Readmission to a Coursework Program Procedure Flowchart

RESOURCES

Admission (Coursework) Policy
Readmission criteria after period of absence
UAC Entry
eStudent

ACTIONS

Publish readmission criteria, processes and associated forms
Check readmission criteria and program availability, seek academic advice in planning the remainder of the Program of Study, gather evidence to support readmission application

RESOURCES

Admission (Coursework) Policy
Readmission criteria after period of absence
UAC Entry
eStudent

OUTCOME UPDATE AND NOTIFICATION

AMIS Offer Record
Re-admission Offer Templates
eStudent

Responsibility

Admissions Manager
Previous MQ student

APPLY

RESOURCES

Admission (Coursework) Policy
Readmission criteria after period of absence
UAC Entry
eStudent

ACTIONS

Apply through UAC or to the University as a new applicant
Apply via eStudent

Responsibility

Admissions Manager
Previous MQ student

ASSESSMENT

RESOURCES

Admission (Coursework) Policy
Readmission criteria after period of absence
UAC Entry
eStudent

ACTIONS

Assess and update application record

Administrative

Responsibility

Admissions Officers

Contract

Responsibility

Admissions Officers

OUTCOME UPDATE AND NOTIFICATION

AMIS Offer Record
Re-admission Offer Templates
eStudent

ACTIONS

Update RPL/Reparent then notify Admissions to issue Readmission Offer to approved Program/Version
Update admission record and send offer and enrolment instructions
Enrol or Decline Offer

Responsibility

Faculty Academics
New/Current Students Teams
Admissions Officers
Previous Macquarie University Students

For further information please contact the Policy Unit via policy@mq.edu.au or 9850 4791.