



Online University English Entry Course - Admissions Policy

1. Purpose

This Policy ensures UNSW College (the College) upholds its commitment to ensuring transparent, consistent and fair assessment of all applications for Admission to the Online University English Language Course and that selection is carried out in a professional and responsible manner, while upholding equal opportunity principles.

2. Scope

This Policy applies to:

- (a) all Prospective Students seeking to enrol in the Online University English Entry Course (OUEEC);
- (b) all Enrolled OUEEC students; and
- (c) all College staff involved in the promotion, recruitment, Admission, delivery, management or administration of OUEEC students and Prospective Students.

3. Policy Statement

The College is committed to the transparent, consistent, and fair assessment of applications for Admission.

4. College Responsibilities:

The College is expected to:

- (a) ensure Admission standards provide access to those with high potential to succeed, irrespective of background;
- (b) ensure offers are made to Applicants who are assessed as having the background and ability to have a reasonable expectation of successfully completing the program;
- (c) provide appropriate support for students with special needs, including students under the age of 18 years;
- (d) ensure Applicants from a non-English speaking background demonstrate a suitable level of English language proficiency to be admitted;
- (e) periodically undertake an analysis of student cohort outcomes to determine the effectiveness of entry standards and respond where appropriate;
- (f) ensure information on Admission standards, programs and support is transparent, clear, concise, equitable and publicly available to enable an Applicant to make informed decisions;
- (g) ensure Applicant information is treated in accordance with the College's [Privacy Policy](#);
- (h) advise the student in writing of the reasons for refusal if the application for entry is not successful;



- (i) retain records of the application and the decision for a period of at least two years after the student has received notification of an application rejection, or at least five (5) years after the student has completed the program.

5. Students' Responsibilities

All students must:

- (a) meet published entry requirements for the OUUEEC;
- (b) provide evidence of meeting English language proficiency requirements required for entry, that is no more than 24 months old at the program commencement date;
- (c) understand the minimum system requirements and personal electronic device requirements for maximizing their online learning experience and participating in the learning activities (see [OUUEEC Personal Electronic Device Student Guidelines](#));
- (d) understand and commit to the standards of behaviour outlined in the [OUUEEC Student Code of Conduct](#);
- (e) understand and commit to College policies and procedures that guide their enrolment and provision of support services;
- (f) actively engage in the learning process to maximise their opportunity of success; and
- (g) ensure the application for Admission is accompanied by a parent or legal guardian's signature if under the age of 18 years.

6. OUUEEC Admissions Criteria

6.1 English Language Proficiency

- (a) The English Language Tests and minimum requirements identified in Tables 1 and 2 below are accepted as evidence of language proficiency for entry into the 10-week Online University English Entry Course.
- (b) The English Language test provided to demonstrate proficiency must be no more than two (2) years old at the time of the program commencement date.
- (c) Specific English Language proficiency requirements for entry into the OUUEEC are dependent upon the subsequent UNSW Sydney degree into which a student is seeking entry, as follows:



Table 1: Minimum Requirements for OUEEC Entry for students seeking to progress to further UNSW Sydney studies as indicated:

Undergraduate degrees in Business, Law & Justice Postgraduate degrees in Business, Law & Justice Research: Arts, Design & Architecture	
English Test	Minimum requirements
IELTS (Academic Module)	6.5, Writing 6.0 (sub-scores 5.5)
TOEFL (internet iBT)	90, Writing 23
Pearson Test of English (PTE)	64, Writing 54
Cambridge Advanced English (CAE)	176, Writing 169
HKDSE English	4, Writing 4

Table 2: Minimum Requirements for OUEEC Entry for students seeking to progress to further UNSW Sydney studies as indicated:

Undergraduate & Postgraduate: Arts, Design & Architecture, Engineering, Medicine & Health Services Research: Engineering, Medicine & Health, Science	
English Test	Minimum requirements
IELTS (Academic Module)	6.0, Writing 6.0 (sub-scores 5.5; speaking 5.0)
TOEFL (internet iBT)	80, Writing 20
Pearson Test of English (PTE)	54, Writing 54
Cambridge Advanced English (CAE)	169, Writing 169
HKDSE English	3, Writing 3

6.2 Academic Requirements

There are no specific academic entry requirements for the OUEEC.

6.3 Minimum Age Requirements

- (a) To enrol in a College program, students must normally be 17 years of age at the date of program commencement.
- (b) Approval from the Executive Director, Academic is required to enrol any student under the age of 17.
- (c) If an Applicant is under the age of 18 years at the time the program commences, the application for Admission must be signed by a parent or legal guardian.



6.4 Verification of qualifications

- (a) English Language Tests may be checked against benchmarks, including:
 - i. IELTS Test Report Form (TRF) Verification Service;
 - ii. Test of English as a Foreign Language (TOEFL) Verification Service;
 - iii. Cambridge Assessment International Education (CIE Direct).
- (b) If an Applicant is found to have provided fraudulent documentation as part of their application for Admission, they will be excluded from entry.

7. Admission Outcome

- (a) All applications for Admission will be assessed against the Admissions Criteria.
- (b) All Applicants will receive a formal notification of their Admission outcome, with the outcome being one of the following:
 - i. an Unconditional Offer; or
 - ii. a Conditional Offer; or
 - iii. an unsuccessful Admission letter, stating the reason.

8. Grounds for refusal of Admission

The College may refuse to admit an Applicant under, but not limited to, the following circumstances:

- (a) the Applicant provided false information or fraudulent documentation to gain Admission; or
- (b) where Admission is considered to be a breach of Australian law.

9. Offer Letter

- (a) The Offer Letter will include:
 - i. information regarding the program and/or specialisation (where applicable), study mode, study duration, tuition fees and commencement date;
 - ii. enrolment terms and conditions and links to associated policies and guidelines;
 - iii. any conditions imposed on the student's enrolment and any necessary prerequisite requirements that must be met to enter the program.
- (b) Failure to meet any condition stated in the Offer Letter may result in the withdrawal and cancellation of the offer.

10. Acceptance of Offer

- (a) To accept an offer, Applicants will need to follow the instructions specified in the Offer Letter, including to:
 - i. sign the Offer Letter and return to the College by the date indicated; and
 - ii. follow the instructions about payment of fees indicated in the Offer Letter.
- (b) If a student is under 18 years of age, a parent or guardian will also need to sign the



acceptance of offer.

11. Deferral of Offer

- (a) Online students who have been offered a place in a College program but wish to apply for a deferment, must do so prior to commencement of the program.
- (b) Deferral will only be granted for the following reasons:
 - i. Failure to meet entry requirements; or
 - ii. Compassionate or compelling circumstances, with supporting evidence (see [OUEEC Guidelines for Assessing Compassionate or Compelling Circumstances](#))
- (c) Students will only be permitted to defer the commencement of studies twice. If a third request is made, the College may refuse.
- (d) Tuition fees applicable will be those current at the time of the deferred commencement.

12. Withdrawal after acceptance and prior to commencement

- (a) If a student wants to withdraw from a program after they have accepted, they must submit a completed Application to Withdraw Form with supporting documentary evidence.
- (b) Examples of acceptable documentation are listed below:
 - i. evidence of failure to meet the required English proficiency levels through IELTS (or similar) test results;
 - ii. a medical certificate or letter from a registered medical practitioner, psychologist, counsellor or other appropriate professional supporting compassionate circumstances.
- (c) The College will process refunds in accordance with the [OUEEC Student Fees and Refund Policy](#).

13. Withdrawal of offer

- (a) The College may revise or withdraw an offer for Admission, if:
 - i. entry requirements change for a program;
 - ii. a program is suspended or discontinued, in which case, the Applicant may be offered an alternative program if available;
 - iii. where an offer of Admission was incorrectly made;
 - iv. an offer for a program was based on fraudulent information provided by the Applicant.



14. Re-Admission after Exclusion

- (a) A student can be excluded permanently or for a specified period of time from the College, typically due to unsatisfactory program progress or as a penalty for misconduct.
- (b) If the Exclusion is for a specified period of time, the student may apply for re-Admission after completing the Exclusion period.
- (c) Applications for re-Admission must be received by the Executive Director Academic or nominee at least four weeks prior to the commencement of the term in which the student seeks to resume study, for the Executive Director Academic or nominee to assess whether the student has a reasonable chance of success in returning to study.
- (d) If a student is accepted for re-Admission, they will be subject to the conditions outlined in the Offer Letter.
- (e) If an application for re-Admission following Exclusion is not approved, the decision is final.

15. Appeal against Admission Decision

- (a) When an application for Admission is not successful, and the Applicant is dissatisfied with the outcome, they may apply for a review within ten (10) working days of the decision.
- (b) A review of the decision will be undertaken by the Head of Admissions and Student Systems or nominee and the Applicant will be notified in writing of the review decision within ten (10) working days of lodgement.
- (c) If still not satisfied, the student can appeal under the [QUEEC Student Appeal Policy](#).

16. Privacy

Applicant information will be treated in accordance with the College’s [Privacy Policy](#) and any relevant legislation.

17. Roles, responsibilities and delegations

This Policy operates within the context of, and subject to, relevant Australian State and Commonwealth legislation.

Role	Responsibility
Executive Director, Future Students and Business Development	<ul style="list-style-type: none"> • Responsible for reviewing re-Admission and marginal application matters.
Head of Admissions and Student Systems	<ul style="list-style-type: none"> • Responsible for the day-to-day implementation of this policy.
Governance and Policy Lead	<ul style="list-style-type: none"> • Responsible for the administration and publishing of this policy.

Role	Responsibility
Student Support Advisers	<ul style="list-style-type: none"> • Provision of welfare and wellbeing support. • Key contact for international students under 18 years of age

18. Definitions

Definitions and Acronyms	
Admission	Entry into a program or course granted to an applicant following assessment of their application.
Applicant	a person who has submitted an application for Admission and is awaiting an outcome.
CAE	Cambridge Advanced English.
Conditional Offer	conditions identified in the Offer Letter must be met prior to enrolment.
Deferral	taking an authorized gap between being offered a place at the College and commencing studies in the offered program or course.
Enrolled	a status where a student has already accepted the College conditions of enrolment and paid the required amount to secure their place in the OUUEEC.
Exclusion	a student's enrolment has been cancelled, either permanently or for a specified period of time, typically due to unsatisfactory program progress or as a penalty for misconduct.
IELTS	the International English Language Testing System.
Offer Letter	the formal invitation for Admission to a place at the College made to a Prospective Student.
Online University English Entry Course (OUUEEC)	the College program that builds academic and English language skills with all content, communication and distribution of learning resources delivered electronically.
Prospective Student	a person outside Australia who intends to become or has taken any steps towards enrolling in the Online University English Entry Course.
PTE	Pearson Test of English (Academic).
TOEFL	Test of English as a Foreign Language.
Unconditional offer	no conditions are to be met prior to enrolment.



Related Policy Documents and Supporting Documents	
Policy	<ul style="list-style-type: none"> • OUEEC Student Appeal Policy • OUEEC Guidelines for Assessment of Compassionate or Compelling Circumstances • OUEEC Student Fees and Refund Policy • College Privacy Policy
Forms	<ul style="list-style-type: none"> • Application to Withdraw Form

19. Policy governance

OUEEC Admissions Policy	
Category / Business Group	Admissions
Published Externally (Yes/No)	Yes
Approver	Academic Board
Responsible Officer	Executive Director, Future Students and Business Development
Contact Officer	Head of Admissions and Systems
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Revision History

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1	Academic Board	23 May 2024	23 May 2024	N/A

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