Edith Cowan University
POLICY

Policy Title: **Admissions**

Policy Owner: **Senior Deputy Vice-Chancellor**

Keywords: **Admissions** **Pathways** **English** **Awards**

Policy Code: **PL038**

1. INTENT

This policy articulates the principles for determining admission into all Courses at the University and the Pathways through which eligibility for Course entry can be demonstrated. The policy considers the requirements of, and has regard to the:

(a)   Higher Education Standards Framework (Threshold Standards) 2015;
(b)   Australian Qualifications Framework (AQF);
(c)   AQF Qualifications Pathways Policy;
(d)   National Code of Practice for Providers of Education and Training to Overseas Students 2018;
(e)   National Office of Overseas Skills Recognition (NOOSR);
(f)   Country Education Profiles issued by Australian Education International; and
(g)   grades awarded under the European Credit Transfer System for completed Courses.

2. ORGANISATIONAL SCOPE

2.1   This policy applies to applicants for Courses at all campuses and study locations, taught in all study modes, including those Courses delivered in partnership with third party providers.

2.2   This policy is to be read in conjunction with the University Statute No. 30 Admission, Enrolment and Academic Progress and the University Rules: Admission, Enrolment and Academic Progress Rules.

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3. DEFINITIONS

The University Glossary and the following definitions apply to this policy [use where there are specific policy related definitions]:

TERM	DEFINITION
Academic Admission Band	One or more requirements that an applicant must meet in order to gain admission into a Course. Each Course is assigned an Academic Admission Band appropriate for that Course.
Academic Board	The board established by section 18 of the Edith Cowan University Act 1984.
ATAR	Australian Tertiary Admission Rank.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in the Australian education and training system.
Course	A program of study approved for delivery.
EFTSL	Equivalent Full-time Study Load.
English Language Band	One or more English language requirements that an applicant must meet in order to gain admission into a Course. Each Course is assigned an English Language Band appropriate for that Course.
Inherent Requirements	Essential abilities, knowledge, skills and behaviours required to achieve the learning outcomes of the Course or Unit, ensuring the University's learning, assessment and professional accreditation requirements are preserved.
Pathway	The pathway through which an applicant gains entry to the University.
Precedent Database	The University's publicly available database containing records of approved credit transfer arrangements and qualification equivalency.
RTO	Registered Training Organisation.
School Leaver	An applicant seeking entry to the University who is either a current year 12 student at secondary school or is completing the equivalent of 12 years of schooling through an RTO or TAFE.
TAFE	Technical and Further Education.

4. POLICY CONTENT

Principles

4.1 The University's application processes, and entry requirements are transparent, equitable and clearly communicated to prospective applicants. The University ensures that assessments of eligibility for admission and Course offers:

  a) are based on merit and demonstrated achievement, especially academic achievement, and are free of patronage, bias and unlawful discrimination;

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b) enable access to tertiary study to persons who have who have experienced educational disadvantage or are from a group underrepresented in higher education including regional and remote communities;

c) take account of other factors such as work and life experience, demonstrated commitment and specific achievements related to particular fields of endeavour; and

d) are equivalent for domestic and international applicants.

4.2 Admission offers are made to applicants who are judged to have the academic preparation/background and proficiency in English considered necessary to succeed in their intended Course. The University ensures that:

a) applicants satisfy the minimum English language entry requirements for the relevant English Language Band for a Course, as set out in Attachment 1 and the Precedent Database;

b) applicants meet the academic and other requirements for the relevant Academic Admission Band for a Course, as set out in Attachment 1;

c) applicants meet the minimum age requirements, as set out in Attachment 2;

d) applicants meet any published pre-requisites required for each Course;

e) applicants meet any other published requirements of each Course, including any Inherent Requirements;

f) in the performing and creative arts disciplines, applicants demonstrate capability as required for each Course; and

g) in Courses where places are limited by a quota, places are offered taking account of the factors in 4.1.

4.3 Admission and any Inherent Requirements are approved by the Academic Board and are regularly reviewed. The University ensures that all admission requirements:

a) are consistent with the Australian Qualifications Framework (AQF);

b) support Pathways between AQF qualification levels and/or Courses in accordance with the University's Credit and Recognition of Prior Learning Policy;

c) are regularly benchmarked and reviewed, including as part of Course accreditation and the University's Major Course Review procedures; and

d) are consistent across all Pathways.

4.4 The University will take appropriate steps to ensure that any changes to any admission and Inherent Requirements do not unfairly prejudice existing students, including any student who has accepted an offer for entry into a Course. The University ensures that where approved changes are made:

a) the changes are published as soon as possible after approval;

b) the changes do not take effect for six (6) months following their approval, unless the Academic Board (through its subcommittees) approves an alternative;

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c) if an applicant has previously accepted a Course offer, their eligibility for admission will not be reassessed against the new requirements, unless the changes are related to changes in professional accreditation; and

d) if an applicant has not previously accepted a Course offer, applicants will be informed of the changes, and have their eligibility assessed against the revised requirements.

Roles and Responsibilities

4.5 The Academic Board, through its subcommittees, is responsible for ensuring that the University provides evidence for the benchmarking and suitability of its admission requirements to each Course.

4.6 The Director, Student Administration is responsible for maintaining the Academic Admission Bands, English Language Bands, and the Precedent Database. Academic Board must approve changes to the Academic Admission Bands or English Language Bands. Changes to the Precedent Database must be approved by the Director, Student Administration, and noted by the Entry Standards Working Group.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Senior Deputy Vice-Chancellor has overall responsibility for the content of this policy and its operation at the University.

The Manager, Academic Quality and Standards is responsible for maintaining this policy.

6. RELATED DOCUMENTS:

Other documents which are relevant to the operation of this policy are:
- Australian Qualifications Framework (AQF)
- AQF Qualifications Pathways Policy
- Credit and Recognition of Prior Learning Policy
- Curriculum Approval, Amendment and Accreditation Policy
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- University Statute No. 30 Admission, Enrolment and Academic Progress
- University Rules: Admission, Enrolment and Academic Progress Rules

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact:	Manager, Academic Quality and Standards
Telephone:	08 6304 2179
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Policy First Approved:	28 July 2005
Date last modified:	10 June 2021
Revision History:	20 September 2007 28 September 2009 - April 2016 - Minor revision update to reflect academic organisation re-design. - January 2017 – Minor revisions [AB107/16] - January 2017 – Minor revision to reflect academic organisation re-design. 2 May 2019 – Major revision including incorporation *of English Standards Policy*, addition of principles of admission; improved clarity of admissions requirements. [UC193/29] 5 December 2019 – Minor revision [AB177/19] - July 2020 – administrative change to AQS title and name of Aboriginal Student Intake Test to Aboriginal University Readiness Assessment. - June 2021 [AB98/21] – addition of Undergraduate Certificates to Attachment 1 Academic Admission Bands and English Language Bands.
Next Revision Due:	May 2022
HPRM File Reference	SUB/2153

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Attachment 1 – Academic Admission Bands and English Language Bands

Note:
- All applicants must meet the required English language requirements for the Course set out in the English Language Bands.
- The indicative or guaranteed ATAR for any Course is published on the University's website where applicable.
- Some Courses may:
    o have Course specific pre-requisites;
    o require the completion of a successful audition, and/or folio, and/or interview; and/or
    o require a specified weighted average mark (WAM) to be achieved in a Pathway.
- School Leavers must obtain the Western Australian Certificate of Education (WACE) or equivalent.

Academic Admission Bands

Band	Academic or other requirements
1	• Completion of Year 10 or equivalent.
2	• Completion of Year 12 or equivalent.
3	• AQF Cert IV; • Undergraduate Certificate; • Successfully completed 0.25 EFTSL of study at bachelor level or higher at an Australian higher education provider (or equivalent); • Special Tertiary Admissions Test*; • University Preparation Course*; • Indigenous University Orientation Course*; • Aboriginal University Readiness Assessment*; or • Experience Based Entry Scheme*.
4	• AQF Diploma or equivalent; • Undergraduate Certificate; • Successfully completed 0.5 EFTSL of study at bachelor level or higher at an Australian higher education provider (or equivalent); • Special Tertiary Admissions Test*; • University Preparation Course*; • Indigenous University Orientation Course*; or • Aboriginal University Readiness Assessment*.
5	• AQF Advanced Diploma or equivalent; • Undergraduate Certificate; • Successfully completed 1 EFTSL of study at bachelor level or higher at an Australian higher education provider (or equivalent); • Special Tertiary Admissions Test*; • University Preparation Course*; • Indigenous University Orientation Course*; • Aboriginal University Readiness Assessment*; or • Associate Degree.
6	• Bachelor degree; or • Equivalent prior learning including at least five years relevant professional experience.
7	• Bachelor Honours degree in a cognate discipline; or • Where accepted, equivalent prior learning, including at least five years relevant professional experience.
8	• Bachelor degree in a cognate discipline; or • Where accepted, equivalent prior learning, including at least five years relevant professional experience.
9	• Bachelor Honours degree in a different discipline; or • Where accepted, equivalent prior learning, including at least five years relevant professional experience.

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Band	Academic or other requirements
10	- Masters Degree (Research); - Masters Degree (Coursework) in a related discipline area; - Masters Degree (Coursework) with 2/3 research component; or - Bachelor Honours Degree.
11	- Masters Degree (Research); or - Bachelor Honours Degree (First or Upper Second class); or - Demonstrated capacity to undertake original PhD-level research.

* Standards published on the ECU Future Students website.

English Language Bands

Band	English Language Requirements
1	Year 10 English completion or equivalent
2	- Year 12 General English grade C or better; - Special Tertiary Admissions Test*; or - Other tests, course, programs or overseas degrees defined in the Precedent Database.
3	- Year 12 English ATAR/English Literature ATAR grade C or better or equivalent; - Special Tertiary Admissions Test*; - IELTS Academic overall band minimum score of 6.0 (no individual band less than 6.0); - Successfully completed 1.0 EFTSL of study at bachelor level or higher in the UK, Ireland, USA, NZ or Canada; - University Preparation Course; - Indigenous University Orientation Course*; - Aboriginal University Readiness Assessment*; - AQF Diploma, Advanced Diploma, Associate Degree or Undergraduate Certificate; - Successfully completed 0.375 EFTSL of study at bachelor level or higher at an Australian higher education provider (or equivalent); or - Other tests, courses, programs or overseas degrees defined in the Precedent Database.
4	- IELTS Academic overall band minimum score of 6.5 (no individual band less than 6.0); - Bachelor degree from a country specified in the Precedent Database; - Successfully completed 0.375 EFTSL of study at postgraduate level or higher at an Australian higher education provider (or equivalent); - Where accepted, equivalent prior learning, including at least five years relevant professional experience; or - Other tests, courses, programs or overseas degrees defined in the Precedent Database.
5	Course specific requirements defined in the Precedent Database.

*Standards published on the ECU Future Students website.

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Attachment 2 – Minimum Age Requirements and exemptions

1. For a Course with an Academic Admission Band of 1, students must be 16 years or older at the commencement of the Course and must otherwise meet the University's admission requirements and conditions.

2. For a Course with an Academic Admission Band of 2 or higher, students must be 17 years or older at the commencement of the Course and must otherwise meet the University's minimum admission requirements and conditions.

3. The Senior Deputy Vice-Chancellor may waive an age requirement under paragraph 1 or 2 where the:

    (a) Director, Student Administration recommends it;

    (b) prospective student otherwise meets the University's admission requirements and conditions; and

    (c) Senior Deputy Vice-Chancellor determines there is a reasonable likelihood that:

        (i) admission will benefit both the University and the prospective student; and

        (ii) the student will successfully progress through their Course.

4. For the purpose of providing a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter, all care and welfare arrangements for overseas students who are under 18 years of age, must be approved by the Director, Student Administration as a prior condition of enrolment.

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