Admission of Domestic Applicants to Coursework Programs 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 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
- Type of Application?
  - Direct
    - UAC
  - Require additional consideration
    - Authorised Officers to complete special consideration process
    - Update decisions on University Admissions system
    - Notify applicant of outcome, including RPL decisions where appropriate directly or via UAC
    - Application Successful: Enrolment Process begins
    - Application Unsuccessful: Admission Process ends

**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
- Director, Academic Services
- Admissions Manager with Faculties and the College
- Admissions Manager with SBSS
- Domestic Coursework Applicants
- Admissions Manager
- Admissions Team
- Faculty Academics
- Admissions Team and SBSS
- Admissions Team or UAC

**APPEAL**
- Academic Appeals Policy
- Complaints and Appeals
- MQ Student Ombudsman
- NSW Ombudsman
- Governance Services

**REVIEW**
- MQ Student Ombudsman
- NSW Ombudsman

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