

THE AUSTRALIAN NATIONAL UNIVERSITY

UNDERGRADUATE ADMISSION RULES 2005

The Council of the Australian National University makes these Rules under section 3 of the *Programs and Awards Statute 2004*.

Dated: 10 December 2004.

Peter Baume AO
Chancellor

1 Name of Rules and commencement

1(1) These are the Undergraduate Admission Rules 2005.

(2) These Rules commence on 31 December 2004, immediately after the commencement of the Rules (Repeal) Rules 2004.

2 Interpretation

2(1) In these Rules, unless the contrary intention appears:

admission means admission to an undergraduate award program, or to a non-award program, at the University;

Chair means the Chair of the Committee;

Committee means the Admissions Standards Committee established under subrule 3(1);

non-award program includes a program of study to undertake a particular course in an undergraduate award without proceeding to an award;

prescribed authority:

- (a) for an award, means the Dean of the Faculty, or head of the Research School, University Centre or other part of the University, in which the award program is offered; and
- (b) for admission to a combined program means:
 - (i) the prescribed authority responsible for the program which has the higher entry level; but
 - (ii) if the programs have the same entry level, the prescribed authority responsible for the component of the combined program in the Faculty responsible first mentioned in the following list:
 - Faculty of Arts
 - Faculty of Asian Studies
 - Faculty of Economics and Commerce
 - Faculty of Engineering and Information Technology
 - Faculty of Law

- Faculty of Science.

3 Admissions Standards Committee

3(1) There is to be an Admissions Standards Committee appointed by the University Committee on Educational Policy.

(2) The Admissions Standards Committee is to:

- (a) assess educational qualifications and levels of attainment for the purpose of admission to undergraduate award programs, including honours programs, and courses; and
- (b) advise the University Committee on Educational Policy on standard qualifications for entry to undergraduate award programs, including honours programs, and courses; and
- (c) approve the rank sets for Australian Tertiary Admissions Centres (however named); and
- (d) oversee University undergraduate entry schemes referred to it by the University Committee on Educational Policy; and
- (e) provide advice on request to prescribed authorities and other University officers as appropriate; and
- (f) undertake any other task required of it by the University Committee on Educational Policy.

4 Delegation by Committee

4(1) The Committee may delegate to the Chair any of its powers and functions under these Rules, other than this power of delegation.

(2) A delegation of a power or function under subrule (1) does not prevent the Committee from exercising that power or performing that function.

5 Applications for admission

5 (1) A person must apply for admission in accordance with application procedures issued by the Director, Student and Academic Services from time to time.

(2) An application for admission is to be in such form as required by the Director, Student and Academic Services.

6 Admissions

6(1) The prescribed authority may admit a person to an undergraduate award program, or to a non-award program, if the person satisfies the standard qualifications contained in guidelines issued by the Deputy Vice-Chancellor (Education).

(2) The prescribed authority may admit a person to an undergraduate award program, or to a non-award program if the person has non-standard qualifications which, in the opinion of the prescribed authority, indicate that the person has the capacity and educational background to pursue that program successfully.

(3) In reaching a decision under subrule (2), the prescribed authority may request advice from the Admissions Standards Committee or any other appropriate body or person.

(4) The prescribed authority may withhold admission to a program of study from any applicant.

7 Eligibility to proceed in programs of study and courses and the granting of deferment

7 (1) A person must have been admitted in accordance with these Rules for the relevant year to be eligible to undertake an undergraduate award program, or a non-award program.

(2) However, if a person admitted, for a year, to undertake an award program withdraws from that program before a final assessment is made of the person's academic performance in at least one course prescribed for that program, then that person is not eligible to recommence that program of study, or to commence any other program of study, or to undertake a course prescribed for a program of study, unless he or she is admitted again in accordance with these Rules.

(3) In spite of subrule (2), a person who is admitted to an award program may, with the approval of the prescribed authority defer his or her program for one year without penalty.

(4) A person admitted to a non-award program is eligible to undertake that program only in a year in relation to which the person is also admitted.

8 Notice of admission

8 (1) The Director, Student and Academic Services, must cause to be given to each applicant who has been admitted to a program of study in accordance with these Rules notice in writing of his or her admission.

(2) The notice referred to in subrule 8(1) must specify the year in relation to which, and the purpose for which, the admission is effective.

9 Review of Decisions

9 (1) A person may apply for a review of a decision not to admit the person to an undergraduate award program, or to a non-award program.

(2) A request for review of a decision referred to in subrule (1) must be in writing and must be lodged with the prescribed authority within the period of 28 days commencing on the date of advice of the outcome of the person's application for admission.

(3) The review must be conducted under procedures established by the prescribed authority.

(4) On the basis of the material included in the application for a review, the prescribed authority may:

- (a) confirm the original decision not to admit the person to the program concerned; or
- (b) set aside the original decision and admit the person to the program.

(5) The decision of the prescribed authority and the reasons for the decision must be given in writing to the applicant by the prescribed authority within 7 days of the decision.

10 Appeals

10 (1) A person may appeal against a decision made under subrule 9(4).

(2) An appeal under subrule (1) must:

- (a) be in writing; and
- (b) be lodged with the Deputy Vice-Chancellor (Education) within 14 days commencing on the date the advice of the decision of the prescribed authority was given to the

- applicant under subrule 9(5), unless the Deputy Vice-Chancellor (Education) extends the date for submission on special grounds; and
 - (c) be accompanied by appropriate information and documentation; and
 - (d) state clearly the grounds on which the application is based.
- (3) An appeal must be conducted under procedures established by the Deputy Vice-Chancellor (Education) which must include the appointment of an Appeals Panel to hear and determine the appeal.
- (4) At an appeal, the appellant is entitled to be accompanied by a student or a member of the staff of the University who may observe the proceedings but not act as an advocate unless expressly invited by the Appeals Panel.
- (5) On the basis of the material included in the application, the Appeals Panel may:
- (a) confirm the decision not to admit the person to the program concerned; or
 - (b) set aside the decision and admit the person to the program.
- (6) The decision of the Appeals Panel and the reasons for the decision must be given in writing to the applicant by the Deputy Vice-Chancellor (Education) within 7 days of the decision.
- (7) The decision of the Appeals Panel is final.