ADMISSION TO HIGHER DEGREE RESEARCH PROGRAMS PROCEDURE

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Contact Officer	Manager, Graduate Research School
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Associated Documents	Admissions Policy English Language Policy http://www.unsw.edu.au/elp Higher Degree Research Supervision Conditions for Award of Degrees UNSW Guidelines on Facilities and Resources to Support Higher Degree Research Students

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1. Purpose and Scope

These Procedures apply to admission to all Higher Degree Research programs at UNSW or UNSW@ADFA.

2. Definitions

See Appendix A

3. General

3.1 Minimum Academic Requirements for Admission

3.1.1 All applicants for admission to Higher Degree Research programs must satisfy the minimum academic requirements for admission, as specified in the Admissions Policy.

3.2 Administration of Admission Processes

3.2.1 The processes involved in the admission of candidates to Higher Degree Research programs are managed by the Graduate Research School and UNSW@ADFA Student Administrative Services or the equivalent administrative unit responsible for HDR candidatures.

3.3 Application Procedures and Documentation

3.3.1 Applicants must apply using the designated method and by the due date advised by the University each year. Domestic higher degree students may apply for admission as full-time or part-time candidates

3.3.2 An application must be accompanied by documentation of all qualifications attempted or completed and proof of completion, where applicable.

3.3.3 Applicants may be required to provide supporting documentation including, but not limited to, research proposal, proof of contact with potential supervisor, curriculum vitae, portfolio and examples of previous research.

3.3.4 Where documentation is supplied by the applicant, copies of such documentation will be accepted only if they have been properly certified by either the issuing body or those people qualified to certify documents.

3.3.5 Where academic transcripts are presented in a language other than English, they must be accompanied by a translation. A statement verifying that the translation given is an accurate translation of the transcript must also be included. Such a statement must be notarised by an appropriate authority.

3.3.6 Where qualifications have been completed in another name the application must be accompanied by documentation evidencing the change of name.

3.3.7 Refugees and other applicants who cannot provide documentation of previous educational qualifications due to circumstances existing in their home country should provide a statutory declaration stating the qualification(s) and their inability to obtain documentation or other information acceptable to the Dean of Graduate Research.

3.4 Additional Selection Criteria

3.4.1 In addition to the admission requirements in the Admissions Policy, programs within the University may specify other selection criteria that applicants are required to meet in order to demonstrate their capacity for success in the program. These may include, but are not limited to an audition, interview or completion of a questionnaire.

3.4.2 Some courses or programs which are more linguistically demanding may recommend additional assessment of communication skills.

3.4.3 Requirements for additional selection criteria are established individually for each program.

3.4.4 All program or course proposals must provide information on:

(a) the advice that will be given to prospective candidates in accordance with the above resolution; and

(b) a justification of the additional selection criteria.

3.4.5 The University, including all relevant Program Authorities are responsible for ensuring that clear, unambiguous, timely and constructive advice

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is given to prospective candidates on the precise nature and extent of the additional selection criteria.

3.5 English Language Proficiency Requirements

3.5.1 All applicants for Higher Degree Research programs must satisfy the University's English language proficiency requirement as determined by the Academic Board.

3.5.2 For further details of the English language proficiency required at UNSW including English language tests see http://www.unsw.edu.au/elp

3.6 Offers, Acceptance and Enrolment

3.6.1 Prior to an offer being made by the Dean of Graduate Research, the relevant Faculty, School or Centre is required to confirm the supervision details and the availability of appropriate space, resources and infrastructure for the candidature.

3.6.2 Offers of admission shall specify the program, research area, commencement date, residency or fee-liability type/status, location, attendance mode and attendance type and any coursework required.

3.6.3 Offers may be conditional upon the provision of proof of completion of admission requirements or other factors detailed in the letter of offer. Failure to meet any condition of offer by the specified date will result in the withdrawal of the offer and cancellation of the enrolment.

3.6.4 If a candidate fails to accept by the date specified in the offer letter the offer of admission may be withdrawn.

3.6.5 If a candidate accepts an offer, but fails to enrol for the teaching period by the date specified in offer letter the enrolment lapses and the offer of admission is withdrawn unless an application to defer commencement of study has been submitted and approved.

3.6.6 The University may refuse admission to a qualified applicant if:

(a) any limit on available places is exceeded; or
(b) there is not appropriate and sufficient space, resources or supervision able to be provided by the University for the proposed research program throughout candidature; or
(c) there are other restrictions or limitations applying to the program.

Conditional Offers

3.6.7 A conditional offer may be given to applicants on the basis of expected academic and English proficiency requirements. Only applicants who subsequently provide evidence of meeting any prescribed conditions can be admitted to the University.

3.6.8 A packaged offer may be given to applicants who have the academic qualifications required for entry, but who do not currently meet UNSW English proficiency requirements. Packaged offer arrangements are only applicable for prescribed English courses studied at the UNSW Institute of Languages, and are subject to acceptance by the Institute of Languages.

Multiple Enrolment

3.6.9 No candidate shall be permitted to enrol in a degree, diploma or certificate program at the same time as he/she is enrolled for any other degree, diploma or certificate in the University or at any other tertiary institution, except with the approval of the Faculty or Faculties concerned and the Dean of Graduate Research.

3.6.10 The Dean of Graduate Research may suspend from higher degree research enrolment any candidate who is found to be enrolled, without approval, in more than one degree, diploma or certificate program.

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Inaccurate or Incomplete Information

3.6.11 If results or other information are subsequently found to be inaccurate, or full disclosure of prior study is not given, the University reserves the right to withdraw an offer at any time.

3.7 Deferment

3.7.1 The Dean of Graduate Research approves deferral of commencement of enrolment in a Higher Degree Research program from one admission period to another after the Faculty has confirmed that appropriate space, resources and supervision are able to be provided at that time.

3.7.2 Where deferment in a program is permitted, the standard deferment period is one semester.

3.7.3 In extenuating circumstances, the standard deferment period may be extended to two semesters, provided appropriate supervision, space and resources are available.

3.7.4 Applicants must apply for deferment using the method and by the due date advised by the University each year.

3.7.5 Applicants will receive confirmation of their deferred place.

3.7.6 If the deferment period lapses, the applicant will be required to reapply for admission.

3.7.7 A candidate who is granted deferment will be liable for any tuition fees at the rate applicable in the year of enrolment.

3.8 Re-admission and Re-enrolment after Lapsed Candidature

3.8.1 A candidate wishing to re-enter a program after a period of nonattendance without an approved leave of absence must apply for approval of re-admission. The appropriate Faculty Higher Degree Committee will consider the application and recommend to the Dean of Graduate Research whether or not re-enrolment should be approved.

3.8.2 A candidate wishing to re-enter a program after withdrawing from a program can apply for re-admission.

3.8.2 A candidate who is permitted to re-enrol following a period of nonattendance, other than an approved leave of absence, or after withdrawal from a program will be required to satisfy the program requirements which apply at the time of readmission. Depending on the length of absence and developments in the area of research during the intervening period, the candidate will not necessarily retain credit for any work completed prior to the absence.

3.8.3 Applications for re-admission must be made using the method and by the due date advised by the Graduate Research School.

3.8.4 Re-admission will not be permitted if appropriate supervision, space and resources are no longer available.

3.8.5 Relevant Commonwealth Government policy relating to schemes such as the Research Training Scheme (RTS) must be taken into account when considering re-admission of a candidate.

3.9 Suspension or Exclusion from a Higher Education Provider

3.9.1 Applicants who have been suspended or excluded from UNSW or another higher education provider are not permitted to commence study while the suspension or equivalent action remains in force.

3.9.2 In general, re-admission to a research program will not be permitted following termination of candidature.

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4. International Admission

4.1 General Requirements

4.1.1 International candidates shall be admitted to Higher Degree Research programs in accordance with Commonwealth legislation.

4.1.2 International applicants will be considered for entry to the University on a fee-paying basis only.

4.1.3 Successful International Applicants will be expected to pay a deposit as a proof of funds and that this will be counted towards their tuition fees once they have enrolled

4.3 Study visas and minimum ELP requirements

4.3.1 Minimum English language proficiency levels required by the Commonwealth Government for the issuing of visas for study in Australia may vary from those required by the University for eligibility as an applicant.

4.4 Student visa applicants

4.4.1 To comply with Commonwealth Government policy, international applicants are required to apply for admission as full-time candidates, remain full-time candidates for the duration of their academic programs and complete their programs within the expected duration as specified on the candidate's Confirmation of Enrolment (e-CoE) unless there are compassionate and compelling circumstances approved by the Education Provider.

4.4.2 International candidates who are not able to complete their program within the standard duration will need to apply to the relevant Commonwealth Government Department for a visa extension. The Commonwealth makes the final decision on the granting of all visas, and the University cannot guarantee that such an extension will always be granted.

4.4.3 All applicants must meet Commonwealth Government student visa conditions including security conditions and requirements for each country of origin, which may vary from the University's admission requirements.

4.5 Gaining permanent resident status

4.5.1 If an international Higher Degree Research candidate gains Permanent Resident status:

(a) after gaining admission but **before the census date** in any semester, the candidate will be transferred to domestic Higher Degree research enrolment status.

(b) after gaining admission but **after the census date** in any semester, the candidate will remain liable for fees at the international candidate fee rate for that semester.

5. Admissions via Transfer from Another University

5.1 Transferring from another institution

5.1.1 The Dean of Graduate Research will consider all applications for transfer of research candidature from another university to UNSW on a case-by-case basis taking into account all relevant factors.

5.1.2 Domestic candidates must supply documentary evidence of their enrolment and consumption of RTS entitlement at the previous institution. International candidates must supply documentary evidence of their period of full-time equivalent enrolment at their previous institution

5.1.3 UNSW will not approve transfers if the candidate is within 12 months of the completion of a HDR degree at another institution unless there are exceptional circumstances.

5.1.4 Exceptional circumstances in which a transfer may be considered include:

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(a) the applicant's supervisor has accepted an academic post at UNSW; or
(b) the supervisor has left the applicant's previous institution and there is no appropriate supervision available at that institution; or
(c) family reunion.

5.1.5 Candidates may not apply to transfer due to a dispute or lack of progress at their current institution. Copies of the candidate's previous annual progress reviews will be required to ensure that the transfer is not related to such issues. The progress review must endorse that the candidate is on track to complete within 4 years FTE (PhD) or 2 years FTE (Masters).

5.1.6 The ESOS Act National Code requires that an international candidate may not transfer from another Australian registered provider's course prior to the candidate completing six months of his or her principal course of study unless under specified exceptions as outlined in the National Code

5.1.7 For domestic Higher Degree Research candidates the RTS entitlement that the candidate has already consumed will be deducted from their entitlement at UNSW. For an international candidate the period of time already consumed at the international institution will be deducted from their entitlement at UNSW.

5.1.8 For candidates transferring from an international institution who have not been previously enrolled in an RTS place, and who are not transferring their research project, the admission should be treated as a new admission rather than a transfer.

5.2 Candidates bringing their research from another institution

5.2.1 For all candidates transferring their research from another institution, documentation showing agreement of the previous institution for the transfer, including on transfer of any intellectual property if appropriate, must be obtained.

6. Fees other than for Tuition

6.1 Application Fees

6.1.1 An application fee may be levied against international applicants applying for Higher Degree Research programs.

6.1.2 When levied, the Application Fee will be against applications for package offers, including offers that are made for packages with the UNSW Institute of Languages.

6.1.3 Candidates applying to an award program after ELICOS (English Language Intensive Courses for Overseas Students) studies where they do not have a package offer are subject to the application fee at the time they make an application. In these cases the applications will need a full assessment, hence incurring the fee.

6.1.4 From time to time UNSW may waive the application fee with the approval of the Dean of Graduate Research.

6.2 Fee Exemptions

6.2.1 The following categories of applicants are exempt from the Application Fee:

(a) Domestic applicants
(b) Sponsored applicants
(c) applicants who enter via an exhibition or similar event.

6.3 Lapse of Offer

6.3.1 Where a candidate makes an application subsequent to allowing an offer to lapse the candidate will need to submit a new application and be reassessed. In this case a new Application Fee is charged.

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6.4 Refunds

6.4.1 The Application Fee is charged against the service provided in administering the application process and is non-refundable in the event that an offer is not made to an available course. This is also true in the case where the University makes an alternative offer upon having assessed the candidate not admissible to the course or courses listed on the application form.

6.4.2 The Application Fee is not refundable should the candidate refuse an offer.

Non-redeemable

6.4.3 As the Application Fee is a fee for the service of processing an application, the University will not redeem the Fee once a candidate commences study.

6.5 Additional Selection Criteria Fees

6.5.1 Applicants, (domestic and international) may be liable for fees to cover additional selection criteria.

7. Authorities for Establishing Admission Procedures

7.1 Delegations for Admissions Procedures

7.1.1 The Council of The University of New South Wales – Delegations of Authority 2009

(a) The Deputy Vice-Chancellor (Research) approves or varies the Procedures for Admission to Higher Degree Research Programs
(b) Faculty Higher Degree Committees are responsible for establishing, within University Admission requirements, Faculty Procedures for qualifications criteria.

8. Acknowledgements

Admissions policies and procedures from a range of Australian universities were reviewed and related documents from the following universities are gratefully acknowledged:

Australian Catholic University
Curtin University of Technology
Macquarie University
Monash University
Queensland University of Technology
Royal Melbourne Institute of Technology
University of Adelaide
University of Canberra
University of South Australia
University of Sydney
University of Technology Sydney
University of Western Sydney

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Appendix A: Definitions

In these Procedures, the following words and expressions have the meanings listed below:

Admission: the process by which a prospective student applies for a place in a course or program at UNSW, is considered, selected or rejected.

Applicant: a person who has applied to the University or its agent for admission to an award program or a non award course at the University.

Award Program: an integrated collection of academic courses leading to an accredited higher education award of the University. This may include undergraduate and postgraduate programs.

CoE: Confirmation of Enrolment (e-CoE) provides evidence of an international student's enrolment with the University. This evidence is required before the relevant Commonwealth Government Department will issue a student visa.

Course: a component of an academic program carried out over a semester, or part thereof, with a specific unit of credit weighting.

Domestic Student: a student who is (i) an Australian citizen (including Australian citizens with dual citizenship), or (ii) a New Zealand citizen, or (iii) a permanent resident of Australia (including a holder of a permanent humanitarian visa).

Education Services for Overseas Students (ESOS) Act (2000) - a federal government Act which regulates the provision of education and training services to international students in Australia and stipulates student visa conditions.

Equivalent Full-time Student Load (EFTSL), a DEEWR measurement based on the workload for a student undertaking a full year of study in a particular course. 1.00 EFTSL is 1 year of full-time study.

Exclusion: a faculty may ask a student whose academic progress is considered to be unsatisfactory to 'show cause' why their candidature should not be terminated. If the faculty deems the student's explanation unsatisfactory, or if the student does not provide an explanation, the candidature may be terminated.

Faculty: the Faculty or Faculties responsible for the program. Also known as Program Authority. A group of schools or other units of related disciplines.

Full-time: enrolled for 75% or more (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the program.

Higher Degree Research Candidate: a person actively enrolled in a higher degree research program

International English Language Testing System (IELTS): a test of English language proficiency designed to assess the ability of non-native speakers of English who do not have an assessable academic qualification undertaken in English and who intend to study in the medium of English.

International student: a student who does not have Australian or New Zealand citizenship or full permanent resident status in Australia. It includes those who have student visas, provisional residency, temporary residency, bridging visas etc.

Joint Degree: a program offered jointly by two or more participating institutions.

Local Student – see Domestic Student

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Offer: a formal invitation to a prospective student to commence an award program or a course of study at UNSW.

Part-time: enrolled for less than 75% (or 0.375 EFTSL [equivalent full-time student load]) of a standard full-time workload for that semester of the program.

Postgraduate: a course or program for which completion of an undergraduate degree is the normal prerequisite.

Program: a sequence of courses leading to a degree or award conferred by the University.

School: used here as the generic term for an academic area or organisational unit which is responsible for teaching in disciplines or subject areas and which forms part of a Faculty.

Student: a person who has been admitted to an award program or specified course of the University and has an active enrolment in that award program or specified course.

Suspension: means that a student is not permitted to re-enrol for a period of one academic year but has automatic right of re-admission to the same program. If, however, after the period of suspension, the student wishes to undertake a Program other than the one enrolled in, the student must re-apply for admission in the usual manner.

TOEFL: Test of English as a Foreign Language – an American test which measures the ability of non-native speakers of English to use and understand North American English as it is spoken, written and heard in college and university settings. The TOEFL test measures English language proficiency in reading, listening and writing. OR a recognised English language proficiency test.

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Appendix B: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
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