Purpose

This policy governs application to enrolment of all students at Federation University Australia, with the exception of those as noted below.

It provides a framework to ensure the integrity of selection and offer decisions and outlines the relationship obligations for admission and enrolment between the University and the student, including critical timeframes and status changes which may impact on enrolment.

Scope

This policy covers all programs and courses under Federation University Australia’s Statute 5.1, Schedule 5.1 and non-award courses.

This Policy does not apply to students seeking to apply for higher degrees by research which is the subject of Regulation 5.1 Higher Doctorates, The Degree of Doctor of Philosophy, Professional Doctorates and Masters Degrees by Research - refer RS1932 Selection and Awarding of HDR Place Procedure

Legislative Context

• Federation University Act 2010
• Statute 5.1 – Academic Awards and Courses
• Schedule 5.1 Current Programs
• Statute 5.2 – Entry Quotas, Admissions and Enrolment
• Regulation 5.2 – Entry Quotas, Admissions and Enrolment
• Statute 5.6 - Admission to and Granting of Academic Awards
• Regulation 5.6 Admission to and Granting of Academic Awards
• Australian Qualifications Framework (AQF)
• National Education and Training Regulator Act 2011.(Regulated by Australian Skills Quality Authority -ASQA)
• The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA ACT) - establishes TEQSA as an agency who regulate using the Higher Education Standards Framework (Threshold Standards)

## Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Application for admission</td>
<td>An application by a domestic or international student to apply for a University Higher Education or VET program</td>
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<tr>
<td>AQF</td>
<td>The Australian Qualifications Framework includes qualifications across the different education and training sectors and in a broad range of fields of study/disciplines</td>
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<td>AQF Qualification</td>
<td>The result of an accredited complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF</td>
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<td>Award</td>
<td>Program of study offered by the University as prescribed in Statute 5.1 The Schedule</td>
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<tr>
<td>Census Date</td>
<td>The date (published on the website and in the program guide) on which a student’s enrolment is finalised for a program and applicable fees and charges are incurred. It is therefore the last day to withdraw from a program and have it deleted from an academic record</td>
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<tr>
<td>Course</td>
<td>A subsidiary element of a program; a single subject comprising part of a program</td>
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<tr>
<td>Credit</td>
<td>The value assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be through credit transfer, articulation, recognition of prior learning or advanced standing</td>
</tr>
<tr>
<td>Credit Assessment</td>
<td>A process to determine the amount of credit an applicant is eligible for based on prior study, and/or relevant experience, program structure (core courses/majors/minors, etc), student’s choice of major and limits for credit.</td>
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<tr>
<td>Credit Points</td>
<td>The value attached to each course of study. Most courses have a credit point value of 15 but credit points per course can range from 5 to 60.</td>
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<tr>
<td>Credit Transfer</td>
<td>A process that provides a student with agreed and consistent credit outcomes based on identified equivalents in content and learning outcomes between appropriate qualifications</td>
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<tr>
<td>Deferment</td>
<td>A period of up to 12 months, normally covering the academic year, before a student who has been offered a place in a higher education program, commences in that program</td>
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<tr>
<td>Eligibility for admission</td>
<td>The criteria by which students are assessed as suitable for admission to a program or course</td>
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<tr>
<td>Enrolment</td>
<td>The process by which a person who is in receipt of a written offer of a place, enrolls by completing the appropriate form</td>
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<td>Existing application</td>
<td>A successful application submitted for a program which has subsequently lapsed</td>
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<td>Faculty</td>
<td>Federation University Australia has a number of Academic Organisational Units - click here for details</td>
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<tr>
<td>First time applicant</td>
<td>A prospective student who has not previously undertaken studies at Federation University Australia</td>
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<tr>
<td>Higher Degree by Research</td>
<td>Masters Degree (Research), Doctoral Degree (Research), or Doctoral Degree (Professional)</td>
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<tr>
<td>Higher Education</td>
<td>Foundation, undergraduate and postgraduate coursework programs and courses</td>
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</tbody>
</table>
### Term | Definition
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International student | An international student studying in Australia is required to comply with their visa conditions as determined by the Australian Government Department of Immigration and Border Protection (DIBP)
New applicant | An individual seeking enrolment in a program
Non-award courses | A selection of study options for personal or professional development
Offer | Notification to a student in writing that they have a place in a program or course
Partner Provider | Educational institution providing programs and/or courses of the University through an approved Agreement
Program | A program of learning based on a curriculum, training package, units of study, or structured workplace learning that leads to an award
Non-award studies include programs for professional development, education development, general interest and preparation for study offered by the University
Standard full-time load. | 120 credit points of study across the academic year, generally undertaken as 60 credit points in each of two semesters.
Student | A person enrolled in a formal program of learning in an educational institution and/or a workplace setting
TAFE | Technical and Further Education
Testamur | An official certification document that confirms that a qualification has been awarded to an individual
Also referred to as an award, parchment, laureate or certificate
VET | Vocational Education and Training
VICTER | Victorian Tertiary Entrance Requirements
VTAC | Victorian Tertiary Admissions Centre

### Policy Statement

Federation University Australia is committed to:

1. Fair, consistent, transparent selection and admission processes based on merit
2. Social inclusion
3. Advancing the University’s direction in the pursuit of excellence in learning, teaching and research
4. Compliance with all legislative, regulatory and reporting requirements

This policy provides a set of principles for determining application to enrolment:

#### Overall responsibility

The Deputy-Vice Chancellor, Academic and Deputy-Vice Chancellor, Learning & Quality or delegate/s are responsible for coordinating the University’s Higher Education and VET admission and enrolment activities

The Deputy-Vice Chancellor (Engagement) has responsibility for partner provider organisations and international students

#### Compliance

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CRICOS Provider Number: 00103D

Page: 3 of 5
The University Registrar is responsible for ensuring that all selection, offers, admission and enrolment processes comply with quality and legislation requirements.

Access and equity

University and program entry requirements together with all relevant information for applicants are published in the official University Program Guide and VTAC Course Guide which inform applicants of the selection criteria.

Federation University Australia is committed to ensuring quality in access and equity in its selection process. In its admissions, the University also seeks to provide access to persons who have experienced educational or social disadvantage and to address under-representation of specific community groups.

Confidentiality and Privacy

All personal information collected for the purpose of Application to Enrolment will be treated as confidential - refer to Information Privacy Policy.

Admission and enrolment

Admission to the University's programs will be consistent with requirements, codes of practice and guidelines detailed within current national legislation.

Offers of admission are made to applicants who are judged to have met the published entry requirements. A person is eligible to enrol once they have received and accepted a formal offer from Federation University Australia and once enrolled, the student is bound by the University's legislation, policies and procedures.

Supporting Documents

- Deferment, Suspension or Cancellation of a Student's Enrolment (ESOS Specific) Procedure
- Higher Education Admission: Selection and Offers Procedure
- Higher Education Enrolment Procedure
- International Admissions Procedure
- Learning and Teaching Policy
- Learning Pathways Policy
- Pre-enrolment Appeal Procedure
- Selection and Awarding of HDR Place Procedure
- VET Enrolment Procedure

Responsibility

- Deputy Vice-Chancellor, Academic is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure.
- Deputy Vice-Chancellor, Learning & Quality is responsible for maintaining the content of this policy as delegated by Academic Board.
- Chair, Academic Board is responsible for the administration support for the maintenance of this policy as directed by the Deputy Vice-Chancellor, Academic and/or Deputy Vice-Chancellor, Learning & Quality.

Promulgation

The Application to Enrolment Policy will be communicated throughout the University community in the form of:

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• An Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website to alert the University-wide community of the approved Policy.
• Learning and Teaching Committee
• Academic Induction Program

**Implementation**

The [Application to Enrolment Policy](#) will be implemented throughout the University via:

1. Information Sessions; and/or
2. Training Sessions