Admission of Domestic Applicants to Courses Procedure Flowchart

RESOURCES
- Admission Policy
- RPL Schedules
- UAC Guidelines and Policy
- MQ Courses
- MQ Application Systems and UAC interface

ACTIONS
- Approve Coursework awards for admission and admission requirements
- Approve RPL Schedules
- Determine enrolment targets, admissions strategy and Fee Schedules
- Liaise with UAC, Faculties and relevant Units on admissions strategy and policy
- Determine direct entry and UAC program/course* offerings with Faculties and the College. Coordinate admissions with UAC within regulated timeframe. Prepare and publish relevant admissions information on University and UAC websites and publications.
- Liaise with Student Business and Systems solutions to configure and maintain APP/Tracker application systems/UAC interface
- Submit application in accordance with University timeframes and instructions
- In liaison with Faculties, process and assess applications within stipulated timeframes and in accordance with approved admission requirements and RPL schedules
- Update decisions and import UAC offers
- Update decisions on University Admissions system
- Notify applicant of outcome, including RPL decisions where appropriate directly or via UAC
- Authorised Officers to complete additional consideration processes

RESPONSIBILITY
- Academic Senate, Executive Deans/College Director
- Faculty Standards and Quality Committee, Macquarie University International College (the College)
- Vice Chancellor and Revenue and Student Numbers Planning Group
- Head Student Administration
- Admissions Manager with Faculties and the College
- Admissions Manager with SBSS
- Domestinc Coursework Applicants
- Admissions Manager
- Admissions Team
- Faculty Academics
- Admissions Team and SBSS
- Admissions Team or UAC
- Domestic Coursework Applicants
- Governance Services
- NSW Ombudsman

NOTE - In accordance with the Curriculum Architecture Policy, from 1 January 2020 ‘programmes’ are known as ‘courses’.