

# Admissions to Coursework Programs Policy



OVERVIEW

SCOPE

DEFINITIONS

POLICY PRINCIPLES

1. Admission Requirements
2. Applying for Admission to the University
3. Reviewing Applications & Making Offers
4. Refusing Admission for Non-Academic Reasons
5. Deferring Commencement of Studies
6. Withdrawal of Offer
7. Appeals
8. Grievance Committee for the Refusal of Admissions and Enrolment on Non-Academic Grounds

AUTHORITIES

## OVERVIEW

This policy sets out the University of Adelaide's approach to the selection of applicants for admission to coursework programs. It reflects the University's commitment to the highest academic standards by only selecting applicants who are likely to succeed in the University's programs, and by encouraging broad access to those programs.

The policy aims to ensure the integrity of the selection and admission processes, and that admission decisions are transparent, consistent and fair, whilst complying with relevant legislative and regulatory requirements.

## SCOPE

This policy applies to all domestic and international applicants for admission to undergraduate or postgraduate coursework programs at the University of Adelaide (hereafter the University).

Nothing contained in this policy is intended to alter or limit the full extent of the University's right to grant or refuse admission in its absolute discretion, subject always to the laws of Australia.

Implementation of this policy will be carried out in accordance with the University's Code of Conduct and the Academic Board Statement on Undue Influence. Any attempts to improperly exert pressure or influence actions or decisions made pursuant to this policy must be reported in accordance with the Fraud and Corruption Control Policy.

## DEFINITIONS

For the purposes of this policy, the terms below have the following meanings:

**Adjustment Factors** are additional points that may be used in combination with an Australian Tertiary Admission Rank (ATAR) to derive a course selection rank.

**Applicant** means a person who applies for admission to an undergraduate or postgraduate coursework program at the University.

**Admission Requirements** are the specific academic qualifications, skills knowledge and other requirements that an Applicant must satisfy in order to be eligible for admission into a particular program.

**ATAR** is an Australian Tertiary Admission Rank and is used to determine the eligibility of students who have completed an Australian year 12 qualification for an admission offer and to rank them for merit-based selection.

**Committee** means the Grievance Committee for the Refusal of Admissions and Enrolment on Non-Academic Grounds.

**Inherent Requirements** are the capabilities, knowledge and skills identified by the University as being necessary to achieve the core learning outcomes of a program or to satisfy curriculum requirements.

**SACE** means South Australian Certificate of Education.

**Selection Rank** means the rank used to determine an applicant's competitiveness relative to other applicants, after all applicable adjustment factors have been added.

**Teaching Period** means the University teaching periods currently known as Summer School, Semester 1, Trimester 1, Quadmester 1, Quadmester 2, Term 1, Term 2, Winter School, Semester 2, Trimester 2, Trimester 3, Quadmester 3, Quadmester 4, Term 3, Term 4, Full Year 1, Full Year 2 and TY.

Other definitions are as contained in the University [Glossary of Terms](#).

## **POLICY PRINCIPLES**

### **1. Admission Requirements**

- a) Admission Requirements are designed to enable the University to select Applicants who are likely to succeed in a program.
- b) Admission Requirements for all programs are developed in accordance with the [program development and approval process](#) and approved by the Deputy Vice-Chancellor and Vice-President (Academic).
- c) Applicants who apply for admission to an undergraduate program will normally be required to achieve one or more of the following:
  - i. Successful completion of the SACE or equivalent and the awarding of an ATAR (or equivalent) at the required level approved for admission into the program;
  - ii. Completion of at least 6 months full-time study (or equivalent) at a minimum Bachelor degree level having achieved a Pass in all courses;
  - iii. Successful completion of an AQF Level 4 qualification (Certificate IV) or above from any Registered Training Organisation;
  - iv. Overseas secondary or tertiary education qualifications considered equivalent to the above Australian qualifications;
  - v. Successful completion of the [Special Tertiary Admissions Test](#).
- d) Applicants may be required to achieve a ranking level at or above the selection rank for the program set by the University.
- e) Applicants for admission to a postgraduate coursework program will normally be required to have completed a Bachelor degree at the required level approved for admission into the program.
- f) International students are expected to be proficient in written and spoken English comprehension and expression. Applicants must provide evidence of their English language proficiency in order to satisfy the University's [minimum English language standards](#).

- g) Some programs may have additional Admission Requirements, including but not limited to Inherent Requirements, academic or other tests or requirements (which must be reached or evidenced to the level required by the University), such as an interview, oral assessment, specific knowledge test, aptitude test, work experience, an audition, portfolio, application statement, referee report or registration with a particular body or organisation.
- h) The University may grant exemptions to Admission Requirements for an individual Applicant in exceptional circumstances where it believes that the Applicant is likely to succeed in the program.
- i) Applicants may satisfy Admission Requirements by completion of an alternative entry qualification or scheme approved by the University.
- j) To broaden access to the University, provide equitable access or encourage studies in particular disciplines, the University may:
  - i. implement special entry schemes; or
  - ii. implement schemes which may have the effect of enhancing an individual student's performance against one or more Admission Requirements.
- k) Admission Requirements may only be changed once they have been made public for a specified Teaching Period in exceptional circumstances approved by the Deputy Vice-Chancellor and Vice-President (Academic).
- l) The University may, in its absolute discretion, refuse admission to an Applicant where the Applicant:
  - i. has previously been suspended or excluded from the University or any other tertiary education institution for academic reasons, including but not limited to academic dishonesty or unsatisfactory academic progress; or
  - ii. has outstanding fees owing to the University.
- m) The University may limit the number of places in a program and set and approve program quotas and sub-quotas.
- n) A student admitted to a program that has a minimum GPA requirement for progression may be refused permission to enrol in the following Teaching Period if they do not maintain the minimum GPA requirements of the program. The University may cancel a student's enrolment (including any future enrolments) in the program and may, in consultation with the student, transfer the student to an alternative program.

## **2. Applying for Admission to the University**

- a) To be eligible for admission into a program, Applicants must satisfy the Admission Requirements for that program.
- b) Satisfying the Admission Requirements enables an Applicant to be considered for admission, but does not guarantee an offer of admission to the program.
- c) International Applicants may also be required to demonstrate compliance with other legislative or Governmental requirements.
- d) Current and former students of the University who wish to apply for admission to a new or alternative program will be subject to the requirements of this policy.

### **3. Reviewing Applications & Making Offers**

- a) The University has absolute discretion to determine whether a qualification proffered for admission is equivalent to that specified in the Admission Requirements.
- b) Where the number of Applicants who meet the Admission Requirements exceeds the number of places available in a program, the University may rank the Applicants on Admission Requirements and offer places in order of rank. Ranking may occur within sub-quotas as well as quotas.
- c) The University may attach conditions to an offer of admission to a program, including but not limited to meeting Admission Requirements, visa or other legal obligations, or making any required fee payments.
- d) If an Applicant wishes to accept an offer of admission they must do so in accordance with the process specified in their letter of offer. Failure to do so may result in the offer of admission being rescinded.

### **4. Refusing Admission for Non-Academic Reasons**

- a) The University may, in its absolute discretion, refuse admission to an Applicant who would otherwise be eligible for admission where it believes that:
  - i. the Applicant or the presence of the Applicant poses a risk to the students and/or staff of the University or the wider University community;
  - ii. the Applicant may prejudice the reputation, management, good governance or discipline of the University;
  - iii. the Applicant has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other tertiary educational institution;
  - iv. the Applicant would not be able to lawfully enter University premises for all or part of the duration of a program by reason of a court order or any enactment or decision made under an enactment;
  - v. the University would be subject to sanctions under the Autonomous Sanctions Act 2011;
  - vi. the Applicant would be unable to meet the requirements of a program, including but not limited to attendance or group participation requirements.
- b) The University will endeavour to accord natural justice to any Applicant prior to making any decision to refuse admission on the grounds set out in this clause.
- c) An Applicant will be notified in writing within 10 business days of any decision to refuse admission pursuant to this clause. The Applicant may appeal the decision by submitting a grievance notice specifying the grounds of the grievance together with written submissions and documentary material upon which the Applicant seeks to rely on to the Vice-Chancellor and President within 10 business days of notification of the decision to refuse admission.
- d) The Vice-Chancellor and President may refer the grievance notice to the Committee for consideration and seek the Committee's recommendation and advice.
- e) The Committee will be comprised of three members to be appointed by the Vice-Chancellor in accordance with the Terms of Reference approved by Council.
- f) The Committee shall consider the material provided by the Applicant and any other material that it decides in its discretion to receive and make a recommendation to the Vice-Chancellor and President in relation to the grievance. The recommendation shall be made within 20 business days of the date that the University received the

grievance notice (or such further time as may be required and formally approved by the Vice-Chancellor and President and notified to the Applicant in writing).

- g) The Vice-Chancellor and President will determine the matter and may have regard to any recommendation by the Committee.
- h) The Vice-Chancellor and President may affirm, reverse or vary the University's decision to refuse admission to the Applicant which was the subject of the grievance.
- i) The determination of the Vice-Chancellor and President shall be final.

## **5. Deferring Commencement of Studies**

- a) Offers of admission into all programs are able to be deferred unless the Deputy Vice-Chancellor and Vice-President (Academic) has approved an exemption for a particular program.
- b) Applicants will be informed whether it is possible to defer entry into a program for which they have received a letter of offer of admission.
- c) Applicants may apply to defer entry into a program any time after an offer of admission has been made, provided that such application is received by the University before the census date of the first Teaching Period in which they are due to enrol.
- d) The maximum deferment period that will normally be granted by the University is 12 months. Applicants may apply to extend this period for a further 12 months to a total maximum deferment period of 24 months.
- e) The University may grant a further period of deferment beyond the 24 months permitted by clause 5d if it believes that the Applicant has exceptional circumstances.
- f) The University may, in its absolute discretion, withdraw a deferred offer if any of the matters referred to in clause 6a apply or if the Applicant:
  - i. enrolls in another tertiary education institution during the deferment period;
  - ii. applies for entry to another program;
  - iii. fails to enrol in the deferred program by the enrolment due date specified in the approval of deferment advice from the University;
  - iv. fails to notify the University of their intention to accept their deferred offer by the date specified in University correspondence; or
  - v. fails to comply with any requirements prescribed by the University in relation to the deferment.
- g) If a deferred offer is withdrawn and the Applicant wishes to reapply for entry into the same program or entry into any other program, they will be required to reapply for admission in accordance with the University policies and processes in place at the time the new application is made.

## **6. Withdrawal of Offer**

- a) The University may, in its absolute discretion, withdraw an offer of admission to a program at any time before the census date of the first Teaching Period in which the Applicant is due to enrol if:
  - i. the Applicant fails to meet any of the conditions attached to their letter of offer by the required date;
  - ii. the University no longer offers the program;

- iii. the offer was made in error;
  - iv. the Applicant does not enrol by the deadline specified in their letter of offer;
  - v. the University believes that clause 4a applies to the Applicant.
- b) The University may withdraw an offer of admission to a program at any time if the offer was made contrary to Australian law or as a result of incorrect, inaccurate, fraudulent or misleading information or documentation supplied by the Applicant or a third party on behalf of the Applicant. The University reserves the right to cancel the student's current or future enrolment.
  - c) If an Applicant's offer of admission is withdrawn and they wish to reapply for entry into the same program or entry into any other program, they will be required to apply in accordance with the University policies and processes in place at the time the new application is made.
  - d) The University reserves the right to cancel a program that is not viable, and to cancel any offers of admission that have been made to that program.

## 7. Appeals

- a) Applicants may appeal the following decisions on the sole ground that there has been non-compliance with this policy:
  - i. assessment on whether an Applicant satisfies the Admission Requirements of a program;
  - ii. refusal of admission pursuant to clause 1n;
  - iii. withdrawal of an offer of admission pursuant to clause 5f, 6a or 6b.
- b) Any appeal must be submitted to the Deputy Vice-Chancellor and Vice-President (Academic) within 10 business days of the date of the correspondence notifying the Applicant of the decision.
- c) The appeal must be submitted in writing and must specify the grounds of the appeal and contain such written submissions and documentary material that the Applicant seeks to rely on.
- d) The Deputy Vice-Chancellor and Vice-President (Academic) will consider the material provided by the Applicant and any other material that it is in their discretion to receive.
- e) The Deputy Vice-Chancellor and Vice-President (Academic) may affirm, reverse or vary the decision which is the subject of the appeal and will inform the Applicant of the outcome of the appeal within 20 business days of receiving it.
- f) The determination of the Deputy Vice-Chancellor and Vice-President (Academic) shall be final.

## AUTHORITIES

<b>Key</b>	<b>Authority Category</b>	<b>Authority</b>	<b>Delegation Holder</b>	<b>Limits</b>
Academic	Admissions	Approve Coursework Admission Requirements (clause 1)	Deputy Vice-Chancellor and Vice-President (Academic)	On recommendation of the Program Approval and Entry Committee, acting

				on behalf of Academic Board
Academic	Admissions	Approve exemptions to admission requirements for individuals (clause 1h)	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Approve alternative entry qualifications or schemes (clause 1i)	Deputy Vice-Chancellor and Vice-President (Academic)	On recommendation of the Program Approval and Entry Committee, acting on behalf of Academic Board
Academic	Admissions	Approve special entry or bonus schemes (clause 1j)	Deputy Vice-Chancellor and Vice-President (Academic)	On recommendation of the Program Approval and Entry Committee, acting on behalf of Academic Board
Academic	Admissions	Change admission requirements after publication in a specified teaching period (clause 1k)	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Approve program quotas and/or sub quotas for entry into each coursework program (clause 1m)	Deputy Vice-Chancellor and Vice-President (Academic)	In consultation with Executive Deans
Academic	Admissions	Cancel students enrolment and transfer to alternative program (clause 1n)	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Assess individual applications for admission to determine whether they satisfy the Admission Requirements (clause 2a)	Director, Student Administration;  Associate Director, Admissions Operations	
Academic	Admissions	Determine equivalency of qualifications (clause 3a)	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Approve conditions attached to offers of admission (clause 3c)	Director, Student Administration;  Associate Director, Admissions Operations	

Academic	Admissions	Exercise discretion to refuse admission pursuant to clause 4	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Determine any grievance pursuant to clause 4	Vice-Chancellor and President	
Academic	Admissions	Approve programs to be exempt from deferments (clause 5a)	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Approve deferments of more than 24 months (clause 5e)	Director, Student Administration;  Associate Director, Admissions Operations	
Academic	Admissions	Exercise discretion to withdraw a deferred offer (clause 5f)	Director, Student Administration;  Associate Director, Admissions Operations	
Academic	Admissions	Exercise direction to withdraw offer pursuant to clause 6	Director, Student Administration;  Associate Director, Admissions Operations	
Academic	Admissions	Determine appeals (clause 7)	Deputy Vice-Chancellor and Vice-President (Academic)	

<b>RMO File No.</b>	2010/9415
<b>Policy custodian</b>	Deputy Vice-Chancellor and Vice-President (Academic)
<b>Responsible policy officer</b>	Executive Director, Office of the Deputy Vice-Chancellor and Vice-President (Academic)
<b>Endorsed by</b>	Academic Board on 3 August 2016
<b>Approved by</b>	Vice-Chancellor and President on 5 August 2016
<b>Superseded Policies</b>	Admissions to Coursework Programs Policy Admissions Policy Policy for Admission to Coursework Programs and Enabling Courses Disability Entry Guidelines
<b>Effective from</b>	1 January 2017
<b>Review Date</b>	31 December 2019
<b>Contact for queries about the policy</b>	Learning & Quality Support: <a href="mailto:lqs@adelaide.edu.au">lqs@adelaide.edu.au</a>