

EFFECTIVE UNTIL 31 DECEMBER 2025

Purpose and Scope

This policy provides the framework for the admission of students to Enabling Programs, undergraduate and postgraduate coursework Courses, honours programs and Non-Award study.

This policy applies to all domestic, international and transnational applicants for admission to Enabling and pathway programs, undergraduate degrees, postgraduate coursework degrees, Non-Award Courses and honours degrees.

The scope does not apply to applicants to Short Courses and higher degrees by Research Courses offered by the University.

This policy applies to all staff, students, and prospective students.

This policy should be read in conjunction with [Statute No. 11 - Admissions](#).

Objectives

- To provide for the admission and readmission of students to Enabling Programs, undergraduate and postgraduate coursework Courses, honours programs and Non-Award study offered by Murdoch University in a manner that:
 - supports the University's Strategic Plan; and
 - complies with the relevant legislative, regulatory and reporting requirements.
- To ensure those admitted to the University have the greatest chance of success in their chosen Course(s).

Policy

1. The following defined terms are specific to this document:
 - 1.1. "Advanced Standing" means entry to a Course at an advanced level due to prior learning which is recognised through the granting of credit and the awarding of exemptions.
 - 1.2. "Campus" means a term used to describe Murdoch University teaching locations.

- 1.3. “Course” means a coherent and integrated sequence of study that conforms to the applicable AQF specification for type, outcomes and volume of learning. Courses are designed, governed, and managed in accordance with the Coursework Regulations and Curriculum Policy.
- 1.4. “Inherent Requirements” means beyond the University’s Regulations and Policies, inherent requirements are the Learning Outcomes of the Course and include the student’s capacity to participate in activities that demonstrate the attainment of these outcomes. The University recognises that reasonable adjustments may be made and still achieve the same outcomes.
- 1.5. “Major” means a coherent and scaffolded sequence of required units and/or Specified Elective units that may be a compulsory or selected component of a Course. An additional Major may also be selected as an Option.
- 1.6. “Research” means in the Code, the description of research is expanded to mean that which:

‘...includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, and processes, including design and construction.

It includes routine testing and routine analysis of materials, components, and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research’.

Here the term ‘scholarship’ has the particular meaning: ‘...the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines, in forms such as dictionaries, scholarly editions, catalogues and contributions to major research databases’.

“Research” means the OECD definition for “research and experimental development”: Research and experimental development comprises creative work under-taken on a systematic basis in order to increase the stock of knowledge, including knowledge of man (sic), culture and society, and the use of this stock of knowledge to devise new applications.

Research is characterised by originality; it has investigation as a primary objective and has the potential to produce results that are sufficiently general for humanity’s stock of knowledge (theoretical and/or practical) to be recognisably increased.

Research includes pure basic research, strategic basis research and applied research.

In addition to the activity of people who are obviously engaged in research, research activity also includes:

- the provision of professional, technical, administrative or clerical support and/or assistance to staff directly engaged in research;
- management of staff who are either directly engaged in research or are providing professional, technical or clerical support or assistance to those staff;
- activities of students undertaking postgraduate research courses.
- development of postgraduate research courses; and - supervision of students undertaking postgraduate research courses.

The following specific activities are not to be classified as being research except where they are primarily for the support of, or as part of research activities:

- preparation for teaching;
- literary and artistic activities such as creative writing (but to that preparation of an original

- 1.7. “Accountability” means to broad oversight of a function, or group of closely related functions, to monitor and assure compliance with the regulatory obligations and conditions of statute, regulation and policy.
- 1.8. “Cancelled” or “Cancellation” means any enrolment activity where the University or another institution has suspended or ended a student’s enrolment in a Unit, a Course or the institution. This includes but is not limited to a situation where a student has had their enrolment withdrawn, suspended, terminated or discontinued or where a student is excluded or expelled from a Course or the institution.
- 1.9. “Principal Course” means the main Course of study to be undertaken by an International Student where a student visa has been issued. The Principal Course of study would normally be the final Course of study where the International Student arrives in Australia with a student visa that covers multiple Courses.
- 1.10. “Relative” means a person who is nominated in writing by a parent or person who has custody of the student, and is a step-parent, grandparent, step- grandparent, brother, sister, step-brother, step-sister, aunt, uncle, step-aunt, step-uncle, niece, nephew, step-niece, step-nephew, spouse, or de facto partner, or step-child of the student.
- 1.11. “Registered Provider” means a provider that is registered under the Education Services for Overseas Students Act 2000 and listed on the Commonwealth Register of Institutions and Courses for Overseas Students to provide a Course at a location.
- 1.12. “Responsibility” means direct oversight of a function, or group of closely related functions, and assurance that those functions are consistently

executed in compliance with regulatory obligations and conditions of statute, regulation and policy.

- 1.13. "Curriculum Item" means a collective term used to refer to all types of offerings including Courses, Majors, Co-Majors, Minors, and Units.
- 1.14. "Genuine Temporary Entrant" means a requirement set by the Australian Government for all Applicants for a student visa to show they are coming to Australia temporarily to gain a quality education.
- 1.15. "International Student" means a person (within or outside Australia) who requires a temporary visa to study in Australia, or a person who is not an Australian citizen, not a New Zealand citizen, or does not hold an Australian permanent resident visa, and is not a Transnational Student.
- 1.16. "Non-Award" means an approved course of instruction that does not lead to an Award.
- 1.17. "Short Course" means a Non-Award Curriculum Item with non-assessed learning outcomes that may be aligned with an AQF award level.

2. Policy Statement

2.1. Accountabilities and Responsibilities

- 2.1.1. [Statute No. 11 - Admissions](#) (1(a)) provides that Academic Council approves policy on the academic aspects of admission of students.
- 2.1.2. [Statute No. 11 - Admissions](#) (3(a)) provides that decisions on the admission of individual coursework students are made in accordance with policy approved by Academic Council by the director of the area responsible for the admission of coursework students to the University.
- 2.1.3. [Statute No. 5 - Academic Council](#) (1b) provides that Academic Council determine the degrees, Courses and Majors to be offered by the University (including admission requirements), subject to the authority of the Vice Chancellor as chief executive officer and academic principal of the University.
- 2.1.4. The [Curriculum Policy](#) and [Curriculum Procedure](#) provide for the approval of admission requirements as part of the approval of the academic plan for a new or revised Curriculum Item.
- 2.1.5. The Director Student and Library Services is responsible for the admission of individual coursework students, in accordance with policy and approved Course entry requirements.

3. Policy Principles

- 3.1. Applicants shall be admitted by fair, timely, transparent and formally approved standards and procedures, on the basis of Course admissions requirements that:
 - 3.1.1. Are clearly defined, consistent and equitable.

- 3.1.2. Focus on merit and reflect the potential for academic success.
 - 3.1.3. Provide accessible options for applicants to demonstrate that they meet the Course admission requirements;
 - 3.1.4. Maintain the University's reputation by demonstrating appropriate admissions standards; and
 - 3.1.5. Are periodically reviewed to ensure that those who are admitted are able to succeed in the relevant Course.
 - 3.2. The University's commitment to social inclusion shall be taken into account by the provision of appropriate enabling and pathway Courses, and internal Course transfer rules that provide access to the University's Courses to:
 - 3.2.1. Aboriginal and Torres Strait Islander applicants; and
 - 3.2.2. Cohorts who are under-represented in tertiary education; and
 - 3.2.3. Applicants with educational disadvantage including disabilities, compassionate, traumatic and medical considerations, social disadvantage or other circumstances beyond an individual's control; and
 - 3.2.4. Those who do not, at the time of initial application, satisfy the Course admission requirements.
4. **Course Admission Requirements**
 - 4.1. Course admissions requirements for each Course shall clearly define.
 - 4.1.1. The minimum academic entry requirements; and
 - 4.1.2. The minimum English language proficiency entry requirement; and
 - 4.1.3. The Inherent Requirements of the Course; and
 - 4.1.4. Any other additional specific entrance requirements of the Course. These may include but are not limited to the submission of evidence of a working with children clearance; police clearance; immunisation certificates; curriculum vitae; work experience; animal handling experience; or submission of a personal statement; portfolio; completion of additional forms or questionnaire; or attendance at an interview or additional selection process.
 - 4.2. Course admission requirements shall be set and reviewed considering evidence that applicants meeting these requirements are likely to succeed in the Course or program.
 - 4.3. Normally there is consistency of admission criteria across all Campuses and modes of learning. Any variation to admission criteria between Campuses or modes of learning must be approved by Academic Courses and Admissions Committee.

- 4.4. Course admission requirements shall be publicly available.
5. **Approval of Course Admission Requirements**
 - 5.1. New and amended Course admission requirements are approved in accordance with the [Curriculum Policy](#) and [Curriculum Procedure](#).
 - 5.2. Academic Courses and Admissions Committee has authority to approve comparable Course admission requirements.
 - 5.3. Any existing applicants must be informed of changes to Course admission requirements and have their eligibility reassessed.
 - 5.4. Where an applicant has already accepted an offer, the offer will stand, and their eligibility will not be reassessed.
 - 5.5. Any amendments to Course admission requirements will be published as soon as possible after the amendment has been approved.
6. **Courses that have Quotas or Caps**
 - 6.1. Quotas or caps on commencement numbers will be approved by the Academic Courses and Admissions Committee.
 - 6.2. Where approved quotas or caps exist, the marketing material must clearly reflect the limited number of places.
 - 6.3. Admissions into these restricted Courses may be made in “admission rounds” or by an earlier closing date specified by the University to enable the University to select the most qualified applicants.
7. **Approval and Eligibility for Admission**
 - 7.1. An applicant must submit an application through approved channels as set out on the University web site, on time, in the correct manner and complete with satisfactory documentary evidence of all their qualifications (completed or not) and proof of identity and citizenship and may be required to produce other documentation pertaining to their suitability to undertake a specific Course. The University will conduct verification checks of such documents.
 - 7.2. An applicant must provide documentary evidence that they satisfy the Course admission requirements.
 - 7.3. Director Student and Library Services has authority to approve admission where:
 - 7.3.1. the applicant meets the published Course admission requirements and the Course does not have a quota;
 - 7.3.2. a determination has been previously approved and has been recorded as a precedent in a precedents register by Director of Student and Library Services or nominee;
 - 7.3.3. there is agreement from the relevant Academic Chair or Academic staff nominee where the applicant meets the

published Course admission requirements and the Course to which admission is sought has an admission quota;

7.3.4. there is agreement from the Head of College, Head of School and Academic Chair in the following circumstances:

7.3.4.1. an individual applicant does not meet a particular academic or English admission requirement but on the basis of other considerations, the applicant has a high probability of successfully completing the Course to which admission is sought. The consideration and rationale for such determinations will be documented and may become a precedent.

7.3.4.2. where a group of applicants, with the same basis for admission, based on a determination that after a review of other considerations, the group has a high probability of successfully completing the Course to which admission is sought.

The consideration and rationale for such determinations will be documented and may become a precedent. The Head of College, Head of School or Academic Chair may rescind such a precedent and any rescission will be documented.

7.4. The rationale for decisions regarding admission where the applicant did not initially meet the published Course admission requirements will be documented and students' progress monitored.

7.5. International applicants must satisfy the University that they meet the appropriate requirements as determined by government regulations. Satisfying the University that they are Genuine Temporary Entrants and/or genuine students does not guarantee that they will be granted a student visa.

7.6. Satisfaction of Course admission requirements and the University's checks on Genuine Temporary Entrant requirements permits an applicant to be considered for a place; it does not guarantee an offer of a place.

7.7. An annual summary report listing admission precedents and any rescission of precedents is submitted to the Academic Courses and Admissions Committee for review.

8. Applicants who have had their Enrolment Cancelled by the University or another institution

8.1. An applicant who has had their enrolment Cancelled by the University or any other higher education provider will only be considered for admission if the period of their cancellation will have been served before the commencement of study.

8.2. An applicant for admission has had their enrolment Cancelled by the University or by any tertiary institution or program of study, or Course,

whether in Australia or elsewhere, on the basis of academic performance, misconduct or disciplinary reasons, is required to include all details of the Cancellation in their application for admission.

8.2.1. Any such applicant must demonstrate, by providing a written statement:

8.2.1.1. why they should be considered for admission into the University; and

8.2.1.2. how they have an improved likelihood of success in the Course for which they are applying.

8.2.2. The Director Student and Library Services will make decisions regarding such applications following agreement from the relevant Head of School and Academic Chair of the Course into which the applicant is applying for admission.

8.2.3. If non-disclosure is discovered, assessment of the application will be halted until the applicant explains the reason for the non-disclosure.

9. **Applicants who have a history of failure at a tertiary institution**

9.1. An applicant for admission who has failed more than 50% of attempted credit points in two or more consecutive study periods in previous studies from any tertiary institution or program of study, or Course, whether in Australia or elsewhere is required to include a written statement explaining:

9.1.1. why they should be considered for admission into the University; and

9.1.2. how they have an improved likelihood of success in the Course for which they are applying.

9.2. Decisions regarding such applications will be made by Director Student and Library Services with agreement from the relevant Head of School and Academic Chair of the Course into which the applicant in applying for admission.

10. **Admissions arrangements for international under 18s**

10.1. The University does not accept applicants on International Student visas who, at the date of commencement of studies, are under the age of 18 years as identified on their passport, unless:

10.1.1. Director Student and Library Services is satisfied that the student has a parent, legal custodian, or Relative aged 21 years or older, who is nominated as the student's guardian and is of good character.

10.1.1.1. The guardian must have permission to be in Australia for the period of the Course or until the student is 18 years old and provide care and support for the student.

10.1.2. Director Student and Library Services has approved a supplier to provide accommodation and welfare arrangements for the student in accordance with the [Education Services for Overseas Students Act 2000](#).

11. Refusal of Admission

The University may refuse admission to a qualified applicant if:

- 11.1. The limit on available places in the Course or University is exceeded; or
- 11.2. There are not appropriate and sufficient personnel, resources or number of students to enable the Course to be offered; or
- 11.3. There is evidence that a decision to admit would adversely affect the University, its staff or students. This determination to be made by the Director Student and Library Services; or
- 11.4. The applicant has had their enrolment Cancelled by the University or any other higher education provider and will not have served the period of their Cancellation before the commencement of study; or
- 11.5. The University is not satisfied with the applicant's explanation following a Cancellation from a Course at the University or another tertiary educational institution; or
- 11.6. The University is not satisfied with the applicant's explanation following a history of failure at a tertiary level; or
- 11.7. The applicant has outstanding fees owing to the University; or
- 11.8. Admission of the applicant would be contrary to Australian law; or
- 11.9. An applicant is unable to satisfy the Inherent Requirements of a Course; or
- 11.10. The University is not satisfied that an international applicant meets the appropriate requirements as determined by government regulations; or
- 11.11. An international applicant is yet to complete six months of their Principal Course provided by another Registered Provider and does not meet admission criteria outlined in the [International Student Transfer Procedure](#); or
- 11.12. An international applicant does not meet the criteria for Genuine Temporary Entrant or genuine student; or
- 11.13. There are age restrictions imposed by third party bodies associated with compulsory school-age or Course components of practicum or industry experience; or
- 11.14. There are other restrictions or limitations applying to the Course.

12. Applicant Response to an Offer

- 12.1. Applicants must either accept, defer, or reject, within the prescribed time, and in accordance with the procedures for admissions and enrolments, an offer of a place within their chosen Course at the relevant Campus.

- 12.2. Deferral of admission may be granted to any person offered a place in an undergraduate or postgraduate Course who applies for deferment for a maximum of two years.
 - 12.3. Provision may be made to approve deferment beyond or less than the timelines stipulated above. This determination can be made by Director Student and Library Services or nominee.
 - 12.4. Students who defer their admission will be subject to the tuition fee structure and the Course version at the time of admission.
 - 12.5. Students are obliged to provide the University with full details of any formal tertiary study taken elsewhere during the course of a deferral. The offer of a deferred place may be withdrawn if the results of any such study are unsatisfactory.
- 13. Internal Applications and Course Transfers**
- 13.1. Once admitted to the University and their nominated Course of study, students may apply for transfer between Courses, Majors and Campuses.
 - 13.2. Internal applicants must satisfy the same Course entry requirements as other applicants for the Course. The University has discretion, however, to give preference to an internal applicant above an external applicant, in accordance with the selection methodology for the Course.
 - 13.3. Transnational students who transfer to an onshore Campus will need to satisfy the University that they meet the appropriate requirements as determined by government regulations. Satisfying the University that they are Genuine Temporary Entrants and/or genuine students does not guarantee that they will be granted a student visa to study in Australia.
- 14. Transfer of International Students prior to completion of six months of study in the Principal Course**
- 14.1. The University will assess requests from International Students seeking to transfer to the University prior to the completion of six months of their Principal Course of study in accordance with the [International Student Transfer Procedure](#).
- 15. Withdrawal of Offer/Cancellation of Enrolment**
- 15.1. The Director Student and Library Services or nominee may withdraw an offer or cancel an applicant's enrolment if:
 - 15.1.1. the offer has been made in error;
 - 15.1.2. the applicant has been found to have been offered a place or admitted on the basis of incomplete, inaccurate, fraudulent or misleading information;
 - 15.1.3. the Course to which the applicant has an offer has been discontinued.

16. Course Discontinuations

16.1. Where the University discontinues a Course in accordance with the [Curriculum Policy](#) and [Curriculum Procedure](#), the University reserves the right to cancel any offers of admission to the Course.

17. Advanced Standing

17.1. Requests for Advanced Standing on the basis of prior learning are to be made in accordance with the [Advanced Standing Policy](#).

17.2. The award of Advanced Standing is subject to the applicant meeting the Course admission requirements and commencing the Course.

18. Appeals

18.1. Appeals against decisions made with regard to admission into the University or its Courses are to be made in accordance with the [Student Appeals Policy](#).

Governance

Approval Authority	Academic Council
Owner	President Academic Council
Legislation mandating compliance	
Category	Primarily Academic
Related University Legislation and Policy Documents	Admission and Support of International Students Policy Advanced Standing Policy Coursework Regulations Curriculum Policy Curriculum Procedure International Student Transfer Procedure Statute No. 5 - Academic Council Statute No. 11 - Admissions Student Appeals Policy
Date effective	13/08/2025
Review date	22/03/2026

References

[Australian Qualifications Framework](#)

[Genuine Temporary Entrant \(GTE\) Requirements](#)

[Higher Education Standards Framework](#)

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Administrative amendments	08/08/2023	
Approved	22/03/2023	AC/28/2023
Approved	30/11/2022	AC/130/2022(iii)
Administrative amendments	22/09/2021	
Approved	16/06/2021	AC/47/2021(v)(b)
Approved	17/03/2021	AC/18/2021(i)(ii)
Approved	17/03/2021	AC/22/2021(ii)
Administrative amendment	11/08/2020	
Approved	30/03/2020	AC/21/2020
Approved	26/06/2019	AC/37/2019
Approved	12/03/2019	AC/16/2019(ii)
Approved	06/07/2018	AC/63/2018(i)
Rescinded AC/136/2016	06/07/2018	AC/63/2018(ii)
Approved Schedule A Extenuating Circumstances	02/11/2016	AC/136/2016
Approved	16/09/2015	AC/117/2015(i)
Rescinded AC/166/2012(i)	16/09/2015	AC/117/2015(ii)
Approved	07/11/2012	AC/166/2012(i)

Attachments

Schedule A

Murdoch University Extenuating Circumstances Application

Murdoch University will consider applications from prospective students whose education has been compromised due to genuine hardship, resulting in them falling short of admissions requirements for an undergraduate course.

To find out more information, including eligibility and how to apply for consideration due to extenuating circumstances, prospective students can download an *Extenuating Circumstances Information Sheet* and an *Extenuating Circumstances Application Form* from the Alternative Entry Pathways webpage located at:

<http://goto.murdoch.edu.au/AlternativeEntryPathways>

Approval and Implementation:

Approval Authority:	Academic Courses and Admissions Committee
Responsible Officer(s):	Secretary to Academic Courses and Admissions Committee

Revision History:

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
Approved	02/11/2016	01/01/2017	16/09/2018	AC/136/2016

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