Admissions and Recognition of Prior Learning Policy

1. Purpose

1.1 Further to the section 5, Student Rules, this policy outlines the management of admissions, readmissions, enrolment and transfers for all courses.

2. Scope

2.1 This policy applies to all UTS staff and students (commencing and continuing) for all courses.

2.2 This policy does not apply to short courses. Refer to Short Courses Policy.

2.3 Some microcredentials are out of scope of this policy or some elements of this policy. The application of this policy to microcredentials will be determined on a case-by-case basis and the requirements for admission to a microcredential will be commensurate to the type of award, learning requirements and normal industry practice.

2.4 Where this policy is not applicable to a microcredential, admission is subject to approval by the Director, Student Administration Unit (SAU) in consultation with the faculty, in line with Rule 7.4, Student Rules.

3. Principles

3.1 Admissions standards focus on merit and reflect the potential for a student’s academic success.

3.2 UTS students are expected to have appropriate knowledge and skills, including English language proficiency, to successfully engage with their studies and related work integrated learning.

3.3 UTS will, where appropriate, take into account educational disadvantage when determining admissions requirements. Staff and students should be aware of any published inherent requirements, and the potential implications of these for course progression or completion.

3.4 Opportunities are provided for students to have prior learning assessed and recognised as part of the university’s support of lifelong learning.

3.5 Applicants are admitted by fair, timely and transparent processes on the basis of clearly defined requirements.

3.6 Staff involved in the admissions process must also be aware of the Privacy Policy, the Records Management Policy and the staff Code of Conduct.
3.7 Admissions, recognition of prior learning and enrolment procedures must be fair, transparent and in line with this policy, the Student Rules and the Delegations.

4. Policy statements

4.1 The statements outlined in this policy should be read in conjunction with the Student Rules, in particular section 3, section 5, section 6 and section 7.

4.2 Admissions standards for admission to a UTS course are outlined in Rule 5.7 and Rule 5.8. The statements outlined in this policy are in addition to these rules.

4.3 Approved admissions standards are recorded in the Register of Admissions Standards maintained and published by the University Academic Programs Office (UAPO).

Approving and reviewing admissions standards

4.4 Admissions standards are approved annually in line with Rule 3.2, Rule 5.7 and Rule 5.8. Academic Board and Executive Committee of Academic Board (ECAB) have authority for approving admissions standards for all award and non-award courses on the advice of faculty boards via the Courses Accreditation Committee (CAC) and the Graduate Research School Board (GRSB), in line with the Delegations (delegation 4.4).

4.5 The relevant faculty board is responsible for developing and reviewing admissions standards for award and non-award courses. Where appropriate or required, faculty boards provide advice and guidance to GRSB.

4.6 The Provost is responsible for approving changes to admissions standards outside the Academic Board annual review process in line with delegation 4.4. These changes are reported to Academic Board as part of the annual approval process.

General admission requirements to UTS award courses

4.7 The following table sets out general admissions requirements for UTS award courses by award type. (Note: AQF is the Australian Qualifications Framework.)

General admissions requirements for UTS award courses by award type

<table>
<thead>
<tr>
<th>Award course type</th>
<th>AQF level</th>
<th>Admissions requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>Level 5</td>
<td>• Course-specific admissions standards</td>
</tr>
<tr>
<td>Undergraduate Bachelor degree</td>
<td>Level 7</td>
<td>• Apply through UAC (or relevant direct entry scheme where applicable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Minimum selection rank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Stated matriculation requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course-specific English Language requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course-specific admissions selection criteria</td>
</tr>
<tr>
<td>Bachelor Honours degree</td>
<td>Level 8</td>
<td>• Bachelor degree</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course-specific English Language requirements</td>
</tr>
<tr>
<td>Award course type</td>
<td>AQF level</td>
<td>Admissions requirements</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Graduate Certificate and Graduate Diploma | Level 8   | - Bachelor degree or recognised equivalent qualification and/or relevant work experience where recognised  
- Course-specific English Language requirements  
- Course-specific admissions selection criteria including professional qualifications or appropriate experience |
| Masters degree (coursework and research)  | Level 9   | - Bachelor degree or recognised equivalent qualification, and/or a Graduate Certificate or Diploma to demonstrate the capacity to pursue graduate studies at this level  
- Course-specific English Language requirements  
- Course-specific admissions selection criteria including professional qualifications or appropriate experience |
| Doctoral degree                           | Level 10  | - Bachelor Honours degree with First Class or Second Class / Division 1 Honours, or  
- Masters degree by research, or  
- Recognised equivalent qualification, and  
- Course-specific English Language requirements  
- Course-specific admissions selection criteria including professional qualifications or appropriate experience |

4.8 Domestic postgraduate coursework students normally apply directly to UTS. International postgraduate coursework students apply via UTS International. The Provost, in consultation with the Director, SAU may determine exceptions to this requirement. The admissions selection criteria for direct entry courses are published annually in the Register of Admissions Selection Criteria (refer to Register of Admissions Standards).

4.9 The Graduate Research School coordinates applications for admission to graduate research courses from domestic and international students, including the verification of documentation and coordination with faculties in line with this policy.

4.10 Admissions selection criteria for award courses are reviewed annually by faculty boards as part of the annual review process initiated by UAPO.

4.11 Award coursework courses reviewed by faculty boards are approved (reaccredited) by Academic Board in line with the Award Course Approval Policy.
General admission standards for non-award study

4.12 Admission may be sought to non-award study (as defined in Schedule 1, Student Rules) either for individual subjects or a collection of subjects as published by UTS from time to time.

4.13 Applicants wishing to undertake non-award study must meet any academic prerequisites outlined in the UTS Handbook. Admissions requirements for non-award subjects are outlined in section 7, Student Rules.

4.14 Cross-institutional domestic students are coordinated by SAU. Cross-institutional international applications are coordinated by UTS International. All applications are subject to the availability of class places and the approval of the relevant faculty Responsible Academic Officer (RAO) in line with section 7, Student Rules.

4.15 The following table sets out the admission requirements for non-award study. (Note: AQF is the Australian Qualifications Framework.)

<table>
<thead>
<tr>
<th>Non-award study</th>
<th>AQF level</th>
<th>Admissions requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-award single subject study</td>
<td>various</td>
<td>• Subject specific admissions standards and outlined in Rule 7.4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Other microcredentials may be approved by the Director, SAU in consultation with the faculty (see Rule 7.4)</td>
</tr>
<tr>
<td>Professional registration courses</td>
<td>various</td>
<td>• Subject-specific admissions standards</td>
</tr>
<tr>
<td>Cross institutional study</td>
<td>various</td>
<td>• As outlined in Rule 7.3</td>
</tr>
<tr>
<td>Study abroad program (undergraduate)</td>
<td>Level 7</td>
<td>• International applicant, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course-specific English language requirements, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course-specific admissions selection criteria, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Equivalent of Australian high school qualification, and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Have completed one or more years of undergraduate study with at least the equivalent credit average</td>
</tr>
<tr>
<td>Exchange program (undergraduate)</td>
<td>Level 7</td>
<td>• International applicant, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course-specific English language requirements, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Course-specific admissions selection criteria, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Equivalent of Australian high school qualification, and/or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Have completed one or more years of undergraduate study with at least the equivalent credit average</td>
</tr>
</tbody>
</table>
Non-award study | AQF level | Admissions requirements
---|---|---
Study abroad program (graduate) | Level 8/9 | • International applicant, and  
• Course-specific English language requirements, and  
• Course-specific admissions selection criteria, and  
• Equivalent of Australian bachelor degree qualification

Exchange program (graduate) | Level 8/9 | • International applicant, and  
• Course-specific admissions standards, and  
• Equivalent of Australian bachelor degree qualification

Study abroad (visiting research student program) | Level 10 | • All admissions requirements for the relevant graduate research course

**English language requirements**

4.16 All applicants to UTS must satisfy the *course-specific English language proficiency requirements for admission* approved by Academic Board and recorded in the Register of English Language Proficiency.

4.17 English language admissions standards must be set at a level that allows commencing students to participate effectively in their course.

**Applying to UTS**

4.18 Applicants must apply to UTS via the relevant approved application process as outlined in the *section 5, Student Rules* and the *Admissions Procedures* (the procedures).

4.19 Refusal of admission and appeals against these decisions are outlined in *section 5.6, Student Rules*.

4.20 Excluded students (from UTS or another tertiary institution) must abide by the admission, readmission and disclosure statements outlined in *section 5, Student Rules*.

**Offers of admissions**

4.21 Offers of admissions must be made in line with *section 5, Student Rules* and the *Delegations* (section 4).

4.22 The Dean, Graduate Research School is responsible for the approval of applications for admissions to graduate research courses. The Graduate Research School must identify to the Provost any persons or bodies authorised to make an offer of admission to graduate research programs in place of the Dean.

**Special admissions schemes**

4.23 Academic Board is responsible for approving the conditions for special admissions schemes. These will be listed in the procedures, with details published online.
4.24 Any changes or alterations to special admissions scheme conditions must be approved by Academic Board.

4.25 The Provost will recommend to Academic Board any variation to the minimum ATAR (or lowest selection rank) required for admission to specific award courses.

Admissions of minors

4.26 Students under the age of 18 (minors) may be admitted to UTS courses where the normal admissions requirements have been met, including any age restrictions imposed by third parties (for placement or accreditation purposes, etc.).

4.27 The RAO should provide advice to the Director, SAU (or nominee) regarding whether an applicant who is a minor meets the admissions standards for their chosen course and complies with any age restrictions.

4.28 UTS does not seek additional parental consent for the admissions of minors.

4.29 International students who are minors must also comply with the regulations as set out in Standard 5 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cwlth) (the National Code).

Internal course transfers

4.30 All students who wish to transfer between eligible UTS programs of study must meet the admission requirements for the course into which they wish to transfer, in line with the Rules, this policy and the procedures.

4.31 Faculty boards are responsible for approving the internal course transfer criteria for all courses, including graduate research programs, together with the assessment criteria and nomination of an RAO. Where applicable, the student’s grade and relevant marks will be carried forward as part of the internal course transfer and included in any grade point average (GPA) and weighted average mark (WAM) calculations (see appendix A, Coursework Assessments Policy).

4.32 Internal course transfer credit will automatically be recognised where the subject number and version number are identical in each course. The subject grade will be recorded for the course into which the student is transferred. In all other cases, recognition of credit is not automatic and an application for recognition of prior learning must be made. This process in managed by SAU.

Recognition of prior learning (RPL)

4.33 Recognition of prior learning is determined and managed by the relevant faculty board in line with section 6, Student Rules, this policy and the associated procedures.

4.34 The faculty identified as the designated subject owner is responsible for all RPL matters in relation to that subject.

4.35 Course-specific RPL limits may be set by the relevant faculty board. Students are generally expected to complete a minimum period of study at UTS of one-third of the total credit point requirements of the course. Where there are existing articulation arrangements or where the applicant was previously a UTS student and is enrolling in
a new version of that course or its equivalent, limits may be varied from this standard. Any other variation from this standard must be approved by Academic Board.

4.36 Faculty boards, in assessing and determining prior learning, may also set additional requirements (such as testing or portfolio submission) for a particular course or subject.

4.37 For RPL as part of a concurrent enrolment at another tertiary educational institution, refer to Rule 7.2.

4.38 Students may request a review of an RPL decision in accordance with Rule 6.2.

4.39 In exceptional circumstances, faculty boards or the Graduate Research School Board may submit a request to Academic Board to vary this policy. Academic Board must maintain a register of policy variations to track precedence.

**Admission to courses conducted with other institutions (domestic and international)**

4.40 UTS may run courses in conjunction with another institution (Rule 1.2.3). Students wishing to transfer from these courses to UTS may do so where this is included as part of the formal arrangement.

4.41 Admissions to dual programs of study for coursework courses are managed by UTS International. Collaborative research degree programs are managed through an agreement between the university and its partners with a reciprocal tuition fee scholarship arrangement coordinated by the Graduate Research School. Dual and collaborative programs are approved in line with the relevant approval framework and outlined in the agreement between the university and its partner(s).

4.42 UTS International is responsible for the admission of offshore students to UTS award courses offered in conjunction with an overseas tertiary education partner. These are offered in accordance with a formal agreement between UTS and the overseas partner. Admissions standards are approved by Academic Board.

**Articulation arrangements**

4.43 Admissions standards and RPL for internal articulation arrangements (ie between UTS courses) are developed and endorsed as part of the admissions standards approval process outlined in statements 4.4 to 4.11 of this policy. Changes to these arrangements are also managed in line with this policy.

4.44 All proposals for external articulation arrangements must be processed through the online course approval process (OCAP) system (Staff Connect) and approved by an authorised delegate (see Delegations) see delegation 4.3.2.

4.45 Admissions standards and RPL for external articulation arrangements combined with the establishment of a new UTS award course are approved in line with the Award Course Approval Policy and Procedures.

4.46 Admissions standards and RPL for external articulation arrangements combined with an existing UTS award course are approved as follows:
• by faculty deans, where the external articulation arrangement is in line with the provisions of the Rules and this policy, applied unilaterally by UTS with no formal agreement or an MoU with an external provider and no UTS resources are applied outside the university

• by the Provost, where the external articulation arrangement is under an agreement or MoU with an external provider and no UTS resources applied outside the university

• by the Provost, via the Courses Planning Committee and CAC, where the external articulation arrangement is under an agreement or MoU with an external provider and UTS resources are applied outside the University.

4.47 Admissions standards for formal external articulation arrangements set below UTS admissions standards are approved by Academic Board, via CAC or GRSB.

Admissions and RPL standards and management

4.48 Admissions standards for each course of study are monitored on a yearly basis through the Course Performance Report prepared by the Planning and Quality Unit, for review by the Deputy Vice-Chancellor (Education and Students) and provided to Academic Board.

4.49 UAPO is responsible for preparing and submitting to Academic Board, via CAC (for coursework courses) and GRSB (for research programs/courses), an annual report on the changes to admissions standards approved by the Provost in line with this policy and the Delegations.

4.50 The Director, Equity and Diversity Unit provides reports on the processes used for admissions. Reports should include the processes used to assess applications for admission to undergraduate courses via UTS special admissions schemes.

4.51 Faculty deans or their nominees, in consultation with the Provost, will determine the intake loads each year for each undergraduate award course offered by their faculties.

4.52 Faculty boards are responsible for ensuring the quality and transparency of RPL processes and decisions and for monitoring board decision trends.

Enrolment

4.53 Guidance on enrolment and variations to enrolment at UTS are published in the Student Rules (section 7 and section 11).

5. Policy ownership and support

5.1 Responsible owners

• The Deputy Vice-Chancellor (Education and Students) is responsible for:
  o enforcement and compliance of this policy, ensuring that its principles and statements are observed
  o the approval of any associated university-level procedures to support this policy
• undertaking all necessary management, monitoring and reporting to Academic Board in line with the statements of this policy.

• The **Provost** is responsible for:
  
  o enforcement and compliance of this policy, ensuring that its principles and statements are observed
  
  o the approval of any associated university-level procedures to support this policy
  
  o making determinations and recommendations and provide reports as outlined in the Student Rules ([section 5](#) and [section 7](#)), the Delegations (section 4) and this policy.

### 5.2 Policy contacts

- **Responsible Academic Officers (RAOs)** are responsible for providing advice within faculties on implementing the provisions within this policy and for making determinations and recommendations as outlined in the Student Rules ([section 5](#) and [section 7](#)), the Delegations (section 4) and this policy.

- The **Dean, Graduate Research School** is responsible for providing advice on the admission of graduate research students in line with [section 11, Student Rules](#), the Delegations (section 4) and this policy.

- The **Deputy Vice-Chancellor (International)**, or nominee (as appropriate), is responsible for making recommendations to Academic Board, via the Courses Accreditation Committee and with formal advice from the Associate Deans (Teaching and Learning) Network, on all foundation studies courses, and for making determinations in line with the Delegations (section 4).

- The **Director, SAU**, or nominee (as appropriate), is responsible for making recommendations and determinations as outlined in the Student Rules ([section 5](#) and [section 7](#)), the Delegations (section 4) and this policy.

### 5.3 Other responsible owners

- **Academic Board** is responsible for making determinations as outlined in Student Rules ([section 5](#) and [section 7](#)), the Delegations (section 4) and this policy.

- The **University Academic Programs Office (UAPO)** is responsible for maintaining admissions registers as outlined in this policy and its associated procedures.

- **Courses Accreditation Committee (CAC)**, a committee of Academic Board, is responsible for reviewing this policy in advance of submission to Academic Board, reviewing any associated procedures in advance of approval, and making recommendations in line with its [terms of reference](#).

- **Director, Equality and Diversity Unit** is responsible for coordinating admissions, monitoring and reporting in line with this policy and its associated procedures.
• **Faculty boards** are responsible for making recommendations and determinations as outlined in the Student Rules (section 5 and section 7), the Delegations (section 4) and this policy. Faculty boards are also responsible for setting specific RPL requirements and procedures, and ensuring a fair, transparent and systematic approach is established and monitored for quality control purposes.

• The **Graduate Research School** is responsible for the management and coordination of admissions to graduate research courses, and for graduate research courses generally, in line with the Student Rules (section 5, section 7 and section 11), the Delegations (section 4) and this policy.

• **UTS International** are responsible for coordinating a number of international applications in line with this policy and its procedures.

6. **Definitions**

These definitions apply for this policy and all associated procedures. These are presented in addition to the definitions outlined in *Schedule 1, Student Rules*.

**Admissions standards** means the specific and published requirements for a course that applicants must satisfy to be considered for admission, as approved by Academic Board. These include selection algorithms, AQF levels, minimum ATAR, lowest selection rank, professional requirements, prerequisites and subject specific requirements.

**Articulation arrangements** are a formal recognition of equivalencies and prerequisites between courses that enable admission or transfer between courses. The *Australian Qualifications Framework (AQF)* state that these arrangements 'enable students to progress from a completed qualification to another with admission and/or credit in a defined qualification pathway'. There are two types of articulation arrangement:

1. **External articulation** means the recognition of a program of study taught by (or cooperatively delivered with) an external provider as being equivalent to a component of a UTS course. Provided the student has achieved specific grades or marks, these arrangements may involve exemptions for specific subjects or block credit transfer and/or guaranteed admission to a specific UTS award course.

2. **Internal articulation** means the approval and recognition of a suite of interlinked UTS courses, usually in the series of graduate programs (Graduate Certificate to Masters). The approved structure may provide for an 'early exit' option upon completion of the course requirements for a lower-level award and also for admission to a higher-level course in the suite with full credit for study completed satisfactorily as part of the lower-level course.

**Australian Tertiary Admission Rank (ATAR)** means a number (not a mark) that indicates a student’s position in relation to their Year 12 cohort, including students who did not complete Year 12. It is a rank that allows the comparison of students who have completed different combinations of HSC courses (see UAC: ATAR).

**Award course** is defined in the Schedule 1, Student Rules.

**Course** is defined in the Schedule 1, Student Rules.
Cross-institutional study is defined in the Schedule 1, Student Rules.

Dual programs of study (including collaborative research degree programs) are those that lead to two awards for a student, one from UTS and one from another higher education provider, provided in tandem through a formal arrangement.

English language proficiency is defined in the English Language Policy.

Inherent requirements mean identified academic and non-academic requirements that are essential to the successful completion of a course or its professional or accreditation components. These can include but are not limited to the ability to perform specific tasks, the ability to work effectively in a team or with specific tools or software and the ability to work safely. While UTS must clearly articulate inherent requirements for UTS courses, inherent requirements are not considered as part of the admissions process.

Domestic student means a student who is an Australian citizen (including Australian citizens with dual citizenship) or a student who is a New Zealand citizen or a student who has Permanent Resident Status.

Lowest selection rank means the combination of ATAR and any points received from adjustment factors. This is the lowest possible selection rank that can result in an offer of a place.

Matriculation means overall eligibility for admission to a course. All applicants who meet course matriculation requirements are not automatically guaranteed to receive an offer; applicants must still compete for a place with other eligible applicants for the same course. To be eligible to apply for a course (or matriculate) at UTS, applicants must:

- have attained a full New South Wales Higher School Certificate or equivalent with an ATAR of 69 (excluding adjustment points), or
- have successfully completed a UTS Foundation Studies course, a recognised tertiary preparation course, associate diploma, AQF diploma or advanced diploma
- have successfully completed one year of full-time tertiary study in a single institution, or
- be at least 20 years of age as of 1 March on the year of admission.

Program of study (program) means a collection of academic subjects, formal or informal, that may or may not lead to an award.

Selection criteria means specific requirements, including English language proficiency requirements, within the approved admission standards of each program, designed to establish eligibility and to enable ranking of applicants (where necessary) for admission into the program of study.

Special admissions schemes means the various admissions schemes that address or recognise the impact of different life circumstances on an applicant’s ability to meet admissions requirements and provide pathways to enter a UTS course of study with a lower entry score than is normally required.

Student is defined in Schedule 1, Student Rules. For the purposes of this policy, a student also includes a person who has:
• recently completed the requirements of the course
• withdrawn from the course
• withdrawn temporarily from the course for a period of at least one semester through approved leave of absence
• no active enrolment in subjects or in time-based study in a particular semester, or
• been excluded from the course or from the university, in accordance with the UTS Rules, in the last semester.

Study abroad students and exchange students are full-time, non-award course students who are enrolled for one or two semesters and satisfy the admissions requirements for the relevant course (including English language requirements).

Universities Admissions Centre (UAC) means the organisation established by New South Wales and Australian Capital Territory universities to coordinate admissions to their award courses.

Approval information

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<tr>
<th>Policy contact</th>
<th>Office of the Provost and the Deputy Vice-Chancellor (Education and Students)</th>
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<td>Academic Board</td>
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<td>2022</td>
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<tr>
<td>File number</td>
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Version history

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<th>Approval date</th>
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<td>Academic Board (AB/19-1/13)</td>
<td>27/03/2019</td>
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<td>1.1</td>
<td>Acting Director, Governance Support Unit</td>
<td>08/07/2019</td>
<td>25/07/2019</td>
<td>Amendment to the internal course transfers section in relation to the transfer of GPA and WAM.</td>
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Web version

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References

Admissions Procedures
Australian Qualifications Framework (AQF)
Award Course Approval Policy and Procedures

Code of Conduct

Course-specific English language proficiency requirements for admission

Courses Accreditation Committee (CAC)

Delegations

English Language Policy

Graduate Research School Board (GRSB)

Higher Education Standards Framework (Threshold Standards) 2015 (Cwlth)

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cwlth)

Online course approval process (OCAP) system

Privacy Policy

Records Management Policy

Register of Admissions Standards

Short Courses Policy

UAC: ATAR

Student Rules

UTS Handbook