall not be eligible to apply for admission to the University.

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## **5. INTERNAL TRANSFERS**

A student may only enrol in the program to which they have received an admission offer.

### **5.1 Transfer to another Program before commencing study**

Applicants who have received an admission offer and who have not yet commenced study in the program to which they have been admitted, and who wish to change to another program, may make application to the Senior Manager, Domestic Admissions (in the case of domestic students) or to Associate Director, International Administration in the case of international students. If the applicant meets all the requirements for admission to the new program, and if there are still places available in the new program, depending on the timing of the request, the request to transfer may be approved.

### **5.2 Transfer to another program - current and previously enrolled students**

A student who has been enrolled in a Griffith undergraduate program may apply to transfer to another Griffith undergraduate program by internal transfer. Internal transfer applications must be received by the advertised closing dates.

To be eligible for internal transfer, the student:

- must fulfil all requirements for admission to the new program, including admission requisites, and in the case of:
  - a Commonwealth supported student, have an admission rank(\*) at least equal to the lowest adjusted selection rank to which an offer was made for the program in the most recent QTAC major admission round; or
  - an international student, have met the academic performance level specified for internal transfers of international students; and
- must satisfy special selection criteria, where applicable; and
- must not have been excluded from a Griffith program (refer [section 6](#)); and
- there must be places available in the program.

(\* determined by the relevant admission schedule for prior tertiary study)

### **5.3 Transfer from domestic fee-paying place to Commonwealth supported place**

Except where specifically excluded, a domestic fee-paying student may apply to transfer to a Commonwealth supported place in the same program. To be eligible for a Commonwealth supported place the criteria specified in [5.2](#) is to be satisfied.

### **5.4 Transfer from International fee-paying place to Commonwealth supported place or domestic fee-paying place**

If an international student provides evidence of becoming a permanent resident of Australia, they may seek to transfer to a Commonwealth supported place or domestic fee-paying place, as provided for in the *Fees and Charges Policy*.

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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 for 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, Progression 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 an applicant receiving an offer of admission to a program is able to undertake all majors, and other components of the program. Where, for any reason other than course failure, access to a major, or other component is limited by a quota and/or requires the student to undergo a selection process to access the major, or other 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. CREDIT**

A person receiving an admission offer may apply for credit on the basis of prior study according to the University's *Credit and Recognition of Prior Learning Policy*.

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## **9. 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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## **10. PUBLICATION OF ADMISSION OUTCOMES**

Information about the previous year's admission outcomes is published for each undergraduate program on the University's website.