

Admissions Procedures

1. Purpose

- 1.1 These procedures support the implementation of the [Admissions and Recognition of Prior Learning Policy](#) (the policy) for all programs of study offered by UTS, other than short courses.

2. Scope

- 2.1 The scope of [the policy](#) also applies for these procedures.

3. Principles

- 3.1 In addition to the principles outlined in [the policy](#), the following principles apply for these procedures:
- Where a decision is taken which adversely affects another student, the affected party is entitled to an explanation of the decision.
 - Staff must not contact other third-level institutions in relation to qualifications of individual UTS applicants, except for verification in writing about an applicant's qualifications.

4. Procedural statements

- 4.1 Through [the policy](#), Academic Board has authority for approving admissions requirements and standards for all award and non-award courses (in line with the [Delegations](#) (section 4.4)), including:
- admissions selection algorithms
 - English language requirements
 - language requirements for courses where subjects or research is undertaken in a language other than English (LOTE)
 - minimum ATAR, lowest selection ranks and guaranteed entry ATAR.
- 4.2 Admissions selection criteria is published annually by the [Courses Accreditation Committee \(CAC\)](#).

Determining intake loads

- 4.3 Each year, faculty deans or their nominees, in consultation with the Provost, will determine intake loads for each undergraduate award course offered by their faculty.

Current school leavers (CSL)

- 4.4 Admissions to UTS courses for domestic current school leavers (CSL), for Commonwealth supported and fee-paying places, are normally managed via the Universities Admissions Centre (UAC) on the basis of performance in the final years of secondary study, as indicated by an ATAR.
- 4.5 An interview or personal statement may be included as part of the selection process, with adjustment points added to a student's ATAR to determine their selection rank. This will be described in the relevant UAC selection algorithm approved annually by Academic Board.

Non-current school leavers (CSLX)

- 4.6 Applications for admission from domestic non-current school leavers (CSLX) for Commonwealth supported places are normally assessed through UAC on the basis of academic qualifications and additional information on educational and work experience.
- 4.7 CSLX applicants who have previously completed Year 12 (or equivalent) but have not attempted any further studies, will be considered for admission on the basis of their ATAR.
- 4.8 CSLX applicants who have completed further studies may have their ATAR adjusted in accordance with the relevant UAC selection algorithm (approved by Academic Board on an annual basis).
- 4.9 CSLX applicants who have not previously completed Year 12 (or equivalent) will be considered for admission on the basis of previous studies completed and/or work experience; a Special Tertiary Admissions Test (STAT) may be required.
- 4.10 CSLX applicants for certain award courses may be required or offered the option to submit a personal statement, portfolio or questionnaire. Selection for such courses will be made on the basis of academic qualifications and the additional information provided.

International applicants

- 4.11 International applicants must have appropriate educational qualifications, assessed by UTS International as equivalent to qualifications required by domestic applicants. A personal statement, questionnaire, interviews or portfolio may be included as part of the selection process.
- 4.12 International applicants who have completed Australian Year 12 studies may apply through UAC on the basis of their ATAR. All other international applicants must apply directly to UTS, and are assessed by UTS International.
- 4.13 International undergraduate and postgraduate coursework applicants who are covered by an approved articulation agreement/arrangement must meet the selection criteria approved by Academic Board as part of the agreement.
- 4.14 International postgraduate coursework applicants not covered by an articulation agreement must meet the selection criteria approved by Academic Board. International

undergraduate applicants not covered by an articulation agreement must achieve an equivalent ATAR not less than the level determined by the Provost, in line with the following principles approved by Academic Board.

<p>For the faculty of science</p> <ol style="list-style-type: none">1. The ATAR for all Bachelor of Advanced Science courses are to be set at 85.2. All courses with an ATAR of 80 or above to be set at 80.3. All courses with an ATAR less than 80 but greater than or equal to 75 to be set at 75.4. All courses with an ATAR below 75 to be held at the same level as the local ATAR.
<p>For all other faculties</p> <p>Five points below the minimum ATAR set for the main round offer of the current year, except where:</p> <ol style="list-style-type: none">i. the minus five (-5) ATAR results in an ATAR below the UTS matriculation requirement of an ATAR of 69, and/orii. the international ATAR set in the previous year was more than five points below the current year ATAR. <p>In the latter, the recommended ATAR will be maintained at the current year level. This latter approach accommodates the practice of some faculties that set multi-year 'base' international ATARs, which are left in place regardless of fluctuations in the ATAR.</p>

4.15 An equivalent ATAR is calculated by UTS International using relevant recognised sources such as UAC, Country Education Profiles (CEP), the UK NARIC as appropriate.

4.16 The Provost will approve the minimum ATAR required for international admissions for the following year with reference to the UAC Main Round cut-offs for domestic admissions for the current year.

4.18 Non-award Study Abroad and Exchange students will be assessed according to the selection criteria approved by Academic Board

Admissions to UTS programs

Bachelors degree programs

4.19 Applicants will apply for admission to a bachelors degree program through one or more of the following means:

- UAC for domestic applicants undertaking an Australian year 12 qualification (or equivalent) prior to the year of entry
- UAC for international applicants undertaking an Australian year 12 qualification prior to the year of entry
- direct application to UTS International for all other international applicants
- direct application for domestic applicants for courses with a relevant direct entry scheme
- UTS special admissions schemes (statement 4.22 in these procedures)
- direct to UTS International for international applicants coming via a recognised foundation studies program (see [appendix 1](#) for information), or
- direct to UTS International if for international applicants via other external articulation arrangements as approved by UTS from time to time.

Bachelor honours degrees

4.20 Applicants for admission to a one-year full-time (or equivalent) bachelor honours degreeⁱ (as defined in [Schedule 1, Student Rules](#)) must apply directly to UTS, providing the necessary supporting documentation as determined by the relevant faculty. These applications are assessed by faculties and admissions are coordinated by either the Student Administration Unit (SAU) for domestic students or UTS International for international students.

Recognition of prior learning (RPL)

4.21 Applicants are required to provide the information specified and meet the processing deadlines set by UTS in relation to RPL applications. Further guidance is provided in the [Recognition of Prior Learning Procedures](#).

Admissions schemes at UTS

4.22 The following special admissions schemes are available at UTS as approved and amended by Academic Board from time to time in line with [the policy](#).

UTS special admissions schemes

Name	Overview	Responsible owner(s)
Elite Athletes and Performers	This special admissions scheme is for undergraduate applicants who compete or perform at an elite level and whose sport or performance commitments have impacted on their studies.	UTS Elite Athlete Program
Humanitarian access	A support package for students with a refugee background to access and succeed in higher education.	Multiple owners and schemes
inpUTS educational access scheme	Open to current and non-current school leavers who have experienced educational disadvantage during years 11/12.	UAC
Jumbunna Pathways Program	The Jumbunna Pathways Program offers prospective undergraduate Aboriginal and Torres Strait Islander students an opportunity to illustrate their capability for higher education via a testing, assessment and interview process.	Jumbunna
Schools Recommendation Scheme	An extension of inpUTS targeting students experiencing financial hardship or attending an equity-funded school.	Equity and Diversity Unit
Year 12 subject scheme	This scheme is for current school leavers and awards adjustment points towards a student's selection rank, based on their performance in selected high school subjects with direct relevance to their chosen	UAC

ⁱ This does not include awards on the basis of meritorious results in a subject, for example, an award 'with honours' or 'with distinction'.

Name	Overview	Responsible owner(s)
	course. The selection rank is a combination of ATAR and any applied adjustments.	

Verification of qualifications

4.23 Students applying through UAC must submit evidence of their qualifications for verification in line with the procedures outlined in the UAC Guide.

4.24 Direct applicants must normally provide to UTS:

- an original or certified copy of their transcript
- an original or certified copy of their degree/diploma/certificate
- and, where relevant:
- an original or certified copy of evidence of work experience on official company letterhead
- a certified official translation of any document not in English.

4.25 Alternatively to statement 4.24, direct applicant qualifications may be accepted if they are verified according to documentation verification procedures as set out in the UAC Guide.

4.26 Staff must report to their supervisor any admissions application with suspected fraudulent documents, falsified documentation or untrue information. Action may be taken under [Rule 5.6](#).

4.27 Any document submitted with an admissions application should be verified with the organisation who has, or is claimed to have, issued the document.

Provision of additional information for admissions

4.28 Faculties may choose to request portfolios, personal statements, questionnaires and/or interviews as part of the application process, in order to provide additional information to assess suitability and eligibility for some UTS courses. This may result in an adjustment to the ATAR to determine the selection rank as described in the relevant UAC selection algorithm approved annually by Academic Board.

4.29 Criteria for the assessment of these additional information components for coursework courses must be determined by the relevant faculty board, included in the annual selection criteria submission to CAC and approved by Academic Board.

4.30 Criteria for the assessment of these additional information components for graduate research courses must be determined by the relevant faculty board, submitted to the Higher Degree Research Board and approved by Academic Board in line with [Rule 5.8.2](#).

4.31 Approved criteria for the assessment of additional information must be available to applicants upon request from the relevant faculty.

4.32 While inherent requirements are not considered as part of the admissions processes, staff and students should be aware of all course requirements and their impact on the

potential for course progression or completion. UTS will, where it is within the power of the university to do so, make reasonable adjustments to support all students.

Excluded students

- 4.33 In line with [section 10, Student Rules](#), students may not apply for admission to UTS during a period of exclusion from UTS or any other higher education institution.
- 4.34 Applicants who have completed a period of exclusion must disclose any details of their exclusion and reapply for admission through the relevant application process outlined in [the policy](#), these procedures and [section 5, Student Rules](#).
- 4.35 In addition to the provisions outlined in [Rule 5.9.3](#), all applicants who have been previously excluded for unsatisfactory performance from a course of study at UTS or any other higher education institution must, by the approved timeframes:
- meet the admissions requirements of the course they wish to attend, and
 - demonstrate, through a written statement, they have an improved likelihood of success upon admission or readmission.
- 4.36 In addition to the provisions outlined in [Rule 5.9.3](#), all applicants who have been previously excluded for misconduct from a course of study at UTS or any other higher education institution must, by the approved timeframes:
- meet the admissions requirements of the course they wish to attend, and
 - outline, through a written statement, why they should be considered for admission or readmission.
- 4.37 Any applicant who does not disclose details of any period of exclusion will have their application suspended and action may be taken under [Rule 5.6](#).

5. Procedural ownership and support

5.1 Procedures owner

The Deputy Vice-Chancellor (Education and Students), in consultation with the Provost, is responsible for approving and enforcing these procedures under the [Admissions and Recognition of Prior Learning Policy](#), ensuring its statements and principles are observed.

5.2 Procedures contacts

The Director, Student Administration Unit (SAU) and the Director, UTS International are responsible for the implementation of this policy and act as primary points of contact for advice on implementing its provisions.

6. Definitions

These definitions apply for these procedures. These are presented in addition to the definitions outlined in [Schedule 1, Student Rules](#) and the [Admissions and Recognition of Prior Learning Policy](#).

Current school leavers (CSL) mean a person who will complete or has completed a recognised Australian Year 12 qualification or overseas equivalent in the year immediately preceding admission.

Direct applicants means individuals that are required to apply directly to UTS in line with the policy and procedures, rather than via UAC or another entry means.

Intake loads determine, for each course, the minimum ATAR required (minimum selection rank) for admission of Commonwealth supported and fee-paying students to that course.

Selection rank means the ATAR plus any adjustment factors.

7. Approval information

Procedures contacts	Director, SAU and Director, UTS International
Approval authority	Deputy Vice-Chancellor (Education and Students)
Review date	2022
File number	UR19/1201
Superseded documents	Admission Procedures (2011)

Version history

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor (Education and Students)	11/04/2019	16/05/2019	New procedures
1.1	Deputy Director, Corporate Governance (Delegation 3.14.2)	19/11/2020	24/03/2021	Amendment to change UTS Insearch to Insearch Limited.
1.2	Director, Governance Support Unit	24/08/2021	13/09/2021	Changes made to reflect name change of Graduate Research School Board to Higher Degree Research Board.

Web version

[Admissions Procedures](#)

References

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

[Courses Accreditation Committee \(CAC\)](#)

[Delegations](#)

[Recognition of Prior Learning Procedures](#)

[Register of Admissions Standards](#) (Staff Connect)

[Student Rules: Rule 5.6, Rule 5.8.2, Rule 5.9.3, section 5, section 10, Schedule 1](#)

UTS special admissions schemes:

- [Elite Athletes and Performers](#)
- [Humanitarian access](#)
- [inpUTS educational access scheme](#)
- [Jumbunna Pathways Program](#)
- [Schools Recommendation Scheme](#)
- [Year 12 subject scheme](#)

Appendix 1. Foundation studies courses and their recognition at UTS

The following statements outline the types of foundation studies courses and the manner of their recognition at UTS:

1. The UTS Foundation Studies program offered by Insearch Limited is assessed based on the UAC assessment schedule B1017.
2. Australian foundation programs should be listed in UAC assessment schedules and assessed based on B1010–B1017 for 'Differentiated Tertiary Preparation Courses based on Full Time Equivalence' (FTE).
3. All other Australian foundation programs not listed in these assessment schedules (covered in 1 or 2 above) are assessed based on UAC assessment schedules B1110–13 for 'Undifferentiated Tertiary Preparation Courses based on Full Time Equivalence (FTE)'.
4. An overseas foundation program listed in the UAC Preparatory assessment schedule is assessed based on the relevant UAC schedule.
5. In all other cases, endorsement for recognition of a foundation studies course must be made to CAC by the Deputy Vice-Chancellor (International) following consideration of a due diligence report prepared by UTS International. This due diligence report must be submitted to the Office of the Deputy Vice-Chancellor (Education and Students) for consideration by the Associate Deans (Teaching and Learning) Network before submission to CAC. CAC's endorsement is then forwarded to the Provost for approval. In exceptional circumstances, endorsement through executive action may be sought from the Chair, CAC.
6. All foundation programs approved for admission under point 5 (above) must be included in the annual selection criteria submission to the CAC for reporting to Academic Board. This must also be captured in the [Register of Admissions Standards](#) (Staff Connect) maintained by the University Academic Programs Office (UAPO).