From 2010 onwards, the Federal Government introduced a data collection called “Applications and Offers”. It includes records for applications by domestic applicants for Commonwealth supported places (CSP) in higher education undergraduate award courses. It is intended to make available nationally standardised data on applications and offers for university places.

The majority of applications for CSP places in undergraduate award courses are made directly to the Queensland Tertiary Admissions Centre (QTAC). QTAC is responsible for reporting this applicant data. **UQ is responsible for reporting any applicant data where an applicant does not apply for undergraduate admission through QTAC. This presently comprises programs at the bachelor's honours level, and undergraduate diplomas.**

The “Applications and Offers” data is presently collected for the major yearly intake at the start of the academic year, although in the future it may be expanded to include mid-year intakes. The data is collected in two cycles for each reporting year, using reference dates as follows:

1. Late February: Data capture is for preliminary applications, offers and early acceptance data for the current academic year.
2. End of March: Data capture for the full set of applications, offers and acceptances for first semester for the current academic year.

The submission deadline for each cycle occurs a fortnight after the reference date.

**The data is collected in three sections for each cycle:**

- **Application Details** contains information on the characteristics of the applicants, including Application Nbr, Data of birth, Gender, Citizenship (Australian Citizen, New Zealand Citizen, Permanent Resident etc), Aboriginal and Torres Strait Islander Status, Permanent Home Location, Postal Address, Prior Qualifications (Level and Year Completed).
- **Preference Details** contains information on the applicant’s preferences, including Program Level (Honours, Diploma etc), Field of Education, Attendance Mode (Internal/External), Campus and Intake Date.
- **Offer Details** contains information on any offer(s) made, including Basis of Admission (ADMT Admit Action Reason), Offer date.

The data for “Applications and Offers” is drawn from Student Admissions/Applications in SI-net. In order to ensure that the data is captured for Federal Government reporting, it is important that the following points are noted when entering applicant data.

**Undergraduate Diploma Applications**

Students currently submit a request to study an UGRD Diploma via mySI-net. To process students that have been approved to study an UGRD Diploma, staff are required to:

- **Add an Application in mySI-net** via the Add Application pages. The application must be processed and matriculated as a normal application.
- When a program request is received, under no circumstances should the program be activated directly in student program/plan and the Application added at a later date.
- Ensure the **Application Method field** on the Application Data page has been completed before matriculating the application. Should be either ‘Hard Copy’ or ‘Electronic Copy’.
- **DO NOT** add a new career number via the Student Program/Plan page. Add an application and matriculate to add the new career number.
• Failure to add an application will result with errors during reporting, which must be corrected for submission.

**Postgraduate Honours Applications**

To process students that have been approved to study their Postgraduate Honours, staff are required to:

• **Add an Application in mySI-net** via the Add Application pages. The application must be processed and matriculated as a normal application.

• When a program request is received, under no circumstances should the program be activated directly in student program/plan and the Application added at a later date.

• Ensure the **Application Method field** on the Application Data page has been completed before matriculating the application. Should be either ‘Hard Copy’ or ‘Electronic Copy’.

• **DO NOT backdate the Admit Term** to when the student started studying their related UGRD degree. **Record the Admit Term for which the student is applying for admission** to the Postgraduate Honours.

• **DO NOT add a new career number** via the Student Program/Plan page. Add an application and matriculate to add the new career number.

• **Update the student’s Previous Studies information** in mySI-net on the Student Data AUS page.

• Failure to add an application and update the Previous Studies will result with errors during reporting, which must be corrected for submission.

If you think you have not processed a student’s request correctly, please go back and review the student’s record. If you need assistance, please contact SI-net Help.

If you have any questions about these processes, please contact SI-net Help on x58844 or email **SI-netHelp@uq.edu.au**.