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## Student Admission Procedures

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### 1. Governing Policy

[Admissions Policy](#)

### 2. Purpose

To specify the processes for applications for admission to coursework award courses and related matters.

### 3. Application process

All applications for admission to a coursework award course must be made in accordance with the processes, and by the due dates, specified by the University on its [domestic students](#) or [international students](#) webpages.

### 4. Exceptions to admission criteria

Applicants who do not meet the applicable admission criteria are not further considered for admission, except as set out below.

#### 4.1. Exceptional circumstances

Where an individual applicant does not meet the minimum admission criteria, but an authorised delegate considers that:

- a. exceptional circumstances apply to the applicant, and
- b. the applicant has demonstrated that they are reasonably likely to be able to successfully complete the course of study applied for, and

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- c. the applicant's English language proficiency is not below the "special circumstances" minimum requirements specified in the [English Language Proficiency Requirements for Coursework Award Courses](#),

the delegate may make an offer of admission to that applicant, subject to any conditions they see fit to specify.

## 4.2. Transnational Education

An authorised delegate may vary the requirements specified in the [English Language Proficiency Requirements for Coursework Award Courses](#) for admission to a Transnational Education award course which is wholly or partly delivered in a language other than English, provided the delegate is satisfied that the applicants have demonstrated that they are reasonably likely to be able to successfully complete the course of study applied for.

## 5. Acceptance of offer

- a. All applicants who receive an offer must accept it by the due date specified in their offer, and in accordance with any conditions specified in the offer, or their offer will lapse.
- b. After accepting an offer:
  - i. **domestic applicants** must commence the enrolment process by the due date specified and in accordance with their offer, the [Enrolment Policy](#) and procedures.
  - ii. **international applicants** will receive a formal Confirmation of Enrolment (CoE) to include with their visa application to the Australian Government. At the time specified for enrolment, the student must commence the enrolment process in accordance with their CoE, the [Enrolment Policy](#) and procedures.

## 6. Deferment of course start date

### 6.1. Domestic applicants

A successful domestic applicant may defer commencement of their studies following acceptance of an offer, provided the course is designated as deferrable on the [Deferring Your Offer](#) webpage.

### 6.2. International applicants

- a. An international applicant, prior to accepting an offer, may request a later start date than requested in the original application.
- b. The later start date will be included in the applicant's Confirmation of Enrolment (CoE).
- c. Once an international applicant has received a CoE, the start date for their studies may only be deferred in compassionate and compelling circumstances.
- d. Compassionate and compelling circumstances are generally those beyond the control of the applicant and may include medical (e.g., illness, provided that a medical certificate states that the applicant is unable to attend classes) or family/personal circumstances (e.g., death or severe medical problems within a family, or unforeseen family financial difficulties, so that it is unreasonable to expect a prospective student to be able to commence their studies).
- e. A deferral fee may apply to an applicant who defers the commencement of their studies more than once, whether this occurs before or after receipt of a CoE.
- f. Any change to a start date for an applicant with a CoE will be reported to the appropriate Australian Government department.

## 7. Withdrawal or refusal of admission

### 7.1. Inaccurate or incomplete information provided by applicant

- a. Where an applicant has been offered a place in a course as result of the provision of inaccurate or incomplete information, the University may withdraw the offer and cancel any consequential enrolment.
- b. Prior to withdrawing an offer, the delegated authority must:
  - i. give the applicant an opportunity to explain the inaccuracies or omissions in the information provided, and
  - ii. take into account the degree to which the applicant has contributed to the inaccuracies and omissions and the stage through the course at which the errors are detected.
- c. Changes to an international student's enrolment resulting from cancellation will be reported to the Australian Government.

### 7.2. Administrative error by University or Agent

- a. Where an applicant has been offered a place in a course as a result of an error by a University staff member or an agent of the University, the University may withdraw the offer and cancel any consequential enrolment.
- b. At the time of withdrawing an offer, the delegated authority must attempt to facilitate an offer of admission to a suitable alternative course.
- c. Where no suitable alternative offer can be made the University will refund any tuition fees paid.
- d. Changes to an international student's enrolment resulting from cancellation will be reported to the Australian Government.

### 7.3. Refusal

- a. An applicant who has been suspended or excluded from a course at Flinders University or another tertiary education institution may be refused admission to any course at this University.
- b. In exceptional circumstances the University may refuse admission to an applicant to any course where it believes the applicant will not successfully complete a course of study or qualify for an award.

## 8. Application to transfer from another Australian registered CRICOS Institution

Where an **international student** applies to transfer to Flinders University from another Australian registered CRICOS institution prior to completing six months of their principal course, the University will consider the application only if the applicant provides evidence that:

- a. the releasing registered provider, or the course in which the overseas student is enrolled, has ceased to be registered
- b. the releasing registered provider has had a sanction imposed on its registration by the ESOS agency that prevents the overseas student from continuing his or her course at that registered provider
- c. the releasing registered provider has agreed to the overseas student's release and recorded the date of effect and reason for release in PRISMS, or
- d. any government sponsor of the overseas student considers the change to be in the overseas student's best interests and has provided written support for the change.

## 9. Authorities

These authorities may be sub-delegated, provided the sub-delegation is made in accordance with the [Delegations Policy](#).

### a. Admission criteria exceptions

<b>Deputy Vice-Chancellor (Students)</b>	Approve, after consultation with the relevant College Dean (Education), an offer of admission to an individual <i>domestic</i> applicant who does not meet the specified admission requirements, as per Procedure 4.1.
<b>Vice-President and Pro Vice-Chancellor (International)</b>	Approve, on advice of the relevant College Dean (Education), an offer of admission to an individual <i>international</i> applicant who does not meet the specified admission requirements, as per Procedure 4.1.  Approve offers of admission to applicants for <i>Transnational Education</i> courses, as per Procedure 4.1.

### b. Application to defer

<b>Deputy Vice-Chancellor (Students)</b>	Approve or reject an application by a <i>domestic</i> applicant to defer an offer under Procedure 6.1.
<b>Vice-President and Pro Vice-Chancellor (International)</b>	Approve or reject an application by an <i>international</i> applicant to defer their start date under Procedure 6.2.c-f.

### c. Withdraw or refuse an offer of admission

<b>Deputy Vice-Chancellor (Students)</b>	Withdraw or refuse an offer to a <i>domestic</i> applicant in accordance with Procedure 7.
<b>Vice-President and Pro Vice-Chancellor (International)</b>	Withdraw or refuse an offer to an <i>international</i> applicant in accordance with Procedure 7.

<b>Approval Authority</b>	Deputy Vice-Chancellor (Students), after consultation with Vice-President and Pro Vice-Chancellor (International)
<b>Responsible Officer</b>	Director, Student Recruitment (re domestic applicant matters) Director, International Recruitment (re international applicant matters)
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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