

# **EFFECTIVE FROM 01 JANUARY 2026**

## **Purpose and Scope**

Provide the procedure and responsibilities for Coursework admission. This procedure does not cover Short Courses.

This procedure applies to all staff, current and prospective students.

See the:

- [\*Curriculum Procedure\*](#) for information about the approval and publication of Course admission requirements
- [\*Recognition of Prior Learning Procedure\*](#) for more information about Articulation Arrangements
- [\*International Student Transfer Procedure\*](#) for information on International Student Visa Holders seeking admission to the University prior to the completion of six months of their Principal Course
- [\*Short Courses and Microcredentials Policy\*](#)
- [\*Honours Policy\*](#)
- [\*Graduate Research Degrees Regulations\*](#).

## **Overarching Policy**

[\*Admission and Enrolment Policy\*](#)

## **Procedure**

1. In this procedure, the following terms have the following meanings:
  - 1.1. “Agent” is defined in the [\*Agent Procedure\*](#).
  - 1.2. “Articulation Arrangement” is defined in the [\*Recognition of Prior Learning Procedure\*](#).

- 1.3. "Compassionate or Compelling Circumstances" are explained in the [Enrolment Procedure](#).
- 1.4. "Confirmation of Enrolment" confirms the eligibility of an intending International Student Visa Holder to enrol in a Course.
- 1.5. "Course" is explained in the [Coursework Regulations](#).
- 1.6. "Coursework" is explained in the [Coursework Regulations](#).
- 1.7. "Deferral" means an approved delay to the commencement of study requested by a student up to and including the first census date in their Course.
- 1.8. "Discontinued" is defined in the [Curriculum Procedure](#).
- 1.9. "Exceptional Circumstances" are explained in the [Student Assessment Support Procedure](#).
- 1.10. "Exclusion" is defined in the [Student Integrity Regulations](#).
- 1.11. "Genuine Student" is defined in the [Student Progression Policy](#).
- 1.12. "International Genuine Student" means that a prospective student who seeks a student visa does so for the primary reason of studying in Australia.
- 1.13. "International Student Visa Holder" is defined in the [Admission and Enrolment Policy](#).
- 1.14. "Microcredential" is defined in the [Short Courses and Microcredentials Policy](#).
- 1.15. "Nominated Guardian" is defined in the [Admission and Enrolment Policy](#).
- 1.16. "Principal Course" is defined in the [International Student Transfer Procedure](#).
- 1.17. "Required Unit" is defined in the [Coursework Regulations](#).
- 1.18. "Suspended" means "suspension" as defined in the [Curriculum Procedure](#).
- 1.19. "Transnational Student" is defined in the [Enrolment Procedure](#).
- 1.20. "Unit" is defined in the [Coursework Regulations](#).

## **Eligibility**

2. Prospective students must apply for admission:
  - 2.1. to a Course, with evidence that they meet the Course admission requirements
  - 2.2. to single Unit study, with evidence that they meet relevant Course admission requirements
  - 2.3. to a Microcredential, with evidence that they meet admission requirements (see the [Microcredentials Procedure](#))
  - 2.4. in accordance with the process and due dates specified on the University website.
    - 2.4.1. Prospective students who intend to be an International Student Visa Holder may need to apply via an Agent.

3. Course admission requirements will be in plain English, publicly available, accessible, and will include:
  - 3.1. academic entry requirements
  - 3.2. minimum English language proficiency requirements
  - 3.3. non-academic Course specific requirements
  - 3.4. any additional admission requirements required by a professional accrediting body
  - 3.5. any other legislative requirements.
    - 3.5.1. An offer of admission does not guarantee a successful student visa application.
4. Admission requirements and processes are equivalent across campuses and attendance modes.
5. If admission requirements change, prospective students
  - 5.1. who have applied for admission and have not yet been made an offer, will be advised, and have their eligibility reassessed against the new requirements
  - 5.2. who have already been made an offer will not have their eligibility reassessed.
6. Intending International Student Visa Holders under the age of 18 at the commencement of study will only be considered for admission where:
  - 6.1. they have an approved Nominated Guardian or
  - 6.2. a supplier is approved to provide accommodation and welfare arrangements for the student in accordance with legislative requirements.
7. A prospective student who has had their enrolment cancelled by any higher education provider or who has been excluded from a higher education provider's campus:
  - 7.1. will be considered for admission if the cancellation or Exclusion period has ended before the start of study
  - 7.2. must explain how the issue that led to the cancellation or Exclusion has been addressed.
8. A prospective student who has a history of repeated failure at any higher education provider must explain how the issue that led to the failure has been addressed.

### ***Offer of Admission***

9. Prospective students:
  - 9.1. may be issued an offer of admission
    - 9.1.1. to a Course, where they meet the Course admission requirements
    - 9.1.2. to single Unit study, where they meet the relevant Course admission requirements

- 9.1.3. to a Microcredential, where they meet the admission requirements
- 9.2. are not guaranteed an offer of admission.
- 10. Prospective students who do not meet the Course admission requirements may be considered for admission if there is evidence they have a high probability of successfully completing the Course.
  - 10.1. The rationale for the decision will be centrally recorded
  - 10.2. the student's progress will be monitored
  - 10.3. the decision may prompt a change to Course admission requirements.
- 11. Offers may be:
  - 11.1. unconditional
  - 11.2. conditional
  - 11.3. subject to completion of one or more pathway Courses.
- 12. Prospective students must accept, defer or decline their offer of admission in writing and by the deadline.
  - 12.1. International Student Visa Holders under the age of 18 also require the offer of admission be accepted by their parent or legal guardian.
- 13. A written admission agreement will be retained by the University for at least two years after the student ceases to be enrolled.
- 14. Deferral of admission may be granted for a minimum of one teaching period or a maximum of two years.
  - 14.1. The maximum time period may be extended for a further 12 months at a time where there is evidence of Exceptional Circumstances.
- 15. Students who defer will be subject to the admission requirements, tuition fee structure and the Course version at the time of their revised commencement date.
- 16. Deferral may not be granted where the Course:
  - 16.1. will not be available when the student wishes to recommence
  - 16.2. has a quota
  - 16.3. has specific Deferral conditions.
- 17. Where Deferral is initiated by the University the applicant will be notified in writing of the reasons and duration.
- 18. Intending International Student Visa Holders may be issued a Confirmation of Enrolment after accepting their offer, providing required documentation, and paying a deposit.
- 19. For International Student Visa Holders, where Deferral would require an extension to a Murdoch-issued Confirmation of Enrolment, it will only be granted if there are Compassionate or Compelling Circumstances.

### ***Murdoch Course Transfer***

20. After accepting the admission offer, students who want to transfer to another Murdoch Course can apply via the standard admission process.

20.1. Approval may only be granted twice where the change is initiated by the student.

### ***Recission or Refusal of Admission Offer***

21. An offer may be rescinded or refused, with reasons provided in writing, where:

21.1. the prospective or current student:

21.1.1. does not meet admission requirements

21.1.2. did not formally apply in accordance with the approved process

21.1.3. did not meet specified timeframes

21.1.4. does not have a high probability of successful completion

21.1.5. has not provided required information

21.1.6. has been denied enrolment in a Required Unit of that Course

21.1.7. has a history of failing to pay fees to any education provider

21.1.8. has a history of poor engagement with a Course they were enrolled in at any higher education institution

21.1.9. is not deemed a Genuine Student

21.1.10. is not deemed an International Genuine Student

21.1.11. is an International Student Visa Holder who has not completed six months of their Principal Course unless their admission is possible under legislative requirements (see the International Student Transfer Procedure)

21.1.12. has provided fraudulent or misleading information to any education provider

21.1.13. was offered admission based on inaccurate information provided by the student

21.1.14. provided an unsatisfactory explanation following a history of cancellation, Exclusion or failure at tertiary level

21.2. a Course quota exists

21.3. it is not viable for the University to offer a Course, Unit or Microcredential

21.4. the Course or Unit to which the student has been admitted has been Suspended or Discontinued

21.5. admission may adversely affect the University community

21.6. admission of the student would be contrary to law

21.7. evidence could not be verified

21.8. the offer has been made in error

21.9. admission of the student is contrary to the *Foreign Interference Policy*.

### **English Language Preparation Courses**

22. English language courses that are approved as being equivalent to minimum English language proficiency requirements are:

22.1. centrally recorded

22.2. independently and externally reviewed:

22.2.1. where there is an identified risk

22.2.2. where there is a curriculum change to the English language course

22.2.3. where there is a change to Murdoch's minimum English language proficiency requirements

22.2.4. prior to approval.

## **Responsibilities**

| <b>Role</b>                      | <b>Responsibility</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deputy Vice Chancellor Education | <ul style="list-style-type: none"><li>• Oversees academic decision making in relation to admission.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Chief Experience Officer         | <ul style="list-style-type: none"><li>• Oversees the processing of admissions.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Director Student Administration  | <ul style="list-style-type: none"><li>• Ensures information about non-Course specific admission equivalence is accurate, accessible, publicly available and communicated in plain English.</li></ul> <p>In relation to all students other than Transnational Students:</p> <ul style="list-style-type: none"><li>• Ensures admission processes and documents:<ul style="list-style-type: none"><li>○ meet relevant legislative requirements</li><li>○ are accessible, publicly available and communicated in plain English.</li></ul></li><li>• Determines the application submission requirements and deadlines.</li><li>• Determines whether an intending International Student Visa Holder is an International Genuine Student.</li><li>• Verifies that evidence provided by a student is true and accurate.</li><li>• Approves and rescinds admission.<ul style="list-style-type: none"><li>○ Consults with the Academic Chair of the Course, Head of College and/or Head of School where support for an</li></ul></li></ul> |

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|                                             | <p>admission decision is required by this procedure.</p> <ul style="list-style-type: none"> <li>• Ensures all admission decisions are recorded.</li> <li>• Approves Deferral of admission. <ul style="list-style-type: none"> <li>○ Consults with the Academic Chair of the Course about Course availability.</li> </ul> </li> <li>• Provides prospective students with the reasons for Deferral or refusal of admission.</li> <li>• Determines if a person qualifies as a Nominated Guardian.</li> <li>• Shares relevant information with Pro Vice Chancellor Transnational Education on admission standards.</li> <li>• Determines whether an International Student Visa Holder has Compassionate or Compelling Circumstances in relation to admission and Deferral.</li> <li>• Determines the evidence required to demonstrate Compassionate or Compelling Circumstances in relation to admission and Deferral.</li> <li>• Determines if a prospective student or student has Exceptional Circumstances in relation to admission or Deferral.</li> </ul>                                                                                                                                                         |
| Pro Vice Chancellor Transnational Education | <p>In relation to Transnational Students:</p> <ul style="list-style-type: none"> <li>• Ensures admission processes and documents: <ul style="list-style-type: none"> <li>○ meet relevant legislative requirements</li> <li>○ are accessible, publicly available and communicated in plain English.</li> </ul> </li> <li>• Determines the application submission requirements and deadlines.</li> <li>• Verifies that evidence provided by a student is true and accurate.</li> <li>• Approves and rescinds admission. <ul style="list-style-type: none"> <li>○ Consults with the Academic Chair of the Course, Head of College and/or Head of School where support for an admission decision is required by this procedure.</li> </ul> </li> <li>• Ensures all admission decisions are recorded.</li> <li>• Approves Deferral of admission. <ul style="list-style-type: none"> <li>○ Consults with the Academic Chair of the Course about Course availability.</li> </ul> </li> <li>• Provides prospective students with the reasons for Deferral or refusal of admission.</li> <li>• Determines if a prospective student or student has Exceptional Circumstances in relation to admission or Deferral.</li> </ul> |

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|                                               | <ul style="list-style-type: none"> <li>• Ensures the alignment of admission with University standards.</li> <li>• Advises on transnational regulatory requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |
| Pro Vice Chancellor International             | <ul style="list-style-type: none"> <li>• Oversees the assessment, approval and review of English language preparation courses. <ul style="list-style-type: none"> <li>○ Advises Academic Courses and Admissions Committee of any identified risks to approved English language preparation courses.</li> </ul> </li> <li>• Ensures approved English language preparation courses are centrally recorded.</li> <li>• Approves suppliers for accommodation and welfare arrangements for International Student Visa Holders who are under the age of 18.</li> </ul> |
| Head of College, by whatever name known       | <ul style="list-style-type: none"> <li>• Supports admission for applications involving probability of success.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Head of School, by whatever name known        | <ul style="list-style-type: none"> <li>• Supports admission for applications involving probability of success.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Academic Chair of the Course                  | <ul style="list-style-type: none"> <li>• Supports admission or Deferral for applications: <ul style="list-style-type: none"> <li>○ requiring academic judgement including probability of success</li> <li>○ where the Course has a quota or restricted availability.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                      |
| Academic Courses and Admissions Committee     | <ul style="list-style-type: none"> <li>• Approves equivalence for: <ul style="list-style-type: none"> <li>○ academic entry requirements</li> <li>○ minimum English language proficiency requirements</li> <li>○ non-academic Course specific requirements.</li> </ul> </li> <li>• Approves equivalent admission requirements in an Articulation Arrangement.</li> <li>• Requests and approves reviews of approved English language preparation courses.</li> </ul>                                                                                               |
| Quality and Standards Committee               | <ul style="list-style-type: none"> <li>• Monitors student cohorts that are admitted: <ul style="list-style-type: none"> <li>○ via an Articulation Arrangement</li> <li>○ because they have a high probability of success but do not meet admission requirements.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                          |
| Board of Studies (or equivalent)              | <ul style="list-style-type: none"> <li>• Reviews decisions to admit students based on probability of success, annually, to determine if Course admission requirements should change.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| Chair of the Board of Studies (or equivalent) | <ul style="list-style-type: none"> <li>• Advises Pro Vice Chancellor International of any identified risks to approved English language preparation courses.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |

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| Director Access, Wellbeing and Equity by whatever name known) | <ul style="list-style-type: none"> <li>In relation to Exceptional Circumstances and Compassionate or Compelling Circumstances, provides subject matter expertise to assist in the assessment of an application.</li> </ul> |
| Prospective and Current Student                               | <ul style="list-style-type: none"> <li>Provides academically defensible evidence and other information to support their application for admission.</li> </ul>                                                              |
| International Student Visa Holder                             | <ul style="list-style-type: none"> <li>Provides evidence to support their case for consideration of Compassionate or Compelling Circumstances.</li> </ul>                                                                  |

## Governance

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| <b>Approval Authority</b>                                  | Deputy Vice Chancellor Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Owner</b>                                               | Deputy Vice Chancellor Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Legislation mandating compliance</b>                    | <p><i>Australian Qualifications Framework</i><br/> <i>Disability Discrimination Act 1992</i><br/> <i>Disability Standards for Education 2005</i><br/> <i>Higher Education Standards Framework (Threshold Standards) 2021</i><br/> <i>Higher Education Support Act 2003</i> and supporting legislative instruments<br/> <i>Education Services for Overseas Students Act 2000</i> and supporting legislative instruments including the <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i><br/> <i>Federal Law No. 29 of 2006 In Respect of The Rights of People with Special Needs (Dubai)</i><br/> <i>Ministerial Decree No. 820 of 2014 (Dubai)</i><br/> <i>Australia's Foreign Relations (State and Territory Arrangements) Act 2020</i></p> |
| <b>Category</b>                                            | Primarily academic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Related University Legislation and Policy Documents</b> | <p><i>Admission and Enrolment Policy</i><br/> <i>Agent Procedure</i><br/> <i>Course Review Procedure</i><br/> <i>Coursework Regulations</i><br/> <i>Curriculum Policy</i><br/> <i>Curriculum Procedure</i><br/> <i>Delegations and Authorisations Policy</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|                       | <a href="#">Enrolment Procedure</a><br><a href="#">Fee Rules</a><br><a href="#">Foreign Interference Policy</a><br><a href="#">International Committee Terms of Reference</a><br><a href="#">International Student Transfer Procedure</a><br><a href="#">Microcredentials Procedure</a><br><a href="#">Recognition of Prior Learning Procedure</a><br><a href="#">Short Courses and Microcredentials Policy</a><br><a href="#">Short Courses Procedure</a><br><a href="#">Statute No. 11 - Admissions</a><br><a href="#">Student Appeals Policy</a><br><a href="#">Student Appeals Procedure</a><br><a href="#">Student General Misconduct Guidelines</a><br><a href="#">Student General Misconduct Procedure</a> |
| <b>Date effective</b> | 01/01/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Review date</b>    | 01/01/2029                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Revision History

| Approved/Amended | Date Approved | Resolution<br>(if applicable) | No. |
|------------------|---------------|-------------------------------|-----|
| Approved         | 31/07/2025    |                               |     |

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*