

Undergraduate Programs Admission Policy

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Description	This document sets out the principles and policy which govern the admission of students to the University's undergraduate programs (excluding end-on Bachelor Honours degrees as described in the Bachelor Honours Degree (AQF Level 8) Policy).

Related documents

[Conflict of Interest Policy](#)

[Integrity of Student Admissions Processes and Decision-Making Statement](#)

[Student Administration Policy](#)

[Credit for Prior Learning Policy](#)

[Bachelor Degree \(AQF Level 7\) Policy](#)

[Bachelor Honours Degree \(AQF Level 8\) Policy](#)

[Structure and Requirements of Qualifications Awarded by Griffith University](#)

[Schedule A: English Language Qualifications Accepted by Griffith University for Undergraduate and Postgraduate Admission](#)

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1. DEFINITIONS

The following terms used have the meanings shown:

- 1.1 **Queensland Tertiary Admissions Centre (QTAC):** QTAC acts on behalf of the University to process undergraduate admissions.
- 1.2 **Universities Admissions Centre (UAC):** UAC acts on behalf of the University to process undergraduate admissions.
- 1.3 **Admission Level:** The basic measure of academic merit for higher education admission purposes, expressed as an Australian Tertiary Admissions Rank (ATAR), Overall Position (OP) or QTAC Admission Rank.
- 1.4 **Australian Tertiary Admissions Rank:** A score (expressed as a rank from 99-0 or as an OP from 1-25) allocated by a Studies Authority to represent the educational order of merit of an

applicant who has completed Year 12 and used to determine the applicant's eligibility for an admission offer and to rank applicants for merit-based selection.

- 1.5 **QTAC Admission Rank:** A score (99-0) allocated through an admission schedule to represent particular qualifications, education or other experience of an applicant and used to determine the applicant's eligibility for an admission offer and to rank applicants for merit-based selection.
- 1.6 **Overall Position (OP) score:** A tertiary entrance score (1-25) awarded by the Queensland Studies Authority to eligible students who have completed Year 12 in Queensland.
- 1.7 **Admission Schedule:** An approved schedule by which an admission rank is assigned to a particular qualification, experience or characteristic held by an applicant (refer section 3.1).
- 1.8 **Year 12:** The final year of Senior Secondary Schooling in the Queensland School System or equivalent.
- 1.9 **Commonwealth supported places:** (previously known as HECS places): Student places which are available to domestic students (refer 1.10 Citizenship Requirements) and which are funded partly on the basis of the Commonwealth Grant Scheme and partly through the fee the student is charged, which is called the "Student Contribution".
- 1.10 **Citizenship Requirements:** To hold a Commonwealth supported place a student must be: an Australian citizen; or an Australian permanent resident or holder of an Australian Permanent Humanitarian visa; or be a New Zealand citizen.
- 1.11 **Census date:** The census date for a course is the effective enrolment date and charges liability date for the course.
- 1.12 **Domestic fee-paying places:** The University no longer offers fee paying places to domestic students commencing an undergraduate program except in circumstances described in the Australian government's "Administrative Information for Higher Education Providers: Student Support". Further information can be obtained from the Senior Manager, Domestic Admissions.
- 1.13 **Domestic student:** A student who is an Australian citizen, a New Zealand citizen or an Australian permanent resident or the holder of an Australian permanent Humanitarian visa.
- 1.14 **International student places:** Student places which are available to students who hold an Australian student visa.
- 1.15 **Genuine Temporary Entrant (GTE):** is a person whose circumstances indicate that their intention is for a temporary stay in Australia. **Genuine Student (GS)** is a student who intends to obtain a successful educational outcome and has the language, educational and material background to have a reasonable chance of achieving this educational outcome.

A person applying to study in Australia must be both a GTE and a GS. Factors considered by the Department of Immigration and Border Protection when assessing an applicant's GTE and GS status includes: English language proficiency; financial capacity; prerequisite schooling; age requirements; and intention to comply with visa conditions.
- 1.16 **Griffith University Early Start to Tertiary Studies (GUESTS):** is a program of enhancement which provides high schools students with an opportunity to extend their knowledge and skills by completing up to two Griffith university courses on-line, on-campus or at school while undertaking senior secondary school studies.
- 1.17 **Griffith Connect School:** A high school within South East Queensland or Northern NSW which has been invited to partner with the University for the purpose of collaboration in the delivery of quality educational services.
- 1.18 **The Queensland Curriculum and Assessment Authority (QCAA):** A statutory body of the Queensland Government responsible for Queensland school syllabuses, guidelines, assessment, reporting, testing, accreditation and certification services.
- 1.19 **The Queensland Certificate of Education (QCE):** A Queensland school-based qualification awarded to young people who are eligible at the end of Year 12.

2. PRINCIPLES

The University is committed to operating an undergraduate admission process which is demonstrably fair, transparent and supported by appropriate and robust policies and procedures.

The University's undergraduate admission policy and procedures are designed to put into effect the following principles:

- admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer and who are likely to benefit from university study
- admission offers are made broadly on merit based on demonstrated achievement, especially academic achievement, and are free of patronage, bias and unlawful discrimination
- admission offers may also take account of other factors such as demonstrated commitment and specific achievements related to particular fields of endeavour
- through admission, the University seeks to provide access to persons who have experienced educational or social disadvantage and to address the under-representation of specific community groups in university education
- in its admissions, the University seeks to engage with and serve its communities, including the residents of the region in which the University is located
- the University may also seek to achieve strategic objectives through its admissions
- where the number of places in a program is limited by a quota, places will be offered in order of merit of applicants
- admission offers are made on the basis of fair and consistent decision-making undertaken with integrity and impartiality by University staff who have relevant knowledge, skills and training.

3. ADMISSION POLICY

3.1 Admission Schedules

Admission schedules are used to determine the admission ranks of applicants which are the basis of determining whether an applicant meets the requirements for admission and for determining the order of merit of applicants when admission places are limited by quota. Admission schedules represent equivalencies and relativities between different qualifications and experiences in terms of fitness for and likelihood of success in university study.

The content of admission schedules is based on statistical studies conducted by the University, QTAC and UAC, other universities and organisations; the practices of other universities; the advice of educational authorities; and the judgement of university officers.

Admission schedules may apply to admission to all programs or to specific programs and to all applicants or to specific groups of applicants.

Admission schedules, consistent with this policy, are approved by the Academic Provost.

The set of approved admission schedules are publicly available documents.

3.2 Entry Requirements

The entry requirements for each undergraduate program are approved by the Academic Committee on the recommendation of the relevant Group Board and the Programs Committee.

Where the program is available to applicants on the basis of Year 12 study or equivalent, the entry requirements shall be comprised of the:

- i. standard admission requirements specified in section 3.3; and
- ii. specification of admission requisites (refer section 3.7); and
- iii. specification of English language requirements (refer section 3.8);
AND / OR
- iv. specification of special selection criteria (refer section 3.4).

Where the program is not available to applicants on the basis of year 12 study, the entry requirements shall be specified and approved as part of the program requirements.

3.3 Standard Admission for Bachelor degrees available to applicants on the basis of Year 12 or equivalent study

3.3.1 For admission to a Commonwealth supported place

To be eligible for an offer through standard admission, an applicant shall have:

- i. met citizenship requirements (refer section 1.10 for the definition)
- ii. satisfied any admission requisites (refer section 3.7); and
- iii. gained an offer of a place through a merit-based admission process; or
- iv. gained an offer of a place with an admission level equivalent or greater than the Year 12 cut off.

Applicants for admission are required to declare their citizenship status. An applicant who provides inaccurate, incomplete, fraudulent, or misleading information concerning their citizenship status shall have their offer of admission withdrawn and their enrolment terminated.

Applicants must also sign a Request for Commonwealth Assistance form.

A student in a Commonwealth supported place may advise that they do not wish to be in a Commonwealth supported place for a course or courses in which they are enrolled, provided that the advice is given prior to the census date. If the student so advises, they are required to pay the relevant tuition fee for the course or courses (refer to section 5 of the Fees and Charges Policy).

3.3.2 For admission to an international student place

To be eligible for an offer through standard admission, an applicant shall be assessed as eligible for admission on the basis of an approved admission schedule giving the equivalence of the applicant's academic qualifications with Australian Year 12 study at the required level. Where a quota is applied to international student places in a program, the applicant shall have met the conditions to achieve a quota place.

3.4 Special Criteria for Admission

For specified programs, selection for admission may be based on special criteria in addition to, in combination with, or in place of standard admission requirements.

Special criteria may include:

- performance in an audition
- presentation of a folio of creative work
- level of attainment in specialised tests
- responses in an interview
- demonstrated achievement of specified vocational or professional standards.

The details of the special criteria, whether the criteria is used in combination with standard admission criteria or in place of standard admission criteria, and the way in which the criteria are used to select applicants to receive an offer are approved by the Academic Committee on the recommendation of the relevant Group Board and Programs Committee.

The special criteria for admission are included in the program requirements published on the Programs and Courses Website and may be incorporated in an Admission Schedule.

3.5 Approved Undergraduate Admission Schemes

The University may approve undergraduate admissions schemes for particular purposes, including to:

- meet the needs of its local communities
- provide access to persons who have experienced educational or social disadvantage

- address under-representation of specific groups
- pursue strategic objectives.

Each specific undergraduate admission scheme is approved by the Academic Provost and is recorded as an approved Admissions Schedule.

Approved undergraduate admissions schemes are set out in 3.5.1 – 3.5.9. The undergraduate admission schemes described in 3.5.2 – 3.5.6 provide applicants with additional admission ranks for which an individual applicant may be awarded a maximum of 10 ranks.

3.5.1 Griffith University's Aboriginal and Torres Strait Islander Alternative Entry Scheme

Griffith University's Aboriginal and Torres Strait Islander Alternative Entry Scheme provides improved access for Aboriginal and Torres Strait Islander applicants to the University's programs. Admission processes are managed by Aboriginal and Torres Strait Islander staff in the GUMURRII Unit in conjunction with relevant Group and the University's Admissions Office. Applicants for this scheme are required to provide proof of their Aboriginal and Torres Strait Islander descent prior to being offered admission through the scheme. Offers may be made directly or through application to QTAC or UAC.

3.5.2 Gold Coast Campus Priority Access Scheme[#]

The Gold Coast Campus Priority Access Scheme provides improved access to programs offered at the Gold Coast campus to persons who live in the Gold Coast campus catchment area. Applicants meeting these conditions and who have not previously attempted university study are given +1 OP or +2 admission ranks for selection through standard admission.

3.5.3 Logan Campus Priority Access Scheme[#]

The Logan Campus Priority Access Scheme provides improved access to programs offered at the Logan campus to persons who live in the Logan campus catchment area. Applicants meeting these conditions and who have not previously attempted university study are given +1 OP or +2 admission ranks for selection through standard admission.

3.5.4 Nathan – Mt. Gravatt Community Engagement Scheme[#]

The Community Engagement Scheme provides improved access to programs offered at the Nathan and Mt Gravatt campuses to persons who live in the Nathan and Mt Gravatt campus catchment area. Applicants meeting these conditions and who have not previously attempted university study are given +1 OP or +2 admission ranks for selection through standard admission.

3.5.5 High School Subject Bonus Rank Scheme[#]

In recognition that some subjects and studies undertaken by high school students require a high level of skill and knowledge that better prepare students for the rigour and diversity of higher education study, OP eligible and non-OP eligible students (or equivalent interstate students) successfully completing nominated subjects or studies are automatically granted bonus admission ranks when applying for study at Griffith. The bonus scheme applies for the following subject or study area - core Queensland Certificate of Education (QCE) or equivalent interstate subject, with a maximum of 5 bonus admission ranks from the following:

- Maths C (or equivalent) 2 ranks
- Languages other than English (LOTE) 2 ranks
- Griffith University Early Start to Tertiary Study (GUESTS) program 1 rank
- Recognised GUESTS equivalent 1 rank

Programs excluded from this scheme are detailed in the Bonus Rank Scheme admission schedule.

3.5.6 Educational Access Scheme[#]

The Educational Access Scheme (EAS) provides bonus points to applicants who have experienced difficult circumstances that have adversely impacted on their school

studies, for the purpose of their application being made equivalent to others considered for a place in the program on the basis of merit.

Assistance provided by the EAS includes the addition of bonus points for applications, submitted via QTAC and/or UAC, in order to increase an applicant's selection rank. Applicants compete with all other applicants for a place in the program on the basis of academic merit.

The allocation of bonus points does not guarantee entry to the University or to the applicant's preferred program. Applicants still need to meet the published cut-off for the program.

The total allocation of admission ranks will be capped at 10 for applicants receiving an admission bonus under any of these schemes.

3.5.7 Guaranteed Admission Schemes

▪ OP 1-6 Guaranteed Admission and Griffith High Achiever Guarantee

Applicants who receive an OP of 1-6, an equivalent rank or equivalent ATAR are guaranteed a place in the majority of undergraduate programs regardless of the published OP, rank or ATAR cut off for admission to the program.

Details of programs with a guaranteed OP, rank or ATAR are published on the Programs and Courses website.

Admission offers for the OP 1-6 Guaranteed Admission Scheme and the Griffith High Achiever Guarantee are processed by QTAC and UAC.

▪ Griffith Connect Guaranteed Admission

Applicants studying at a Griffith Connect School who are OP or ATAR eligible are guaranteed admission into a range of Griffith degrees based on their Year 11 and semester 1 Year 12 results.

Admission offers for the Griffith Connect Guaranteed Admission Scheme are processed by QTAC or UAC.

▪ Griffith Connect Logan Campus Guaranteed Admission

Applicants studying at a Logan Griffith Connect School nominated by their high school as meeting designated equity criteria and displaying motivation and commitment to their studies are guaranteed admission into a range of Griffith degrees. Each Logan Griffith Connect High School may nominate a total of eight (8) students with no more than two (2) in any program.

Admission offers for the Griffith Connect Logan Campus Guaranteed Admission Scheme are processed through QTAC.

3.5.8 Logan Early Admission

Applicants seeking admission to the University's Logan campus are assessed prior to the formal admission round on the basis of criteria other than an OP, rank or ATAR. Applicants are afforded an opportunity to demonstrate their skills and commitment for higher education by providing evidence of their prior formal, informal and non-formal learning achievements, aspiration and motivation to succeed.

Admission offers for the Logan Early Admission Scheme are made directly by the University.

3.5.9 Griffith University Early Start to Tertiary Study (GUESTS)

Queensland and NSW high school students, who are:

- OP or ATAR eligible or equivalent,
- undertaking senior secondary subjects that satisfy the pre-requisite requirements for the Griffith undergraduate program to which guaranteed admission is sought,
- demonstrating high academic achievement in their senior secondary school subjects,

may apply to complete up to two (20CP) undergraduate courses at the University while undertaking their senior secondary school studies (Years 11 & 12). Only one undergraduate course (10 credit points) may be undertaken in any one semester or teaching period from any mode of study (online, on-campus or at school). Completed undergraduate courses are reported to the relevant studies authority and included in the certification for senior secondary school studies. Completed undergraduate courses attract a Bonus Rank as specified in (3.5.5) but do not contribute to a student's Overall Position (OP).

GUESTS programs are approved on behalf of the Academic Provost by the Academic Registrar in accordance with Section 1.28 – Authority to sign Contracts and Agreements: Schedule of Delegations.

3.6 Exceptional cases

Provision is made to admit individual persons who may not meet the standard admission criteria but, on the basis of other considerations, are persons who have a high probability of success in university study and whose admission is considered to bring benefits to both the University and the applicant.

Included in this category are exceptionally talented persons who are less than 16 years of age.

For an applicant to receive an admission offer under this category, the relevant Dean makes a recommendation through the Academic Registrar to the Academic Provost.

3.7 Admission Requisites

Requisites are the minimum requirements an applicant must satisfy to be considered for admission to a particular program. Requisites may include Year 12 subjects completed to a specified level of achievement, or other requirements such as particular qualifications, experiences, or performance in specified tests, or fulfilling requirements such as medical certification or criminal history checks.

There are three levels of admission requisites which require completion of Year 12 subjects:

- 1) **Pre-requisite:** For the applicant to be eligible for an admission offer, they must have completed the specified pre-requisite subject to the specified level of achievement or satisfied the pre-requisite by an alternate means as set out in the relevant admission schedule.
- 2) **Recommended Study:** Where a Year 12 subject is specified as recommended study, it is strongly recommended that applicants have knowledge of the subject, but this is not compulsory. An applicant who has not undertaken the recommended study subject is not prevented from receiving an admission offer.
- 3) **Assumed knowledge:** Where a Year 12 subject and level of achievement are specified as assumed knowledge, this level of knowledge is assumed in the first year curriculum and is considered necessary for successful first year study. An applicant lacking the assumed level of knowledge is not prevented from being made an offer; however the applicant may be disadvantaged unless they undertake recommended bridging, preparatory or introductory courses prior to or during their first year of study.

The requisites for admission are specified in the program submission for the introduction of a new program, and as part of the submission are approved by the Programs Committee and the Academic Committee. A change in admission pre-requisites for an existing program may be approved by Programs Committee on the recommendation of the relevant Group Board.

Any change in admission pre-requisites for an existing program which introduces new or higher requirements requires two years notice before coming into effect. A change which lowers the pre-requisite requirement may be introduced without notice.

In considering the case for Year 12 subjects as admission pre-requisites, the following factors should be taken into account:

- the relationship between the program's first-year curriculum and the knowledge and/or skill provided by the Year 12 subject;
- the requirements of the relevant professional bodies;

- the likely effects on potential applicants, including applicants not proceeding directly from Year 12 study;
- equity considerations;
- the prerequisites for similar programs in this and other universities;
- special provisions for those without the requisites such as bridging programs.

3.8 English Language Entry Requirements

3.8.1 International and domestic applicants from countries defined as English speaking or where English is the primary language of instruction as set out in *Schedule A: English Language Qualifications accepted by Griffith University for Undergraduate and Postgraduate Admission* are exempt from meeting English language entry requirements provided they successfully completed senior secondary studies in English.

3.8.2 International applicants, and domestic applicants for whom English is not their first language, seeking admission to undergraduate programs that are taught and assessed in English, are required to meet the following prescribed minimum proficiency standards in English language to be considered eligible for admission for study commencing:

3.8.2.1 prior to 31 December 2014 unless otherwise specified on the Programs and Courses website:

- a minimum overall band score of 6.0 on IELTS (Academic) (International English Language Testing System) with no sub-score of less than 5.5; or
- a minimum score of 550 on TOEFL (Test of English as a Foreign Language); or
- an internet-based (iBT) TOEFL score of 79 (no score less than 19)
- no score less than 3 in each skill of the ISLPR (International Second Language Proficiency Rating); or
- a minimum grade of C on the Cambridge Certificate in Advanced English (CAE); or
- a minimum grade of C on the Cambridge Certificate of Proficiency in English (CPE); or
- a minimum score of 54 in Pearson Test of English Academic (PTE Academic)#.

3.8.2.2 from 1 January 2015 unless otherwise specified on the Programs and Courses website:

- A minimum overall band score of 6.5 on IELTS (Academic) (International English Language Testing System) with no sub-score of less than 6.0;
- A minimum score of 575 on TOEFL (Test of English as a Foreign Language); or
- An internet-based (iBT) TOEFL score of 79 (no score less than 19);
- No score less than 3+ in each skill of the ISLPR (International Second Language Proficiency Rating), or
- A minimum grade of C on the Cambridge Certificate in Advanced English (CAE); or
- A minimum grade of C on the Cambridge Certificate of Proficiency in English (CPE); or
- A minimum score of 61 in Pearson Test of English Academic (PTE Academic)#.

Refer to Schedule B: Programs for which the Pearson Test of English (Academic) does not satisfy English Language Entry Requirements

3.8.3 English test results must be no more than two years old. For the purpose of admission, the University recognises the following English language admission pathways as

consistent with the English language entry requirements, unless otherwise stated on the Programs and Courses website entry for a specific program. Supporting documentary evidence is required. Satisfactory completion within the past 5 years of one of the following:

- i. a minimum of one year full-time equivalent senior secondary, post-secondary, associate degree- or degree-level study or equivalent in one of the countries listed in Schedule A: English Language Qualifications accepted by Griffith University for Undergraduate and Postgraduate Admission
 - ii. one of the qualifications specified in Schedule A: English Language Qualifications Accepted by Griffith University for Undergraduate and Postgraduate Admission
 - iii. a minimum of two years full-time equivalent post-secondary, associate degree- or degree-level study or equivalent in a country as specified in Schedule A: English Language Qualifications Accepted by Griffith University for Undergraduate and Postgraduate Admission in which the language of instruction and assessment/examination was English
 - iv. at least the final two years of a senior secondary or post-secondary qualification in a country other than those specified above with English as the language of instruction and assessment/examination, and gaining a satisfactory pass in English in the final year. Applicants must supply a letter from the Principal or Registrar of the institution at which he or she studied, confirming successful full-time study was conducted in English
 - v. at least two years full-time equivalent study in an associate degree, degree or equivalent where the language of instruction and assessment for the entire two years was in English
 - vi. the Griffith English Language Institute (GELI) Direct Entry Program (DEP)
 - vii. admission is sought to a Griffith program offered off-shore where instruction is wholly or partially in a language other than English, provided that the Academic Committee has approved the offering of the program in a language other than English and has approved the procedures by which the University assures the quality of the teaching and assessment.
- 3.8.4 The Pro Vice Chancellor (International), and officers delegated by the Pro Vice Chancellor for this purpose, are responsible for the assessment of international students' applications for admission and for making offers of admission on the basis of the University's English language entry requirements and related admissions schedules.
- 3.8.5 The Academic Registrar and officers delegated by the Academic Registrar for this purpose are responsible for the assessment of domestic students' applications for admission and for making offers of admission on the basis of the University's English language entry requirements and related admissions schedules.
- 3.8.6 Variations to English Language Entry Requirements

The Academic Committee may approve variations to the English language entry requirements stipulated above for specific programs. Approval for such variations must be obtained through the University's program accreditation processes and communicated to students via the Programs and Courses website entry for the specified program.

3.9 Application Declaration

All applicants are required to complete a declaration at the time of submitting their application for admission, which includes a statement that all information provided for the purpose of admission to the University, is true and correct. An applicant who provides inaccurate, incomplete, fraudulent, or misleading information shall have their offer of admission withdrawn; and their enrolment terminated. An applicant who provides inaccurate, incomplete, or misleading information shall not be eligible to apply for admission to the University for a period of two years. An applicant who provides fraudulent information shall not be eligible to apply for admission to the University.

4. ADMISSION PROCESSES

4.1 Admission Quotas

For each semester, quotas for Commonwealth supported places in each undergraduate program are approved by the Academic Provost on the recommendation of the relevant Group Pro Vice Chancellor. During an admission offer round, changes may be made to quotas on the recommendation of the relevant Group Pro Vice Chancellor. Quotas for international fee-paying places may be set to ensure that sufficient resources are available to support the students.

Where applicable, quotas for international fee-paying places may be approved by the Academic Provost on the recommendation of the relevant Group Pro Vice Chancellor.

4.2 Offers

During an admission period for a given semester, admission offers are made by application of the admission policy to fill the approved quota (in the case of Commonwealth supported places) or up to the approved quota (in the case of international fee-paying places), using historic or estimated offer to enrolment ratios.

Admission offers are made by the Academic Registrar and staff delegated by the Academic Registrar with authority to make particular categories of admission offers on the basis of this admission policy and on the recommendation of the relevant Dean, where applicable. For admission offers to programs which are not accessible to Year 12 applicants, the relevant Program Director makes recommendations on offers to be made on the basis of the approved entry requirements.

Offers made through QTAC or UAC are made on the authority of the Academic Registrar.

Offers for programs at the Queensland Conservatorium are made on the recommendation of the Director, QCGU.

For admission offers to international student applicants, the Pro Vice Chancellor (International) is the designated authority to make offers on the basis of this admission policy and on the recommendation of the relevant Dean, where applicable.

University staff responsible for making admission decisions and offers of admission are to disclose any personal relations with an applicant in accordance with the Conflict of Interest Policy. Records of such disclosures are made and retained by the University for a period of 10 years.

4.3 Acceptances, Lapsing of Offers

A person receiving an offer of admission must respond to accept the offer by the process which is specified in the notice of offer and by the due date which is specified in the notice of offer.

Where the admission offer is made through QTAC, the applicant must notify their acceptance of the offer to QTAC as well as following the enrolment procedure specified by the University. An applicant receiving an admission offer through UAC should enrol directly with Griffith.

If an applicant fails to accept the admission offer by the due date specified in the notice of offer, the offer will lapse.

An applicant may apply to reinstate a lapsed offer. The authorised officer (section 4.2) may reinstate a lapsed offer if places are still available in the relevant program and student category.

4.4 Deferral

Deferral is accepting the offer of a place in the program but deferring enrolment in the program for a specified period, normally one year (two semesters). Deferral may not be available in programs where admission is based on special selection criteria. The Program and Courses website includes advice if deferral is not available for the program.

An applicant receiving an admission offer through QTAC who wishes to defer admission must respond to QTAC selecting the deferral offer response option. The applicant should not enrol or pay fees to the University in response to their QTAC offer. An applicant receiving an

admission offer through UAC who wishes to defer admission must respond to Admission by mail or e-mail deferred@griffith.edu.au.

If an applicant wishes to commence in an intervening semester (such as commencing mid-year), this facility is only available in some programs and the applicant must inquire whether this is possible in their particular program.

An applicant receiving an admission offer directly from the University who wishes to defer admission must respond to the notice of offer by advising of their request for deferment.

The University notifies all persons who have an approved deferment of admission.

In order to enrol at the end of the period of deferment, the applicant must notify the University of their intention to take up their deferred offer by the date specified on the University's correspondence. If no response is received by the due date, the offer of a deferred place will lapse. Applicants are not entitled to hold a deferred place and apply for other programs. If an applicant holding a deferred offer wishes to apply for other programs, other than Griffith University programs, they must apply through QTAC or UAC and if they do so, their deferred place automatically lapses.

An applicant's deferred place may be withdrawn if they are subsequently excluded from another tertiary institution, if they neglect to notify the University of a change of address, or if they apply for admission to other programs.

Where an applicant's deferred place is for a program that has been withdrawn since the offer was made the student shall be advised of an alternative program or programs available and provided with the opportunity to apply for an internal transfer in accordance with section 5.1.

4.5 Forced Offers

The University may determine that a particular applicant is to be made an offer in a program regardless of ranking or eligibility for the program. In such cases a forced offer is made. Normally forced offers are made to certain types of applicants including:

- Deferred applicants from previous year
- Aboriginal and Torres Strait Islander applicants under the alternative entry scheme
- Applicants from the University's equity access and regional engagement programs
- Aptitude for Engineering Assessment
- Griffith Connect Partner schools

Forced offers are also used for the selection of all applicants to a program where special selection criteria have been specified for admission.

A forced offer may also be made to fix an admission error or anomaly or to manage cut-offs in an offer band where it is difficult to distinguish between similarly ranked applicants.

4.6 Review and Appeals

Unsuccessful applicants who seek a review of an admission decision should specify the grounds in writing using the *Review of Decision* form, attach copies of all documents relevant to the decision and address their request for a review of the decision in the first instance to the Senior Manager, Domestic Admissions (for domestic students) or the Associate Director, International Administration (for international students) within 10 working days of notification of the decision. The Senior Manager, Domestic Admissions or Associate Director, International Administration reviews the case and provides the complainant with the reason for the admission decision. If an error has been made, it will be corrected at the first available opportunity.

If the complainant is still not satisfied with the explanation for the rejection of their admission application, the applicant may lodge an appeal with the Academic Registrar (for domestic students) or the Pro Vice Chancellor (International) (for international students) within 10 working days of notification of the decision (refer Student Review and Appeals Policy).

4.7 Withdrawal of Admission Offer

The University reserves the right to withdraw an offer and cancel the enrolment of any person where an offer was made on the basis of inaccurate, incomplete, fraudulent or misleading information supplied by the applicant or a certifying authority, where an applicant is excluded

from any higher education institution or higher education program at any time, or where an international student is identified as not being a Genuine Temporary Entrant or a Genuine Student as defined by the Department of Immigration and Border Protection. In such circumstances, the person shall not be eligible to apply for admission to the University for a period of two years, with the exception of a person who provides fraudulent information who shall not be eligible to apply for admission to the University.

5. INTERNAL TRANSFERS

A student may only enrol in the program to which they have received an admission offer.

5.1 Transfer to another Program before commencing study

Applicants who have received an admission offer and who have not yet commenced study in the program to which they have been admitted, and who wish to change to another program, may make application to the Senior Manager, Domestic Admissions (in the case of domestic students) or to Associate Director, International Administration in the case of international students. If the applicant meets all the requirements for admission to the new program, and if there are still places available in the new program, depending on the timing of the request, the request to transfer may be approved.

5.2 Transfer to another program - current and previously enrolled students

A student who has been enrolled in a Griffith undergraduate program may apply to transfer to another Griffith undergraduate program by internal transfer. Internal transfer applications must be received by the advertised closing dates.

To be eligible for internal transfer, the student:

- must fulfil all requirements for admission to the new program, including admission requisites, and in the case of:
 - a Commonwealth supported student, have an admission rank(*) at least equal to the cut-off score for the program in the most recent QTAC major admission round; or
 - an international student, have met the academic performance level specified for internal transfers of international students; and
- must satisfy special selection criteria, where applicable; and
- must not have been excluded from a Griffith program (refer section 6.0); and
- there must be places available in the program.

(* determined by the relevant admission schedule for prior tertiary study)

5.3 Transfer from domestic fee-paying place to Commonwealth supported place

Except where specifically excluded, a domestic fee-paying student may apply to transfer to a Commonwealth supported place in the same program. To be eligible for a Commonwealth supported place the criteria specified in 5.2 is to be satisfied.

5.4 Transfer from International fee-paying place to Commonwealth supported place or domestic fee-paying place

If an international student provides evidence of becoming a permanent resident of Australia, they may seek to transfer to a Commonwealth supported place or domestic fee-paying place, as provided for in the Fees and Charges Policy.

6. EXCLUDED STUDENTS

An applicant for admission who is under suspension or temporary or permanent exclusion on the basis of academic performance, misconduct or disciplinary reasons, from any higher education institution or program or course, whether in Australia or elsewhere, is required to include all details of the exclusion or suspension in their application for admission.

If the University makes an offer of admission before becoming aware that the student has been excluded, the University reserves the right to withdraw an offer and terminate the enrolment of any person where an applicant is excluded from any higher education institution or program at any time. In such a circumstance the person shall not be eligible to apply for admission to the University for a period of two years.

6.1 Exclusion from Griffith University

If the applicant has been excluded from Griffith University, they must seek readmission after exclusion as provided for in the University's policy on Academic Standing, Progress and Exclusion. This applies whether the applicant is seeking admission to a program they have been previously enrolled in or a different program. An application for admission after exclusion is subject to the approval of the relevant Dean.

6.2 Excluded from another institution

An applicant who has been suspended or excluded from another institution will not be considered for admission until their period of exclusion or suspension has elapsed. An applicant who has been suspended or excluded from another institution may present a submission outlining their case for the suspension/exclusion to be put aside and their application for admission to be considered on its merits. Such a submission will be considered initially by the Senior Manager, Domestic Admissions, and if the case has merit it will be referred to the relevant Dean who may approve or reject the application.

7. QUOTAS WITHIN PROGRAMS

The general requirement is that a student receiving an offer of admission to a program is able to undertake all majors, specialisations and other components of the program. Where, for any reason other than course failure, access to a major, specialisation or other component is limited by a quota and/or requires the student to undergo a selection process to access the major, specialisation or other component, this arrangement must be specifically approved by the Programs Committee, must be explicit in the program requirements on the Programs and Courses website and must be advised to applicants.

8. CREDIT

A person receiving an admission offer may apply for credit on the basis of prior study according to the University's Credit for Prior Learning Policy.

9. READMISSION

The Student Administration Policy provides for students who have discontinued their enrolment in a program to be readmitted to the same program under certain conditions.