Higher Education Domestic Student Admission: Selection and Offers Procedure

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Purpose

This procedure supports and mandates the implementation of Federation University Australia's Application to Enrolment Guidelines. It expands on the provisions outlined in the policy as they relate to Higher Education and provides guidance on the implementation and practical application of admission requirements.

Scope

This procedure applies to admission process:(selection and the making of offers) for domestic students in undergraduate and postgraduate (coursework) courses, at all Federation locations.

This procedure does not apply to students seeking to apply for higher degrees by research (refer HDR Candidate Procedure); nor International students (refer SS1484 International Admissions Procedure); nor VET students (refer SS1858 VET Pre-Enrolment and Enrolment Procedure)

Legislative context

- Federation University Act 2010
- The Higher EducationStandards Framework (Threshold Standards) 2021
- Federation University Australia Statute 2021
  - Part 5 - University Bodies
    - Division 1 - Academic Board
  - Part 6 - Student Admissions, Conduct and Exclusion
    - Division 2 - Award programs
    - Division 3 - Academic progress
  - Part 8 - Award, Titles and Honorary Degrees
    - Section 41 - Conferring of awards
    - Section 43 - Testamur
    - Section 52 - Withholding of results and exclusion
- Federation University Australia (Students) Regulation 2022
  - Part 2 - Admission to become a Student
    - Division 1 - Selection
    - Division 3 - Enrolment
  - Part 6 - Conferring of awards and ceremonies
- Australian Qualifications Framework AQF
- Standard 13 - Deferring, Suspension or Cancelling the Student's Enrolment
- VTAC codes
- Disability Discrimination Act (1992)
- Disability Standards for Education (2005)
- Federation University Australia (Students) Regulations 2022

Definitions

A complete list of definitions relevant to this procedure is contained within the Application to Enrolment Guidelines.

Term	Definition
Extenuating circumstances	Ongoing/long term health, financial hardship, bereavement or disability which would prevent a student from attending to their studies. 10 year completion cutoff must still apply. These circumstances must be beyond the student's control. *From ROD page:* • *medical reasons* • *family or personal reasons (such as death or severe medical problems, or an unforeseen natural disaster)*

	• *employment-related reasons (such as unplanned changes to your employment conditions or your employer increasing your hours or expectations)* Circumstances within the student's control (e.g. holidays etc.) will not be considered.

Supporting documents

- Academic Governance Policy
- Application to Enrolment Guidelines
- Approval and Maintenance of Higher Education Courses Procedure
- Higher Education Enrolment Procedure
- Higher Education Academic Credit Transfer Procedure
- Higher Education Assessment (inclusive of FedTASKs) Procedure
- Student Appeal Procedure
- Withdrawal from All Studies Procedure Higher Education
- Higher Education Guide

Actions

1.Establishing Admission Requirements

	Activity	Responsibility	Steps
A.	Applying age requirements	Coordinator Selection and Scholarships and Scholarships	1. To be eligible for admission, an applicant must be aged at least 17 at the commencement of the semester. 2. This requirement may be waived as per 4(C) of this procedure.
B.	Establishing course admission requirements	Academic Board	1. Course admission requirements are established as per the Approval and Maintenance of Higher Education Courses Procedure. These include: • Minimum academic requirement and/or training requirement • Minimum English language proficiency standard requirements

			• Relevant course entry criteria including interview, folio or audition • Selection requirements for school leavers and non-school leavers in line with Approval and Maintenance of Higher Education Courses Procedure.
C.	Notifying a change of course admission requirements	Director, Student Services and Registrar	1. Ensures that all changes to course admission requirements, following approval by Higher EducationCurriculum Committee, are communicated on a timely basis to the Director, Student Services and Registrar.
		Director, Student Services and Registrar	1. Communicates changes to course admission requirements to Registrar Services, Admissions, Student Administration and Marketing.

2. Compiling Program Information for Publication

	Activity	Responsibility	Steps
A.	Compiling official course information	Manager Registrar Services (through liaison with Fed Services, Admissions, Finance, Global & Marketing)	1. Ensure all Course information, including course description, course rules and requirements, are current and correct in Course Finder and associated systems.
B.	Publishing through Tertiary Admission Centres	Coordinator Selection and Scholarships	1. Submit approved course entries for publication in VTAC and year 10 and 11 Guides.

3. Applying for Entry into a Program

	Activity	Responsibility	Steps
A.	Applying through VTAC	Prospective students	1. Prospective students currently completing Year 12 must apply through VTAC. Current Year 12 students who do not apply through VTAC may apply directly to the University after the VTAC offer rounds

			for the current admission period has concluded.
B.	Applying directly	Prospective students	1. All Federation University Australia courses will be available for direct application by applying in the required format by the due date. 2. Direct applicants must meet the entry requirements specified in the Course Finder. 3. Applicants who have applied through VTAC cannot apply directly until all offer rounds for that admission period have concluded. 4. Current students who wish to change their course must apply through the online application centre. • Prospective Aboriginal and/or Torres Strait Islander students who do not meet unit entry requirements should contact the Aboriginal Education Centre for support in an alternative entry course.
C.	Applying for packaged pathways	Prospective students	1. Applicants have the option of applying for packaged pathways which may combine two offers. Allowing the applicant to articulate directly from an entry level course into its associated destination degree.
D.	Applying for credit	Applicants	1. Applicants may apply for credit in accordance with the Higher Education Academic Credit Transfer Procedure.

4. Selecting Applicants

	Activity	**Responsibility**	**Steps**
A.	Appointing Selection Officers	Coordinator, Selection and Scholarships	1. Appoint Course Selection Officers.
B.	Making selection decisions	Selection Officers Course Coordinators	1. Ensure a consistent, fair and transparent process is

		Selection Officers Institute Selection Officers	undertaken to select applicants. 2. Ensure applicant meets age requirement and course requirements to determine academic eligibility. 3. Arrange interviews for courses where these are a compulsory selection component. 4. Request additional information from an applicant and/or external bodies such as VTAC. 5. Make an offer subject to quota restrictions. 6. Aboriginal and/or Torres Strait Islander applicant/s via VTAC and/or direct entry who meet course entry requirements will be prioritised for entry where possible and where quota restrictions allow. A Confirmation of Aboriginality or Statutory Declaration of Aboriginality will need to be provided.
C.	Enrolling concurrently	Course Coordinator	1. A student is permitted to enrol in two or more course concurrently provided that: • All entry requirements have been met • Satisfactory academic progress is maintained • Approval has been sought from the Course Coordinator for each course being enrolled in.
D.	Waiving age/course admission requirements	Director, Student Services and Registrar	1. The applicant must be able to demonstrate the capabilities required to succeed in the course. 2. Any decision regarding waiving requirements must be reported to the Chair, Academic Board with reasons provided.
D.	Maintaining integrity of selection decisions	Coordinator Selection and Scholarships	1. Any perceived conflict/s of interest or breaches in the selection process by staff or

			applicants must be fully disclosed and/or investigated– refer Managing Conflicts of Interest Procedure.

5. Maintaining Confidentiality of Application Materials

	Activity	Responsibility	Steps
A.	Handling material(s) supplied	Course Coordinator/Selection Officers or delegate	1. Treat all material(s) relating to the application as confidential and only make it/them available to those staff who need access for the purpose of selection, enrolment and/or administration. Material(s) could include, but are not limited to: • Those supplied by the applicant, such as folios, work statements and personal statements • Those supplied by persons other than the applicant, such as referee reports, work reports, employer references etc • Confirmation of Aboriginality or Statutory Declaration of Aboriginality. • Working with Children Checks, Police Checks
B.	Disposing of material(s)	Course Coordinator/Selection Officers or delegate	1. Return, store or dispose of all confidential application related material(s) in accordance with the Records Management section at the end of this procedure.

6. Making Offers of Admission

	Activity	Responsibility	Steps
A.	Making offers	Coordinator Selection and Scholarships	1. Applicants selected for admission to a higher education course will be made a formal offer of admission. 2. Verbal offers of admission will not be made nor accepted by

			Federation University Australia as they are not formal offers and are in no way binding on either party. 3. Offers can be conditional which will be specified in the letter of offer. If conditions are not met, no full offer will be made and the applicant cannot enrol.
B.	Offering packaged pathways	Coordinator Selection and Scholarships and Scholarships	1. Applicants who do not meet the entry requirements for their chosen Higher Education course can instead be assessed for and offered the relevant pathway. 2. Applicants can also apply directly for a packaged course. 3. Once an applicant is nearing completion of the pathway component of the course, they will be offered the opportunity to continue their studies in the relevant higher course.
C.	Considering special entry – equitable access	Coordinator Selection and Scholarships and Scholarships	1. VTAC's Special Entry Access Scheme (SEAS) allows applicants to apply for recognition that they may have experienced educational disadvantage spanning four categories. The University uses an approved algorithm to assign aggregate bonus points to the applicant's ATAR aggregate.

7. Cancelling a Course

	Activity	**Responsibility**	**Steps**
A.	Cancelling a course	Chief Learner Experience Officer	1. Where possible, any decision to cancel a course should be made prior to offers being sent to successful applicants. 2. If for unforeseen circumstances this is not possible, Federation University may cancel the course and cancel any offers

			made, however applicants may be offered entry to alternative courses.
B.	Notifying applicants of course cancellation	Admissions	1. Advise all applicants in writing of course cancellation.

8.Accepting/Declining an Offer

	Activity	Responsibility	Steps
A.	Accepting/deferring/declining online	Applicant	1. On receipt of an offer, applicants will be supplied with a username and password (within the Letter of Offer) with which to activate their student account. 2. Applicants are required to either: • Accept the offer online using the University's approved student management system • Defer the offer (check any restrictions on the website); or • Decline the offer 3. If accepting, applicants must complete all sections of the admission process within the University's approved admission system. 4. Applicants who receive an offer where Course Quota Restrictions apply must Accept, Defer or Decline within 5 days of receipt of offer or within the timeframe stated in their offer communication.
B.	Accepting in person	Applicant	1. Applicants have the option of attending the Student Administration Office in person to activate their Acceptance of Offer. Federation may accept/defer/ decline offers on behalf of applicants via phone or email if the opportunity presents.

9. Applying for and Approving Deferment

	Activity	Responsibility	Steps
A.	Requesting a deferral	Student	1. On receipt of a written offer of a place in a higher education course, the student can apply to 'defer' in My Student Centre (MySC). 2. Read and understand their obligations and restrictions per the terms of their deferral application. 3. The student may discuss their deferral options with Admissions.
B.	Reviewing/ approving the Application	Domestic Admissions	1. Deferral requests are approved for 12 months unless a formal request is received by Admissions. Deferrals in excess of one year require approval from the Coordinator, Selection and Scholarships. Refer to the definition of 'Extenuating Circumstances'. 2. Where deferment is not available for a course, students will be notified at the time of offer for course which have either quota restrictions or placement considerations. 3. Before denying a deferral application, communication will be sent to student to explain this will mean withdrawal from course. 4. Notify student in writing of approval/non-approval.

10. Returning from Deferment

	Activity	Responsibility	Steps
A.	Communicating with returning students	Domestic Admissions Student	1. Admission will reserve a place in the course for students who are returning from deferment. 2. Students returning from deferment will be

			communicated to regarding re-enrolment dates. 3. Students who have been on deferment and do not confirm their intention to return by the written deadline will have their offer lapsed.
B.	Applying for additional deferment	Student Domestic Admissions	1. If students wish to apply for further deferment, they must do so prior to the applicable deadline as per 4.A.3. 2. Students may apply for an extension of their deferment for up to 12 months based on compassionate circumstances. Compassionate circumstances can include health issues or financial hardship. 3. Students who have reached the maximum amount of approved deferment before the specified deadline will need to reapply for their course as a new applicant.

11. Refusing Admission

	Activity	**Responsibility**	**Steps**
A.	Refusing admission	Coordinator, Selection & Scholarships	1. Applicants may be refused admission to a course in the following circumstances: a. outstanding fees b. does not meet the minimum entry requirements specified for the course c. previous record of exclusion d. the applicant poses a risk to the safety of students, staff and/or the University community e. The applicant is likely to prejudice the reputation, management, governance

			or discipline of the University f. Any other reason, at the discretion of the Vice-Chancellor or nominee 2. If the applicant identifies as an Aboriginal and/or Torres Strait Islander person, the Aboriginal Education Centre must be informed prior to admission being refused.
B.	Granting admission to previously-excluded applicants	Coordinator, Selection & Scholarships	1. If the applicant meets the University's entry requirement and the specific course admission requirements and is eligible for selection but has been previously excluded on the grounds of unsatisfactory progress, further consideration may be granted, taking into account all factors and if the applicant is considered capable of succeeding in their chosen course.

12. Reviewing Decisions and Appealing

	Activity	Responsibility	Steps
A.	Lodging a request to review selection decision	Unsuccessful applicant	1. An unsuccessful applicant may appeal a selection decision as per the Student Appeal Procedure.

Responsibility

- Chief Learner Experience Officer, as the Approval Authority, is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- Director, Student Services and Registrar, as Document Owner, is responsible for maintaining the content of this procedure.

Promulgation

The Higher Education Domestic Student Admission: Selection and Offers Procedure will be communicated throughout the University community in the form of:

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 Procedure.

Implementation

The Higher Education Domestic Student Admission: Selection and Offers Procedure will be implemented throughout the University via:

- Information Sessions; and/or
- Training Sessions for Professional Staff who undertake or oversee application to enrolment related processes.

Records management

Title	Location	Responsible Officer	Minimum Retention Period
Admission standards and entry requirements for course/unit	School/the University's approved records management system	Course Coordinator	Permanent All records must be retained and disposed of as per the records management procedure
Criteria for selection eligibility	School/the University's approved records management system	Course Coordinator	Permanent All records must be retained and disposed of as per the records management procedure
Student applications	Student Administration or approved online business system	Coordinator Selection and Scholarships	Destroy **1 year** after final decision is made. All records must be retained and disposed of as per the records management procedure
Application materials (if required to be kept)	Student Administration or approved online business system	Course Coordinator	Destroy **1 year** after final decision is made. All records must be retained and disposed of as per the records management procedure
Letters of Offer	Student Administration or approved online business system	Coordinator Selection and Scholarships	Destroy **1 year** from date offer made All records must be retained and disposed of as per the records management procedure