

# Postgraduate Coursework Admissions Procedure

## Section 1 - Purpose and Objectives

(1) This Procedure enacts the [Coursework Admission and Enrolment Policy](#).

## Section 2 - Definitions, Terms, Acronyms

Term	Definition
Applicant	a person applying for enrolment in a program.
Coursework Master	a master other than a research master.
GPA	<p>Grade point average (GPA) is defined as the average of the grade of results obtained by the student in all courses in which the student is enrolled, weighted by the unit value of each course in accordance with the following formula –</p> $\frac{\sum(GP)}{\sum(P)}$ <p>where:</p> <p>G = the grade of result in a course; and</p> <p>P = the unit value of that course.</p> <p>If a student is enrolled in a course but gets no result, G=0.</p> <p><a href="#">Assessment Procedure</a> explains how a non-graded pass (P) and a non-graded fail (N) are considered. Where ignoring a non-graded pass (P) disadvantages a student, a result of P should be treated in accordance with <a href="#">Assessment Procedure</a>.</p>
Program requirements	For the purpose of this Procedure, program requirements means the program structure (e.g., types and sizes of building blocks used), the courses to be taken to complete the program, and any specific conditions of the program set out in the additional rules, including enrolment and progression requirements.
Research Master	a degree which the Deputy Vice-Chancellor (Research and Innovation) decides incorporates a research component involving at least 66% of the work for the degree.
Suite of programs	<p>a multi-step progression of postgraduate programs offered under the same program title.</p> <p>Example:</p> <p>graduate certificate in business administration;</p> <p>graduate diploma in business administration;</p> <p>master of business administration.</p>

## Section 3 - Procedure Scope/Coverage

(2) This Procedure applies to all postgraduate coursework students at The University of Queensland.

## Section 4 - Procedure Statement

(3) This Procedure provides direction on managing admission and enrolment of postgraduate coursework students.

## Section 5 - Admission to Postgraduate Programs

(4) For admission to a program, an applicant must satisfy:

- a. the minimum English language proficiency requirements set by the University [English Language Proficiency Admission Policy](#); and
- b. the entry requirements specified for the program; and
- c. the Executive Dean (or, where unavailable or not reasonably practicable, Head of School or Associate Dean (Academic)) that the student is qualified for admission.

(5) To approve a degree as satisfying the entry requirements for a program, the Executive Dean (or, where unavailable or not reasonably practicable, Head of School or Associate Dean (Academic)) must deem whether the award has been completed:

- a. in either the same or different discipline as the award being undertaken; and
- b. at the minimum level for entry as referenced by the [Australian Qualifications Framework](#).

Example: entry into a 16-unit level 9 program requires completion of a level 8 bachelor honours degree in the same discipline to be considered an 'approved degree'. See also [Program Design Procedure](#).

(6) An applicant who does not qualify for entry into a masters program may progress through a suite of programs in the following way:

- a. From a graduate certificate to a graduate diploma, if a GPA of 4 is attained in the 8 units of courses required for credit towards the graduate certificate award; and
- b. from a graduate diploma to a coursework masters, if a GPA of 5 is attained in the 8 units of courses required for credit towards the graduate diploma award.

(7) Clause 6 may be overridden by the program requirements specified for the program.

## Section 6 - Deferment

(8) Where an applicant has accepted an offer –

- a. deferment of usually not more than one year may be granted on application;
- b. an application for deferment must be submitted in writing; and
- c. the application for deferment must be received by the University by the earlier of –
  - i. the census date in the approved semester of commencement; or
  - ii. the timeframe specified in the offer letter.

(9) The University may place conditions on approval of a deferment and the applicant must demonstrate currency of

English language proficiency.

(10) An approved deferment lapses if the applicant —

- a. enrolls in a tertiary institution during the deferment period; or
- b. fails to enrol in the deferred program by the enrolment due date specified in the approval of deferment advice from the University; or
- c. fails to comply with any conditions specified for approval of deferment.

(11) Where an offer of a place has been made and the program has been discontinued during the deferment period, the applicant may apply for an alternate program of study.

## **Section 7 - Retaining a Place in a Program**

(12) To retain a place in a program in the calendar year following admission a student must —

- a. enrol in and gain credit for at least one course at the University in that program in the current calendar year; or
- b. satisfy the Associate Dean (Academic) that special circumstances exist which entitle the student to retain a place in the program.

(13) A student who fails to retain a place in a program in the year following admission must reapply for admission.

(14) For the purpose of clause 12, if a student has been approved deferment under this Procedure –

- a. current calendar year means the year in which a student is required to commence after deferment; and
- b. calendar year following admission means the year after the current calendar year as defined in clause 14a above.

(15) The Associate Dean (Academic) may set conditions on the enrolment of students who retain a place under clause 14b of this Procedure.

## **Section 8 - Cancellation of Enrolment**

(16) An Executive Dean (or, where unavailable or not reasonably practicable, Head of School or Associate Dean (Academic)) may cancel a student's enrolment if the student has supplied incomplete or inaccurate information associated with the enrolment.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	17th January 2022
<b>Review Date</b>	30th December 2023
<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Approval Date</b>	17th January 2022
<b>Expiry Date</b>	31st July 2024
<b>Policy Owner</b>	Kathryn Blyth Director, Academic Services Division and Academic Registrar
<b>Enquiries Contact</b>	Academic Services Division