



All about UAC for Parents

### **Contacting UAC**



UAC Locked Bag 112 Silverwater NSW 2128



in person Quad 2, 8 Parkview Drive Sydney Olympic Park NSW 2127



UAC customer service 8.30am-4.30pm (Sydney local time) Monday-Friday



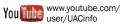
telephone (02) 9752 0200



website www.uac.edu.au



www.facebook.com/ universitiesadmissionscentre





http://twitter.com/ UACinfo

© Universities Admissions Centre (NSW & ACT) Pty Ltd 2014 ACN 070 055 935 ABN 19 070 055 935

Printed March 2014

UAC is the owner of the copyright in this publication.

Apart from any fair dealing for the purpose of private study, criticism or review, or otherwise as permitted under the Copyright Act, no part may be reproduced by any process without UAC's written permission. Enquiries should be addressed to the Managing Director, UAC.

UAC has no objection to schools and tertiary institutions reproducing the publication provided it is for use only within their own institution and this copyright statement is included.

If the document isn't reproduced in full, sections shouldn't be copied out of context where information could be incomplete and/or misleading. Schools and tertiary institutions must ensure that this information isn't transmitted to any other person or body without prior permission from UAC.

This publication is available on UAC's website.

#### About this publication

All about UAC for Parents provides information about applying for tertiary study through UAC. It answers a range of questions about the admissions process, from selecting HSC subjects in years 10 and 11 to accepting an offer to study at a tertiary institution after Year 12.

### Important information

#### **UAC Privacy Policy**

The Universities Admissions Centre (NSW & ACT) Pty Ltd (UAC) recognises the importance of protecting personal information and is bound by the NSW State Information Protection Principles<sup>1</sup>, the National Privacy Principles<sup>2</sup>, the Australian Privacy Principles<sup>3</sup> and the NSW Health Privacy Principles<sup>4</sup>.

Details of the UAC Privacy Policy are available at www.uac.edu.au/general/privacy.shtml

UAC collects personal information from applicants and, in some circumstances, information regarding their health or a family member's health, for the purpose of processing applications. UAC will only collect information for lawful purposes related to its function. Applicants may seek access to the personal information about themselves collected by UAC.

The type of personal information UAC holds includes contact details (name, address, telephone number, email address), date of birth, gender, citizenship, information relating to the applicant's health or the health of a family member, educational achievements, employment experience, examination results and the Australian Tertiary Admission Rank (ATAR).

Year 12 results from NSW Higher School Certificate students are held, along with Year 12 results from other states and territories in Australia, in an archive database at UAC. If a student is eligible for an ATAR or a Limited ATAR, these will also be held in the database. Results, including ATARs, will also be held in similar archives at tertiary admissions centres in other states in Australia. Results held in these archives will only be accessed by the relevant tertiary admission centre if the applicant initiates an application for tertiary study through that centre, or if they submit an application for tertiary study directly with an institution participating in that centre.

Any questions regarding privacy at UAC should be forwarded in writing to:

The Managing Director UAC, Locked Bag 112 Silverwater NSW 2128.

- 1 In the Privacy and Personal Information Protection Act 1998 (NSW).
- In the Privacy Act 1988 (Cth) as amended in the Privacy Amendment (Private Sector) Act 2000 (Cth).
- 3 In the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth), effective 12 March 2014.
- 4 In the Health Records and Information Privacy Act 2002 (NSW).

### All about UAC for Parents

### **Contents**

| Applying |   | 15  |  |
|----------|---|---|--|
| 2        | How to apply  | 16  |  |
| 5        | PINs & application numbers                          | 17  |  |
| 6        | Preferences   | 17  |  |
| Ū        | Bonus points  | 18  |  |
| 7        | Important dates                                     | 19  |  |
| 8        | Financial assistance                                | 21  |  |
| 9        | <b>Educational Access Schemes</b>                   | 23  |  |
| 10       | Offers & enrolling                                  | 25  |  |
| 10       | Offers  | 26  |  |
| 10       | Deferring   | 27  |  |
| 10       | Transferring  | 28  |  |
|          | Other paths to study                                | 28  |  |
| 11       | Contacting IIAC                                     | 29  |  |
| 13       | •   | 23  |  |
| 14       | child's behalf                                      | 30  |  |
|          | 5<br>6<br>7<br>8<br>9<br>10<br>10<br>10<br>10<br>11 | How to apply PINs & application numbers Preferences Bonus points Important dates Financial assistance Educational Access Schemes Offers & enrolling Offers Deferring Transferring Other paths to study Talking to UAC on your |  |

#### Cover image Natalie Chrisson Bethany College

#### The Genius of Evolution

My artwork is inspired by the beauty and diversity of the many species within nature. The animals depicted in my drawings have adapted to their environments through their unique camouflage. The detailed drawings show their complex structures and reveal their beauty, acquired through the process of evolution. I began my work by observing numerous photographs and documentaries, especially David Attenborough's 'Life' series. Then, through a process of selection, I chose the subjects for my drawings and brought them to life through the medium of coloured pencil, focusing on the unique combinations of colours, patterns and textures that can be found throughout nature.

#### **ARTEXPRESS**

ARTEXPRESS is an annual exhibition of outstanding works selected from the NSW Higher School Certificate examination in Visual Arts. ARTEXPRESS is a joint project of the NSW Department of Education and Communities and the NSW Board of Studies in association with the Art Gallery of NSW. On display at the Art Gallery of New South Wales, Hazelhurst Regional Gallery and Arts Centre, The Armory, Sydney Olympic Park, McGlade Art Gallery, Australian Catholic University and the Margaret Whitlam Gallery, University of Western Sydney from February to September, as well as touring regional galleries throughout NSW.



Introduction & common terms

### Introduction & common terms

#### INTRODUCTION

Does talk about ATARs and course cut-offs sound like a foreign language to you? Did your son or daughter forget to pass on the letter about the parents' information night? Do you just want more information so you can help your child navigate Year 12 and entry to tertiary study?

The Universities Admissions Centre (UAC) has put together All about UAC for Parents to provide more information about how the process works, from selecting HSC subjects in years 10 and 11 to accepting an offer to a tertiary course after completing Year 12.

All about UAC for Parents is designed to give you enough information about the UAC process to help your child select course preferences and fill out their application for tertiary study, remind them about important dates, talk to their teachers with confidence and know what the next step is.

For more information about anything covered in this booklet, visit www.uac.edu.au/undergraduate/

#### **COMMON TERMS**

#### **Additional selection criteria**

Used by some institutions as well as, or instead of, the ATAR to assess specific skills relevant to a particular course. They can include tests, interviews, auditions and portfolios.

### **Apply**

UAC's online application system on UAC's website. Year 12 students must apply online through Undergraduate Apply to be considered for a place in one of UAC's participating institutions. International students undertaking Year 12 at an Australian high school need to apply through International Apply.

### **Assumed knowledge**

Knowledge of a specific Year 12 course that an institution assumes students have before they start a particular tertiary course. If students do not have

that assumed level of knowledge but have met the admission requirements, they could still be selected for the course, but may have difficulty coping with their studies.

## ATAR (Australian Tertiary Admission Rank)

Measures a student's overall academic achievement in Year 12 in relation to their age cohort. The ATAR is a rank, not a mark. It helps institutions rank applicants for selection.

### **Check & Change**

UAC's online facility that enables applicants to check and change their preferences and other details on their application.

#### Cohort

A student's peer group. For example, the ATAR cohort refers to those students who receive an ATAR in the same academic year. A Year 7 cohort comprises those students who began Year 7 together, regardless of when they left the school system.

#### Course

A branch of study within a NSW HSC subject. A subject may have several different courses. For example, within the subject of English, courses include English (Standard), English (Advanced), English Extension 1, English Extension 2, and English as a Second Language.

#### **Course cut-off**

The lowest selection rank (including any bonuses) obtained by current Australian Year 12 students receiving an offer to a course. The cut-offs for courses in a particular year are only known after Main Round offers for that year are made. The previous year's cut-offs can only be used as a guide.

Course cut-offs can change from year to year, depending on the number of places available, the number of applications for the course and the quality of the applicants.

#### **Deferment**

When a student receives an offer to enrol in a tertiary course but has been given permission by the institution to delay the start of the course for a fixed period, usually one year.

#### **HSC** mark

A 50:50 combination of a student's examination mark and school-based assessment mark for each course. It is recorded on the student's HSC Record of Achievement, which is posted to them by the Board of Studies, Teaching and Educational Standards (BOSTES).

#### Institution

A provider of tertiary study, such as a university or a college.

#### **Moderation**

The process of adjusting school assessment marks to a common scale so that direct comparisons can be made between assessment marks awarded by different schools. The rank order of students within a school group, and the relative gaps between them, are maintained.

### **Prerequisite**

An essential prescribed level of achievement that must be reached in order to be considered for admission to certain tertiary courses. Some tertiary courses require you to have achieved a specified standard in an HSC course or equivalent before you will be offered a place in those courses (course prerequisites). Some subjects within a tertiary course require you to achieve a specified standard in a particular HSC course or equivalent before you are able to enrol in those particular subjects (subject prerequisites). Some institutions offer bridging or introductory courses to help you achieve the required standard.

#### **Raw HSC mark**

The average of a student's raw examination mark and their raw moderated school assessment mark, before it is aligned to performance bands by the Board of Studies, Teaching and Educational Standards (BOSTES) or scaled by UAC. This mark is not reported to the student.

#### **Recommended studies**

Year 12 courses that an institution suggests a student should study to assist in their chosen tertiary course. If a student has not studied these courses their chances of selection are not affected. However, a student who has studied these courses will be better prepared for their chosen tertiary course.

#### **Scaled mark**

The mark used in the ATAR calculation. It is used because unscaled marks in different courses are not directly comparable, and an adjustment must be made before an overall measure of achievement can be determined. Scaling allows the comparison of students who have studied different courses by determining what the marks would have been if all students had attempted all courses.

### **Subject**

A general area of study or key learning area in the NSW HSC; for example, English and mathematics.

### **Universities Admissions Centre (UAC)**

The central office that receives and processes applications for admission to most undergraduate courses at its participating institutions as well as applications for Educational Access Schemes and Equity Scholarships. UAC notifies NSW HSC students of their ATAR (ACT students are notified by their school) and makes offers of admission on behalf of participating institutions. It also processes applications for many postgraduate courses.



Thinking about further study

#### **CHOOSING HSC SUBJECTS**



### How do Year 10 students choose subjects for years 11 and 12?

UAC's booklet about university entry requirements for Year 10 students is published every year around May and is aimed at Year 10 students who are considering tertiary study. It provides information about HSC subject choices and tertiary course prerequisites.

When choosing subjects, it's important for Year 10 students to take careful note of assumed knowledge and recommended studies. These can be just as important as prerequisites. Remember that it's better to have a background in an area of study across years 11 and 12 than to undertake an intensive bridging course when your tertiary course begins.

Four complimentary copies of the Year 10 booklet are sent to each school and additional copies can be purchased through the UAC Shop on UAC's website at www.uac.edu.au/schoolink/



### How many subjects should my child take in years 11 and 12?

It depends on how many subjects your child can realistically cope with and succeed in.

Also, students need to ensure that the courses they take in years 11 and 12 will allow them to be eligible for an ATAR and give them some flexibility for entry into a range of tertiary courses.

To be eligible for an ATAR, students must successfully complete at least 12 units of study in Year 11 and at least 10 units in Year 12.

To view a PowerPoint presentation on the university entry requirements for Year 10 students booklet, visit www.uac.edu.au/schoolink/year-10.shtml





If my child wishes to drop a subject at the end of Year 11, should they consider how it scales before making any decisions?

UAC does not recommend that students select a course based only on how it scales.

Because the ATAR is about position, the best way for students to maximise their ATAR is to choose courses they will do well in.

The most important thing for Year 11 students is to make sure they will still be eligible for an ATAR if they drop any courses. Remember, to be eligible for an ATAR, students must satisfactorily complete at least 10 units of ATAR courses, including:

- eight units from Category A courses
- two units of English
- three Board Developed courses of two units or greater
- four subjects. (A subject is an area of study, such as mathematics. Within that subject there may be a number of courses, such as Mathematics General 2.)

Further information about Category A courses is available at www.uac.edu.au/undergraduate/faq/atar-courses.shtml

### Thinking about further study



### Are there any courses that students can choose to maximise their ATAR?

Students can achieve a high ATAR regardless of the courses they study, as their ATAR will depend on their positions in all of their courses. Students who achieve high ATARs are generally placed near the top in all of their courses.

## GATHERING INFORMATION ABOUT TERTIARY STUDY



### How do I help my child decide what to study?

Trying to decide what to study is difficult. A good place to start is for them to consider their interests, the subjects they enjoy at school and the classes they do well in. Find out what jobs would use these subjects as a key part of what they do: talk to teachers, ask careers advisers and visit careers expos. The UAC publication All about UAC for Year 11 and 12 Students is a useful guide to preparing for tertiary study. This and other publications can be found on UAC's website at www.uac.edu.au/publications/



#### How do we find out about courses?

Every year UAC publishes a list of courses available through its participating institutions for the following year. This information is published in the UAC Guide and in the undergraduate course search on UAC's website at www.uac.edu.au/undergraduate/course-search/ The online course search is updated in August when applications open.



### Where can we get a copy of the UAC Guide?

The UAC Guide is delivered to schools and distributed free of charge to all Year 12 students in July. Copies can also be bought at newsagents.



### What are institution open days and should we attend?

Most of UAC's participating institutions hold open days in August and September. Some offer personalised campus tours throughout the year for prospective students and their families. UAC recommends you and your son or daughter take advantage of this opportunity to get a feel for the campus and the courses that are offered.



### What does tertiary study cost?

Most tertiary courses for Year 12 students have Commonwealth-supported places (CSPs). This means the government pays part of the course fee and the rest is paid by the student. This is called the student contribution and the amount depends on the type of course and the institution. For further information, contact the institution.

The table below shows the student contributions for new university students in 2014. The amounts are based on a full year of full-time study.

| Student contribution band | Student contribution range in 2014 |
|---------------------------|------------------------------------|
| Band 1                    | \$0-\$6,044                        |

humanities, behavioural science, social studies, clinical psychology, foreign languages, visual and performing arts, education, nursing

| Band 2 | \$0-\$8,613 |
|--------|-------------|
|--------|-------------|

mathematics, statistics, computing, built environment, other health, allied health, science, engineering, surveying, agriculture

Band 3 \$0-\$10,085

law, dentistry, medicine, veterinary science, accounting, administration, economics, commerce

7



### How do we pay for tertiary study?

If your child is an Australian citizen they can elect to take up the HECS-HELP option to pay their fees. This defers the payment until they are working and a percentage of their wage is taken out to pay off the HECS debt through the taxation system. Students who are not citizens must pay their student contribution up-front.

Students may also be eligible for financial assistance from the Australian Government.

For information about HECS-HELP and other Australian Government assistance, visit www.studyassist.gov.au Also read 'Financial Assistance' on page 21.

## COURSE CUT-OFFS & OTHER SELECTION CRITERIA

The course cut-off is the minimum rank required by Year 12 applicants for selection into a course. Course cut-offs from the previous year are listed in UAC's online course search and in the UAC Guide.



### How are course cut-offs determined?

Course cut-offs are determined when offers are made. The cut-offs reflect the number of places in a course, the number of applicants for that course and the quality of those applicants.



Can a Year 12 student receive an offer if their ATAR is one or two points below the course cut-off?

Yes, it's possible for a student to receive an offer to a course when their ATAR is below the cut-off. This is because some students are eligible for bonus points – read 'Bonus points' on page 18.



### Are there any additional selection criteria for university courses?

Additional selection criteria are requirements in addition to or instead of the ATAR. They may include interviews, auditions, portfolios, supporting statements, questionnaires and tests. To find out if a course has additional selection criteria, visit the course search on UAC's website or check the UAC Guide.

Also read the section 'Before Applying through UAC', beginning on page 13.



HSC & ATAR

### **ACCELERATED STUDIES**



### Can my child accelerate their HSC studies?

Yes. This happens when a student completes a Year 12 course while in Year 11. The advantages of this can be:

- studying fewer courses in Year 12, meaning students can focus on those units
- studying a broader range of subjects
- having more units from which to draw their best 10 scaled marks for inclusion in their ATAR calculation.



Moderation of assessment marks aims to remove differences between schools by aligning school-based assessment ranks with the state-wide exam marks. This ensures that the process is fair for all students.



If my child is ranked third in their class but gets the highest exam mark, will that exam mark be given to the student ranked first?

No. When assessment marks are moderated, students maintain their assessment position, but may be given a different assessment mark depending on the exam results of the other students in their course. Only assessment marks are moderated, and students always keep their own examination mark.

### **SCALING**

While moderation aims to remove differences between schools, scaling is designed to remove differences between courses. Marks in different courses are not comparable, because a student's mark and position in a course depend on how well they have done and how that compares to other students.



Scaling is the adjustment that is carried out so an overall measure of achievement can be determined and students who have studied different courses can be compared properly and fairly.



### Why do some courses scale better than others?

Courses have to be scaled so that marks in different courses can be compared with each other. Courses are scaled using the mean scores and distribution of marks, which indicate the ability of the course candidature. Courses such as Mathematics Extension 2 and Physics traditionally scale well because of this. However, students must achieve high HSC marks to gain any benefit from scaling. Also, courses should not be chosen because they scale well. Courses should be chosen according to your child's interests, aptitude and aspirations.

For a detailed explanation of scaling, read the current Scaling Report at www.uac.edu.au/undergraduate/atar/reports.shtml and listen to our 30-minute podcast on understanding the Scaling Report. Contact the Board of Studies, Teaching and Educational Standards (BOSTES) for more information on moderation.

### **ATAR**

The Australian Tertiary Admission Rank (ATAR) is a number between 0.00 and 99.95. It provides a measure of a student's overall academic achievement in Year 12 in relation to their age cohort, and it helps institutions rank applicants for selection. In NSW the ATAR is released by UAC. In the ACT the ATAR is released by schools.

The NSW ATAR is based on an aggregate of scaled marks in 10 units of ATAR courses, which must include two units of English.

For information about the calculation of the ACT ATAR read the ACT Board of Senior Secondary Studies booklet, *What's the ATAR?*, which can be downloaded at www.bsss.act.edu.au/publications/brochures.

It is important to remember that the ATAR is a rank, not a mark. A student's ATAR depends not only on their position in the courses they study, but on the ability of the other students in those courses, reflected in the courses' scaled means.

For more details about the ATAR, visit UAC's website at www.uac.edu.au/undergraduate/atar/



#### Who receives an ATAR?

ATARs are calculated for all ATAR-eligible students but not all students are notified. Only NSW HSC students who indicate on their HSC entry forms that they wish to be notified of their ATAR will receive an ATAR Advice Notice from UAC. This will arrive in the mail at about the same time that HSC results are received from the Board of Studies, Teaching and Educational Standards (BOSTES).



### Who is eligible for an ATAR?

To be eligible for an ATAR, students must satisfactorily complete at least 10 units of ATAR courses. ATAR courses are Board Developed courses that have formal Board examinations. ATAR courses are categorised as either Category A courses or Category B courses. (Category B courses are courses that on their own don't provide an adequate background for tertiary studies, but up to two units can contribute to the ATAR.)

To be eligible for an ATAR students must include at least:

- eight units from Category A courses
- two units of English
- three ATAR courses of two units or greater
- four subjects. (A subject is an area of study, such as mathematics. Within that subject there may be a number of courses, such as Mathematics General 2.)



### How is the ATAR calculated?

The ATAR is based on an aggregate of scaled marks in 10 units of ATAR courses comprising:

- the best two units of English
- the best eight units from the remaining units.
- No more than two units of Category B courses can be included.

The actual calculation of the ATAR is a complex process that begins with scaling raw HSC marks and ends with ranking the student among their entire Year 7 cohort.

For more information about scaling and the calculation of the ATAR, read the Report on the Scaling of the 2012 NSW Higher School Certificate, which can be downloaded from UAC's website at www.uac.edu.au/undergraduate/atar/reports.shtml

## COMMON ATAR MYTHS & MISUNDERSTANDINGS



### Is my child disadvantaged by the school they attend?

No. The school attended does not feature in the ATAR calculation. The ATAR calculation is based only on marks provided by the Board of Studies, Teaching and Educational Standards (BOSTES); no other information is used.



# If my child is ranked second in a school assessment, does that mean they will receive the second highest exam mark?

No. A student who is ranked second in their school assessment will receive the second highest moderated assessment mark. The exam mark the student receives will depend on how well the student performs in the exam and is independent of their assessment rank.



### Can certain courses increase my child's ATAR?

No. It is a myth that choosing certain courses will increase a student's ATAR. A student's ATAR depends on how well they have performed compared to other students. The only way a student can increase their ATAR is to choose subjects they are good at and to work hard.



In some courses more students get high HSC marks than in other courses. Does this affect the ATAR calculation?

No, because it is a student's **position** in their courses that is important when calculating the ATAR. Remember that the HSC marks reported to students are **not** used in the ATAR calculation. Raw HSC marks are scaled and used in the ATAR calculation.



### Can my child get a better ATAR by studying more units?

While data show that students who study more units tend to gain higher ATARs, that is not necessarily the reason why. The relationship between the number of units studied and the ATAR might result from personal attributes including interest, motivation, effort and time management. You cannot assume that simply by studying more units your child's ATAR will be increased.



Can my child get a high ATAR even though they study courses such as Visual Arts, Business Studies and Hospitality?

Yes. It is possible to achieve a high ATAR regardless of courses studied. However, it is important to note

that students who achieve very high ATARs are usually placed in the top group of students in all of their courses.



## My child received good results in all subjects, but got an average ATAR. Is this a mistake?

It's a mistake to compare a student's HSC marks and their ATAR, as they're different measures indicating different things – performance and position.

There is no general rule for the relationship between these two measures. However, if your child is in the middle group of students in all their courses (with marks typically in the mid-70s), they may get an ATAR of around 70.00, which is usually close to the middle ATAR. But sometimes marks in the 70s can mean a much lower ATAR depending on their courses and their position in those courses.

Consider the following two students who completed the same courses. Fred received an HSC mark of 70 in each course, while Laura received an HSC mark of 80 in each course.

|                       | Fred            |            | Laura           |            |  |
|-----------------------|-----------------|------------|-----------------|------------|--|
| Course                | HSC<br>mark/100 | Percentile | HSC<br>mark/100 | Percentile |  |
| Biology               | 70              | 40         | 80              | 76         |  |
| Business<br>Studies   | 70              | 35         | 80              | 65         |  |
| English<br>(Advanced) | 70              | 14         | 80              | 50         |  |
| Mathematics           | 70              | 22         | 80              | 51         |  |
| Modern<br>History     | 70              | 27         | 80              | 58         |  |
| Visual Arts           | 70              | 13         | 80              | 51         |  |
| ATAR                  | 57.45           |            | 79.65           |            |  |

Their HSC marks in each course differ by only 10, yet their ATARs differ by 22.2. Their performance was similar, but their positions were quite different. Laura's ATAR is similar to her HSC marks while Fred's ATAR is much lower than his HSC marks. This is because Laura's percentiles (her positions) in her courses are much better than Fred's.



Before applying through UAC

## ADDITIONAL SELECTION CRITERIA



### Are there special selection criteria for some courses?

Year 12 students are selected on the basis of their ATAR for most courses. However, some courses have additional selection criteria. These can include tests, interviews, auditions and portfolios.

Students seeking entry into health-related and teacher education courses should be aware that there are special requirements relating to criminal record/working with children checks, clinical placements and procedures for employment.

Students need to check carefully if any of their courses have additional selection criteria or particular course requirements. These can be found in the course descriptions on UAC's website or in the UAC Guide.



### What types of tests might be required?

The two most common tests are UMAT and STAT.

#### **UMAT**

If your child wishes to study Medicine and some health science degree programs, they'll need to sit the Undergraduate Medicine & Health Sciences Admission Test (UMAT) during Year 12. It is only held once a year in July. The test is used specifically to assist with the selection of students into health science degree programs at undergraduate level at certain universities. For information, contact ACER on (03) 9277 555 or visit umat.acer.edu.au

#### **STAT**

The Special Tertiary Admissions Test (STAT) is required for some specialist courses as an additional selection criterion. In NSW, if your child wants to study Veterinary Science at The University of Sydney, they need to sit STAT. UAC administers the STAT test for these applicants. For information, visit www.uac.edu.au/stat



## What should my child do if the course requires a portfolio or personal statement?

If a portfolio or personal statement is required, it will be listed in the course description in the UAC Guide or on UAC's website. Students need to follow the institution's instructions for how to submit the portfolio or personal statement.



## How do institutions rank students in courses with additional selection criteria?

Each institution has its own policy for determining how the additional selection criteria are assessed. Some institutions may allocate a weighting for each component. For example, the ATAR might be worth 50 per cent, a portfolio 25 per cent and an interview 25 per cent. In other institutions, the ATAR may be used as a cut-off to filter applicants, and those above the cut-off are assessed and ranked on the additional criteria. Or the portfolio or audition may take precedence over other criteria, including the ATAR.

For further information, contact the institution directly.



Applying

### **HOW TO APPLY**

Students apply online for UAC's participating institutions through UAC's website. Some courses may require students to apply directly to the institution, so students need to check each course's requirements carefully.

To apply, students need their Board of Studies, Teaching and Educational Standards (BOSTES) student number and the four-digit UAC PIN sent to them in early August. After applying, applicants can change their course preferences and personal details online using Check & Change.

Read the FAQ about applying on UAC's website at www.uac.edu.au/undergraduate/faq/ applying.shtml and watch the videos at www.voutube.com/user/UACinfo



### Do students have to approach each university individually?

No. For undergraduate study, students can apply to up to nine institutions through UAC's website - they don't need to apply separately to each institution.

For a list of UAC's participating institutions visit www.uac.edu.au/undergraduate/institutions/



### When do applications open?

Applications for admission to study open in early August.



### Is there any advantage to applying

By applying before the end of September you will avoid the additional fees that are charged between the end of September and late February the following year, which is the final closing date for semester 1 courses. Also, some courses have early closing dates - students need to carefully check the requirements for each of their chosen courses carefully.





#### Why do students apply before the end of September when they don't vet know their ATAR?

Students should apply by the end of September to avoid any additional fees. Once they have their ATAR and know what bonus points they are eligible for, they can then change their preferences quickly and easily. Preferences can be changed as many times as they wish at no extra cost.



#### Do students have to supply documents for work experience?

The work experience question on the application is a standard question that isn't relevant to Year 12 students. The guestion is there for non-Year 12 applicants with other qualifications, such as work experience equivalent to 12 months or more of full-time employment. It is not necessary for current Year 12 students to list or supply employment experience as entry to tertiary study is based on their ATAR and other selection criteria (where applicable).



### What happens after my child has applied?

UAC will add your child's HSC results and ATAR to their application, which will be processed in time for consideration of offers. Offers are released online on offer round dates. Most applicants will receive their offers in the January Main Round, Applicants can change their course preferences as many times as they like after they apply. There is no fee for changing preferences. Check UAC's website for dates.



### What does it cost to apply?

The processing charge for Year 12 students in 2013 was \$28 (indexed yearly). This can be paid online by credit or debit card (Mastercard and Visa) or PayPal, or an invoice can be printed and payment made by BPAY or Australia Post Billpay. For applications submitted between late September and late February, a progressively higher amount is payable (up to \$178 in 2013–14). Payments to UAC are not refundable under any circumstances except as required by law.

Due to privacy legislation UAC can only release this information to the owner of the PIN, or their agent, if they have applied and listed an agent in their UAC application.



### What is a UAC application number?

When Year 12 students apply they will use their Board of Studies student number and UAC PIN to log in. Once the application has been started and they complete and submit their personal details, their UAC application number will be generated.

## PINS & APPLICATION NUMBERS



### Why are students sent two PINs?

HSC students receive two PINs that are used for two different purposes. The HSC six-digit PIN is received early in Year 12 from the Board of Studies, Teaching and Educational Standards (BOSTES) and gives students access to NSW Students Online.

The UAC four-digit PIN is posted to the student's home address in early August. The UAC PIN allows them to apply online through UAC's website. It gives them access to their ATAR and to UAC's Check & Change, where they can change their preferences and check for offers to courses. It is important that students keep their PINs in a safe place.



### What if my child loses or forgets their PIN?

If a student has already applied through UAC, they can click on the lost PIN link in Check & Change to have it emailed to them. If they haven't applied, they can call UAC's customer service centre on (02) 9752 0200 (Monday to Friday 8.30am–4.30pm, Sydney local time).

### **PREFERENCES**



#### How should Year 12 students list their preferences for early entry schemes?

Early entry scheme offers are typically made in the early rounds. When students apply for early entry schemes they receive notification about when offers are made. In the early rounds of offers only the first preference is considered, so if students have more than one early entry application they will need to know when each institution is making offers. There is time for students to change their preferences between offer rounds. Check UAC's website or the UAC Guide for change of preference closing dates.



### How should Year 12 students list their preferences?

Applicants should list their preferences in the order they wish them to be considered with their most preferred course as their first preference, then the next most preferred course, and so on. This is because, during the selection process, course preferences are considered one at a time in the order in which they're listed on the application.



### Does my child have to decide on nine preferences before lodging the application in September?

No. Students can apply with just one preference. Once they have their ATAR and know what bonus points they are eligible for, they can then change their preferences online at no extra cost. Remember that some courses have early closing dates and need to be listed in their preferences by the on-time closing date at the end of September.



#### How do Year 12 students change their preferences on their UAC application?

Students can change their preferences online as many times as they wish through UAC's Check & Change. They need their UAC number and four-digit UAC PIN to access Check & Change.



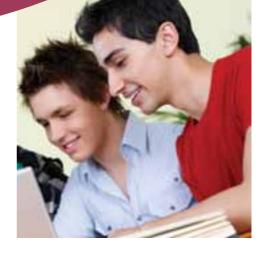
#### How many times can students change preferences and does it cost anything?

Students can add, delete and change the order of their preferences as often as they like and there is no charge to do this. It's important they remember that each offer round has a change of preference deadline. They need to make sure their preferences are in the order they want them for that offer round. Students will not be able to choose a course as a preference if the course closing date has passed.



### Why would students want preferences in a different order for different offer rounds?

Early offer rounds are for specific purposes, such as deferred courses and early and special entry schemes, and only first preferences are considered in these rounds. If a Year 12 student is participating in, for example, an early entry scheme for a particular course at a particular university that uses the December round for its offers, then that course must be listed as their first preference by the change of preference deadline for that offer round.



### **BONUS POINTS**

Typically there are two types of bonus points: regional bonus points and subject bonus points. Each institution sets its own criteria for allocating these. Bonus points will not change a student's ATAR, but will change their selection rank for a particular institution or course.



### How do I know if my child is eligible for bonus points?

Some tertiary institutions apply bonus points if you live in a designated region, others apply bonus points if your child attends school in a designated region, and some institutions do both. These are regional bonus points and they are awarded automatically - your child does not need to apply separately. Some institutions apply subject bonus points if your child does well in a subject related to the course they have chosen. For more information on bonus points, check with the relevant institution.

For contact details for UAC's participating institutions, visit www. uac.edu.au/undergraduate/ institutions/



### Who allocates the bonus points?

Most subject and regional bonus points are automatically allocated as part of the application process. There is no need for students to apply for these. Other bonus points, such as those allocated as part of elite athlete and performer schemes, require a direct application to the institution. Students can check each institution's website for details on what bonus points they may be eligible for.



### How many bonus points can my child get?

Subject bonus points are different from institution to institution and from course to course within the same institution. All institutions cap their bonus points. Some are capped at 15, some at 10 and others at five. UAC encourages all students to check the institution websites for details on their specific bonus point schemes.



Can Year 12 students apply for bonus points for being school captain or participating in the Duke of Edinburgh's Award?

Yes, some universities will consider such extracurricular activities but, as these are not part of their HSC results, students must apply

directly to the institution for consideration for these schemes. Special consideration for elite athletes and performers also requires a direct application to the institution.



### Do course cut-offs include bonus points?

Yes. The cut-off is the lowest rank (including any bonus points) required for entry into a particular course.

For example, Course A has six applicants and only three places available.

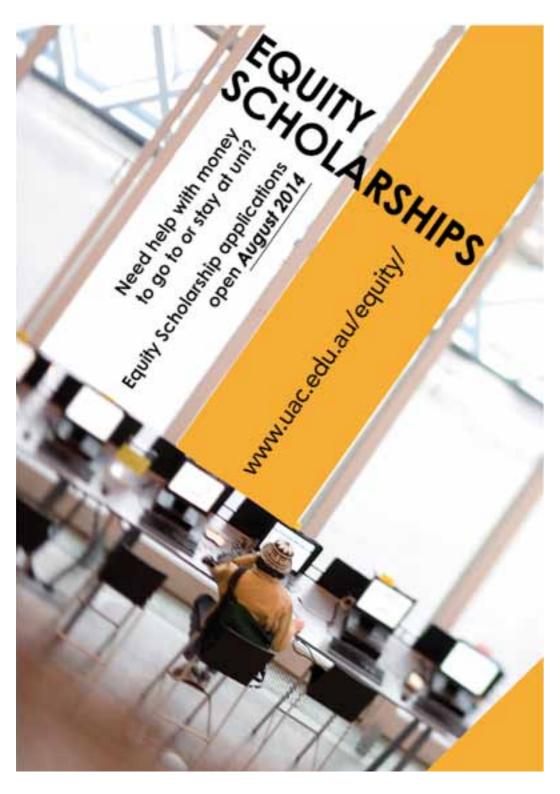
The six applicants have the following selection ranks:

- 1. 89.00 (ATAR of 89.00)
- 2. 88.00 (ATAR of 87.00 plus 1 bonus point)
- 3. 87.00 (ATAR of 83.00 plus 4 bonus points)
- 4. 86.00 (ATAR of 86.00)
- 5. 85.00 (ATAR of 83.00 plus 2 bonus points)
- 6. 84.00 (ATAR of 84.00)

The cut-off for Course A is 87. Offers will be made to applicants 1, 2 and 3. Applicant 4 will not receive an offer even though that applicant has a higher ATAR than applicant 3.

### **IMPORTANT DATES**

| Early August Applications open           |  |  |  |
|--|--|--|--|
| End September On-time applications close |  |  |  |
| Mid-December                             | HSC results and ATARs released                     |  |  |
| Early January                            | Change of preferences for January Main Round close |  |  |
| Mid-January                              | January Main Round offers made                     |  |  |



### FINANCIAL ASSISTANCE

For students needing financial assistance, Equity Scholarships are available. Most institutions also offer a number of merit-based scholarships; check with the relevant institution for more information.



### What are Equity Scholarships?

Equity Scholarships assist financially disadvantaged students with the costs associated with higher education.

Equity Scholarships through UAC comprise:

- Institution Equity Scholarships (IES) funded by individual institutions (some IES are funded by donations or sponsorship)
- Commonwealth Scholarships (CS) for Indigenous applicants funded by the Australian Government.



#### How do I know if my child is eligible to apply for an Equity Scholarship?

Your child may be eligible to apply for an Equity Scholarship under one or more criteria. These include exceptional financial hardship, Aboriginal or Torres Strait Islander (ATSI) status, regional or remote disadvantage, carer status, sole parent responsibilities, non-English speaking background, refugee status and long-term illness.

For the full list and explanation of each disadvantage, download the Equity Scholarships booklet at www.uac.edu.au/equity/

Meeting the scholarship eligibility criteria doesn't There are a limited number of Equity Scholarships and there are more applicants than scholarships.



### How does my child apply for Equity Scholarships?

To apply, students must submit an Equity Scholarships application through UAC's website. Visit www.uac.edu.au/equity/

By submitting just one application through UAC, students will be considered for all available Equity Scholarships for which they are eligible at our participating institutions.



#### **How are Equity Scholarships** awarded?

Institutions make their Equity Scholarships offers after assessing applications submitted as part of a competitive application process.

The Equity Scholarships Online application gathers sufficient information from applicants to determine which applicants best meet the eligibility criteria. Equity Scholarships can only be awarded to students who have also received an offer of admission at that institution.



#### What are merit-based scholarships?

Merit-based scholarships are awarded to applicants on a range of criteria such as:

- school examination results
- academic excellence
- Australian Tertiary Admission Rank (ATAR)
- course/faculty of study
- personal achievements such as:
  - leadership
  - creativity
  - self-motivation
  - communication skills
  - an outstanding ability in sport.

## How do I find out more about merit-based scholarships?

Applications for merit-based scholarships are made directly to individual institutions. To find out more about merit-based scholarships visit the websites listed below.

- APM College of Business and Communication www.apm.edu.au/apply-online/scholarships
- Australian Catholic University www.acu.edu.au/scholarships
- Australian College of Applied Psychology www.acap.edu.au/Scholarships.html
- Australian Maritime College www.amc.edu.au/scholarships
- Australian National University www.anu.edu.au/scholarships/
- Billy Blue College of Design www.billyblue.edu.au
- Charles Sturt University www.csu.edu.au/scholarships/
- CQUniversity www.cqu.edu.au/study/scholarships
- Griffith University www.griffith.edu.au/scholarships
- International College of Management, Sydney www.icms.edu.au/apply/scholarships
- Jansen Newman Institute www.jni.edu.au/scholarships
- La Trobe University www.latrobe.edu.au/scholarships/
- Macleay College www.macleay.edu.au/future-students/ scholarships-financial-assistance
- Macquarie University www.mq.edu.au/scholarships

- MIT Sydney www.mit.edu.au/courses/scholarships
- National Art School www.nas.edu.au/degreeprograms
- SAE Creative Media Institute, Australia www.sae.edu.au
- SIBT www.sibt.nsw.edu.au/enrol-today/scholarships
- Southern Cross University www.scu.edu.au/scholarships/
- University of Canberra www.canberra.edu.au/scholarships
- University of New England www.une.edu.au/scholarships/
- University of Newcastle www.newcastle.edu.au/scholarships/
- University of Sydney http://sydney.edu.au/scholarships
- University of Technology, Sydney uts.edu.au/future-students/scholarships
- University of Western Sydney www.uws.edu.au/scholarships
- University of Wollongong www.uow.edu.au/about/scholarships/
- UNSW Australia http://scholarships.online.unsw.edu.au
- William Blue College of Hospitality Management www.williamblue.edu.au/apply-online/ scholarships



Yes. The Commonwealth Government's Study Assist website has comprehensive information about various types of financial assistance for tertiary study. Visit studyassist.gov.au

## EDUCATIONAL ACCESS SCHEMES

Educational Access Schemes (EAS) are for UAC applicants who, due to circumstances beyond their control or choosing, have experienced long-term educational disadvantage that has seriously affected their educational performance during years 11 and 12 or equivalent.

Institutions use EAS to make offers of admission in one of two ways. They:

- allocate bonus points, or
- set aside a certain number of places for EAS applicants



### How do I know if my child is eligible to apply for EAS?

To be eligible to apply for EAS, students must have experienced an educational disadvantage for at least six months. There are a number of disadvantages considered in EAS applications. For more information, visit www.uac.edu.au/eas/



### How does my child apply for EAS?

EAS booklets are supplied to all NSW schools in August each year. The application form is in the booklet. Copies are also downloadable from UAC's website from August each year at www. uac.edu.au/eas/. The completed form must be submitted to UAC with necessary supporting documents.



### How are EAS applications assessed?

EAS applications are assessed by UAC according to the guidelines agreed to by all institutions.



#### Is the school a student attends considered as part of an EAS application?

Yes. Students at disadvantaged schools (as categorised by the NSW Government) have an EAS application automatically generated on their behalf when they apply for undergraduate admission through UAC.

Some institutions also include attendance at an Australian rural or regional school in their EAS. Read UAC's Educational Access Schemes booklet for details of each institution's policies.

Any student can submit an application and there is no bias toward any particular school or sector. Institutions provide EAS to assist students who have experienced disadvantage to gain access to higher education. Students from any school can experience disadvantage.



### Can a student apply for more than one disadvantage under EAS?

Yes. As students can experience multiple disadvantages they can apply for any disadvantages that are applicable to their situation. Separate statements and supporting documents must be submitted for each disadvantage.



## Can a student be considered under EAS without submitting an individual application?

Yes. EAS applications are automatically generated for current Year 12 students who apply for undergraduate admission through UAC and who attend a disadvantaged school (as categorised by the NSW Government). However, each student will be sent an acknowledgement letter.

These students should also submit an individual EAS application if they have experienced one or more other types of disadvantage.



### Does the school submit my child's EAS application?

Many schools encourage students to hand in their EAS applications to the school, which then submits all applications from that school directly to UAC. However, it is up to each student to make sure their application has been submitted.



If my child receives an offer based on their ATAR and EAS eligibility and then wants to defer their studies, will EAS still count when they re-apply for study?

Yes, but for their deferred course only. When a student receives an offer and then defers, this place is guaranteed. Students should check the university's policies when re-applying for the deferred course.



For more information about EAS, visit www.uac.edu.au/eas/



## My child broke their arm just before their first HSC exam. Can they apply for EAS?

No. EAS does not cover all life situations and this would not be considered a long-term disadvantage. In this situation you could submit an illness/misadventure appeal form (available at the exam centre) to the Board of Studies, Teaching and Educational Standards (BOSTES) via the school principal.



Offers & enrolling

### **OFFERS**

Offers for undergraduate places at university are made by UAC on behalf of the institutions. UAC does not decide who receives an offer, and cannot influence institutions' decisions.

Students log in to UAC's website to retrieve their offers.



### When are offers made?

Most offers to Year 12 applicants are made in the January Main Round but early and subsequent offers are made periodically throughout the year. The early rounds are for specific purposes and not all universities participate. Check UAC's website or the UAC Guide for offer dates.

For application and offer round dates, visit www.uac.edu.au/undergraduate/offers/dates.shtml



### What is the difference between the offer rounds?

Early round offers are made by some institutions to a limited number of applicants. These include deferred applicants, applicants for distance education courses, some non-Year 12 applicants, and those selected predominantly on criteria other than an Australian Year 12, such as interview, audition, portfolio or special admissions program.

Most Year 12 students need not worry if they don't receive an early round offer.

Institutions make the majority of their offers during the January Main Round. After the January Main Round offers, students can change their preferences for consideration in later rounds. Not all institutions make offers in these later rounds, and not all courses will have vacancies.

UAC advises students to accept their early or January Main Round offer as no further offers are guaranteed and relatively few offers are made in the later rounds.



The table below gives a summary of figures for offer rounds for 2013–14 admissions.

| Offer round              | Number of offers made                           | Who receives an offer?   | Which preferences are considered?  |
|--------------------------|---|--|--|
| Early<br>rounds          | 23,983  | Deferred, non-Year<br>12 applicants,<br>special entry<br>schemes,<br>applicants for<br>distance education<br>courses | First preferences<br>(except distance<br>education – all<br>preferences) |
| January<br>Main<br>Round | 50,814  | All applicants   | All preferences  |
| Later<br>rounds          | approx.<br>9,980<br>based<br>on 2013<br>figures | All applicants   | All preferences  |



### How many offers can a student receive?

Domestic students can receive only one offer in each offer round. That offer will be to the highest preference for which they are eligible and competitive enough.

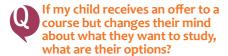
To contact UAC's participating institutions, visit UAC's website at www.uac.edu.au/undergraduate/institutions/



Each institution has different procedures and dates for accepting offers. Some institutions have online acceptance and enrolment. Other institutions require attendance at an enrolment day. It's the student's responsibility to read their offer and follow the procedure required by the due date.



Contact the institution directly for advice. Even if you are named as an agent on the UAC application, this doesn't transfer to the acceptance of an offer.



UAC advises applicants to accept any offer as there is no guarantee that they will receive another offer. However, once they have accepted their offer they can then delete that course from their list of preferences and place the new first preference at the top of the list. By doing this they will be eligible to receive an offer in a later round if places in that course are still available and they meet the course cut-off for that round. If they do receive another offer they can accept that offer and withdraw from the course originally offered.

# If a student rejects an early round offer or lets it lapse, and then changes their mind, can they have the offer reinstated?

The student needs to speak with the institution's admissions office as only the institution can reinstate the offer. Also, if the student leaves the offered, but rejected, course as their first preference no further offers can be made because the rejected offer will 'block' any new offers.

### **DEFERRING**



### How does my child defer their course?

When your child receives an offer they will also receive information about how to apply for deferment. Most institutions will ask for a statement to explain why they want to defer. There may also be a fee.



### Can we accept and defer more than one offer?

In general it is best to accept and defer only one course so that other applicants may be considered. However, each institution has its own policies on deferring and any student who has been lucky enough to receive two offers needs to contact the institutions for details of procedures and policies.



# If a Year 12 student applies to pick up their deferred place, can they list other preferences as well on the UAC application?

Yes, but there are a few rules to this. If a student would like to be considered for other courses above their deferred position they must place the deferred preference at the bottom of their list. If the deferred preference is at the top nothing else on the list will be looked at. If a student receives an offer to a course that they put above their deferred course, then their deferred offer will no longer be valid.



### Can my child defer for one semester or six months only?

A six-month deferment is not always possible because there may not be mid-year intakes for some courses. For information on deferment policies contact the admissions office at the institution making the offer.

### **TRANSFERRING**



If my child doesn't get into their dream course but into a course lower in their preference list, can they start the offered course and then transfer?

Course transfers are possible but very competitive and students usually need to achieve excellent results in their first year to transfer.

If the course is at the same university, there may be an internal transfer system. For a course at another institution students will need to apply through UAC and will be competing against all other applicants for entry. There is no straight transfer system as students are still competing for a place and must meet the institution's entry requirements.



Can a Year 12 student transfer their offer to a different institution?

No. Offers are not transferable from one institution to another. This is because each university has its own entry requirements. Your Year 12 student has been made an offer to their highest eligible course at a specific institution, not a specific course at any institution.

### **OTHER PATHS TO STUDY**



If my child doesn't think they will get into a uni course on the basis of their ATAR, do they have any other options?

Yes. Most institutions offer options for applicants who don't meet the entry requirements for their degree courses or need further support and preparation before studying at degree level. These generally include non-degree courses offered by



the institution, such as Certificate- or Diploma-level courses. If a student successfully completes one of these courses, an institution may guarantee entry into particular degree courses. Otherwise, the student can use their new qualification to apply and compete for admission to degree courses. Applications for some of these courses can be made through UAC, others require applicants to contact the institution directly.

Other options include obtaining a TAFE qualification at Certificate III level or above and using that qualification in their application for admission to degree courses. Some institutions also have specific entry schemes or programs for applicants who don't meet the usual minimum admission requirements of the institution, but meet special requirements determined by the institution. For further details, contact the relevant institution.

To contact UAC's participating institutions, visit UAC's website at www.uac.edu.au/undergraduate/institutions/



Contacting UAC

## TALKING TO UAC ON YOUR CHILD'S BEHALF



My child won't tell me their ATAR. Can UAC give me their PIN?

No, unless you are their agent. As UAC is bound by the Privacy Act, a student's PIN can only be given to you if you are named as an agent on their application.



### Can UAC give me my child's ATAR?

No. An ATAR can only be accessed by a student or their authorised agent. UAC does not give ATARs to parents, schools or careers advisers. You may ask your child what their ATAR is, but it is their decision whether or not to give it to you.



My child has listed me as an agent on their UAC application. What does that mean?

This means that you are eligible to access information about your child's application via Check & Change on UAC's website or by contacting UAC Customer Service.



### **OTHER UAC PUBLICATIONS**

- UAC Guide
- University Entry Requirements for Year 10 Students
- UAC International booklet
- Educational Access Schemes (EAS) booklet
- Equity Scholarships (ES) booklet
- Report on the Scaling of the NSW Higher School Certificate
- UAC News
- Directions e-newsletter
- All about Your ATAR
- All about UAC for Year 11 and 12 Students
- All about UAC for Careers Advisers
- All about UAC for Parents
- All about Educational Access Schemes

### **ONLINE RESOURCES**

UAC offers a range of online resources on its Media Hub website – visit www.uac.edu.au/media-hub/ and www.uac.edu.au/schoolink/ for more details.

#### **ATAR**

- All about your ATAR (YouTube video)
- ATAR facts and myths (PowerPoint presentation)

#### Year 10

- A walk through the Year 10 booklet (PowerPoint presentation)
- Choosing HSC courses facts and myths (PowerPoint presentation)

### Year 12

- Applying to uni: it's really easy if you know what to do (PowerPoint presentation)
- How to apply through UAC International: Australian Year 12 or IB in Australia (YouTube video)
- How to apply through UAC: Australian Year 12 students (YouTube video)
- Changing undergraduate course preferences for the Main Round (YouTube video)





### **Participating institutions**

APM College of Business and Communication www.apm.edu.au

Australian Catholic University www.acu.edu.au

Australian College of Applied Psychology www.acap.edu.au

Australian Maritime College www.amc.edu.au

Australian National University www.anu.edu.au

Billy Blue College of Design www.billyblue.edu.au

Charles Sturt University www.csu.edu.au

CQUniversity www.cqu.edu.au

Griffith University www.griffith.edu.au

International College of Management, Sydney www.icms.edu.au

Jansen Newman Institute www.jni.edu.au

La Trobe University www.latrobe.edu.au

Macleay College www.macleay.edu.au

Macquarie University www.mq.edu.au

MIT Sydney www.mit.edu.au

National Art School www.nas.edu.au

SAE Creative Media Institute, Australia www.sae.edu.au SIBT

www.sibt.nsw.edu.au

Southern Cross University www.scu.edu.au

University of Canberra www.canberra.edu.au

University of New England www.une.edu.au

University of Newcastle www.newcastle.edu.au

University of Sydney http://sydney.edu.au

University of Technology, Sydney www.uts.edu.au

University of Western Sydney www.uws.edu.au

University of Wollongong www.uow.edu.au

UNSW Australia www.unsw.edu.au

Australian Defence Force Academy www.unsw.adfa.edu.au College of Fine Arts www.cofa.unsw.edu.au

William Blue College of Hospitality
Management
www.williamblue.edu.au

For more information, visit UAC's website at www.uac.edu.au

Published by
Universities Admissions Centre
(NSW & ACT) Pty Ltd
Locked Bag 112
Silverwater NSW 2128