



THE UNIVERSITY
of ADELAIDE

Admissions to Coursework Programs Policy

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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.

This policy should be read in conjunction with the English Language Proficiency Procedure, which sets out the minimum English language proficiency requirements for admission into University programs and describes the evidence that Applicants must provide in order to demonstrate that they are proficient in English comprehension and expression.

SCOPE AND APPLICATION

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) which includes Enabling Programs but excludes Pathway Programs.

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](#).

POLICY PRINCIPLES

1. The University is committed to equity, diversity and inclusion and ensuring that admission requirements create equivalent opportunities for academic success regardless of students' backgrounds.
2. The University will select Applicants based on academic merit.
3. The University will define the minimum requirements for admission to programs.
4. Admission Requirements are designed to:
 - i. ensure that admitted students have adequate prior knowledge and skills, including English language proficiency, to succeed in the program;
 - ii. be transparent, clearly expressed and publicly available;
 - iii. be applied fairly, objectively and transparently on the basis of clearly defined, consistent and equitable processes;
 - iv. be compliant under relevant state and federal legislation, and consistent with the [Australian Qualifications Framework](#), the [Higher Education Standards Framework \(Threshold Standards\) 2021](#), [Education Services for Overseas Students Act 2000](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#); and
 - v. support the University in achieving strategic goals in provision of a world class student experience and diversity of the student body.
5. The University may provide alternative entry pathways for admission or mechanisms to facilitate access of applicants from selected target groups or to particular programs.
6. Admission to programs of the University is subject to:
 - i. the availability of academic staff in the relevant area;
 - ii. the availability of resources and appropriate facilities; and
 - iii. any quota restrictions in force.
7. University decisions regarding admission are subject to appeal on the grounds specified within Procedure 7.

PROCEDURES

1. Admission Requirements

- 1.1 Admission Requirements are designed to enable the University to select Applicants who are likely to succeed in a program.
- 1.2 Admissions standards, including minimum academic qualification requirements and minimum English language requirements, will be set and monitored by the University.
- 1.3 To broaden access to the University and provide equitable access or encourage studies in particular disciplines, the University may:
 - a) implement special entry schemes; or
 - b) implement schemes which may have the effect of enhancing an individual student's performance against one or more of the Admission Requirements; or
 - c) implement additional entry pathways.
- 1.4 Admission Requirements for all coursework programs must be developed in accordance with the [Program Development and Approval Process](#) and be approved by either the Vice-Chancellor and President for a new program, or by the Deputy Vice-Chancellor and Vice-President (Academic) if changes are being made to an existing program.
- 1.5 Applicants 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 requirements as set out in the English Language Proficiency Procedure.

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- 1.6 Applicants who apply for admission to an undergraduate program will be required to have achieved one or more of the following at the required level approved for admission to the program (where relevant):
- a) Successful completion of the SACE or equivalent and the awarding of an ATAR.
 - b) Successful completion of at least 6 months full-time study (or equivalent) at a minimum AQF Level 7 qualification (Bachelor degree).
 - c) Successful completion of an AQF Level 4 qualification (Certificate IV) or above from any Registered Training Organisation.
 - d) Overseas secondary or tertiary education qualifications considered by the University as an equivalent to the above Australian qualifications.
 - e) Successful completion of the [Special Tertiary Admissions Test](#).
 - f) Successful completion of a University approved Enabling Program or Pathway Program.
 - g) Successful completion of an alternative entry qualification or scheme that has been approved by the University.
- 1.7 Subject to Procedure 1.8, where an Applicant is able to demonstrate both successful completion of full-time study in accordance with Procedure 1.6 b and any other basis of admission described in Procedure 1.6, the University will use whichever result meets the Admission Requirements of the program (if any).
- 1.8 Where an Applicant has completed more than 2 years of full-time higher education study, this must be used as the basis of admission unless the Admission Requirements of the program permit otherwise.
- 1.9 Applicants for admission to a postgraduate coursework program will be required to have achieved one or more of the following at the required level approved for admission to the program (where relevant):
- a) Completed an AQF Level 7 qualification (Bachelor degree).
 - b) Relevant equivalent work experience may be considered as an alternative and will be described in the University's Degree Finder.
 - c) Successful completion of an approved Enabling Program or Pathway Program.
 - d) For entry to a Nested Award, successful completion of a lower level of the Nested Award.
 - e) Overseas higher education qualifications considered by the University to be equivalent to the above Australian qualifications.
 - f) Successful completion of an alternative entry qualification or scheme that has been approved by the University.
- 1.10 Some programs may have additional Admission Requirements, including but not limited to the following: 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, specific knowledge test, aptitude test, work experience, audition, portfolio, application statement, referee report, screening requirements (such as police record check or working with children check), or registration with a particular body or organisation.
- 1.11 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).

2. Applying for Admission to the University

- 2.1 To be eligible for admission into a program, Applicants must:

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- a) satisfy the Admission Requirements for that program. Exemptions may be granted in exceptional circumstances by the Deputy Vice-Chancellor and Vice-President (Academic) (or delegate) where sufficient evidence has been provided to demonstrate that an Applicant is likely to succeed in the program;
 - b) satisfy the University that they have a genuine intention to stay in Australia temporarily, if they require a Student Visa to be granted by the Department of Home Affairs for the purpose of study. Such Applicants will be assessed against the [Genuine Student \(GS\) requirement](#) in line with Australian Government student visa regulations and the Migration Act 1958;
 - c) be 17 years or older by the date of commencement in their program. Exemptions may be granted in exceptional circumstances by the Deputy Vice-Chancellor and Vice-President (Academic) (or delegate) where the Applicant is able to provide evidence of outstanding academic achievement and demonstrate readiness for University study;
 - d) be able to demonstrate, if they require a student visa and will not have reached 18 years of age by the date of commencement in their program, that either they:
 - i. will be residing in Australia with a 'nominated guardian' approved by the Department of Home Affairs, which may include a parent, legal guardian, relative or other eligible person, whilst they are under 18 years of age: or
 - ii. satisfy the University's requirements for the issuing of a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter.
- 2.2 Satisfying the Admission Requirements enables an Applicant to be considered for admission but does not guarantee an offer of admission to the program.
- 2.3 If requested, Applicants must provide certified copies of all academic, professional and English language proficiency documents and qualifications submitted as evidence of satisfying Admission Requirements. Any documents presented in a language other than English must be accompanied by a certified translation, and a signed statement verifying the accuracy of the translation.
- 2.4 International Applicants may also be required to demonstrate compliance with other legislative or Governmental requirements.
- 2.5 Applicants may be required to achieve a ranking level at or above the selection rank for the program set by the University.
- 2.6 The University may limit the number of places in a program, and set and approve program quotas and sub-quotas.
- 2.7 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 and Making Offers

- 3.1 The University has absolute discretion to determine whether a qualification proffered for admission is equivalent to that specified in the Admission Requirements.
- 3.2 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.
- 3.3 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.
- 3.4 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

4.1 The University may refuse admission to an Applicant where:

- a) the Applicant does not meet Admission Requirements;
- b) the University believes that, following assessment in accordance with Procedure 2.1 b, the Applicant does not satisfy the Australian Government's Genuine Student requirement;
- c) the Applicant has previously been suspended or excluded from the University or any other tertiary education institution for:
 - i. academic reasons, including but not limited to a breach of academic integrity or unsatisfactory academic progress; or
 - ii. misconduct reasons including but not limited to a breach of conduct in contravention to a Statute, Rule or By-Law of the University or institution or breach of Policy of the University or institution.
- d) the Applicant has outstanding fees owing to the University.

4.2 The University may, in its absolute discretion, refuse admission to an Applicant who would otherwise be eligible for admission where it reasonably believes that:

- a) 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;
- b) the Applicant may prejudice the reputation, management, good governance or discipline of the University;
- c) 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;
- d) 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;
- e) admission of the Applicant, or admission to the proposed program, would cause the University to be in breach of Commonwealth or State laws, for example in relation to international sanctions or foreign relations;
- f) the Applicant would be unable to meet the requirements of a program, including but not limited to attendance, practicum or group participation requirements.

4.3 An Applicant will be notified in writing within 10 business days of any decision to refuse admission pursuant to Procedure 4.2.

5. Deferring Commencement of Studies

- 5.1 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 and/or cohort.
- 5.2 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.
- 5.3 The deferment period that will be granted by the University is 12 months. Applicants may request to have this period extended for a further 12 months to a total maximum deferment period of 24 months.
- 5.4 The University may grant a further period of deferment beyond the 24 months permitted by Procedure 5.3 if it believes that the Applicant has exceptional circumstances.
- 5.5 Applicants who have deferred entry may be required to meet the Admission Requirements in place at the time of their proposed commencement in the program.

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- 5.6 If a deferred offer is withdrawn or expires 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 and meet the Admission Requirements in place at the time of their proposed commencement in the program.

6. Withdrawal of Offer

- 6.1 The University may 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:
- a) the Applicant fails to meet any of the conditions attached to their letter of offer by the required date;
 - b) the University no longer offers the program;
 - c) the offer was made in error;
 - d) the University becomes aware that one or more of the circumstances in Procedure 4.1 applies to the Applicant;
 - e) the Applicant does not enrol by the deadline specified in their letter of offer;
 - f) a required visa granted by the Commonwealth is cancelled.
- 6.2 The University may withdraw a deferred offer of admission to a program at any time if the Applicant:
- a) enrolls in another tertiary education institution or applied for entry to another program during the deferment period;
 - b) fails to enrol in the deferred program by the enrolment due date specified in the approval of deferment advice from the University;
 - c) fails to notify the University of their intention to accept their deferred offer by the date specified in University correspondence; or
 - d) fails to comply with any requirements prescribed by the University in relation to the deferment.
- 6.3 The University may withdraw an offer of admission to a program, and reserves the right to cancel a student's current or future enrolment, at any time if the offer was made or becomes contrary to any Commonwealth or State 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.
- 6.4 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 it believes that one or more of the circumstances or conditions specified in Procedure 4.2 applies to the Applicant.
- 6.5 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.
- 6.6 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

- 7.1 Applicants may appeal certain decisions made under these Procedures (as listed below) on the sole ground that the Applicant has evidence that this Admission Policy has been improperly applied and in the relevant manner:
- a) refusal of admission pursuant to Procedure 4.1 or Procedure 4.2;
 - b) withdrawal of an offer of admission pursuant to Procedure 6.1, 6.2, 6.3 or 6.4.
- 7.2 Appeals of decisions made pursuant to **Procedure 4.1, 6.1, 6.2 or 6.3** must be made as follows:

- a) appeals must be submitted in writing to the Deputy Vice-Chancellor (External Engagement) within 10 business days of the date of the correspondence notifying the Applicant of the decision. The appeal must specify the reasons for the appeal and contain such written submissions and documentary material that the Applicant seeks to rely on.
- b) the Deputy Vice-Chancellor (External Engagement) will consider the material provided by the Applicant and any other material that it is in their discretion to receive.
- c) the Deputy Vice-Chancellor (External Engagement) 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.
- d) the determination of the Deputy Vice-Chancellor (External Engagement) is final.

7.3 Appeals of decisions made pursuant to **Procedures 4.2 or 6.4** must be made as follows:

- a) appeals must be submitted in writing to the Vice-Chancellor and President within 10 business days of the date of correspondence notifying the Applicant of the decision. The appeal must specify the reasons for the appeal and contain such written submissions and documentary material that the Applicant seeks to rely on.
- b) the Vice-Chancellor and President may constitute a Committee for the purposes of considering the appeal, or may solely consider the appeal.
- c) the Committee, if constituted, will be comprised of three members appointed by the Vice-Chancellor.
- d) the Vice-Chancellor and President may refer the appeal to that Committee for consideration and seek the Committee's recommendation and advice.
- e) 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 appeal. The recommendation shall be made within 20 business days of the date that the University received the appeal or such further time as may be required and formally approved by the Vice-Chancellor and President and notified to the Applicant in writing.
- f) the Vice-Chancellor and President will determine the matter and may have regard to any recommendation by the Committee.
- g) the Vice-Chancellor and President may affirm, reverse or vary the decision which is the subject of the appeal.
- h) the determination of the Vice-Chancellor and President is final.

AUTHORITIES

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Admissions	Approve admission standards including minimum English language and academic qualification requirements (Procedure 1.2)	Vice-Chancellor and President	On recommendation of Academic Board
Academic	Admissions	Approve special entry or bonus	Vice-Chancellor and President	On recommendation of Academic Board

		schemes (Procedure 1.3)		
Academic	Admissions	Approve Admission Requirements to new programs (Procedure 1.4)	Vice-Chancellor and President	On recommendation of Academic Board
Academic	Admissions	Approve changes to Admission Requirements for existing programs (Procedure 1.4)	Deputy Vice-Chancellor and Vice-President (Academic)	On recommendation of the Academic Program Entry and Approval Committee, acting on behalf of Academic Board
Academic	Admissions	Approve additional Admission Requirements to current programs (Procedure 1.10)	Deputy Vice-Chancellor and Vice-President (Academic)	On recommendation of the Academic Program Entry and Approval Committee, acting on behalf of Academic Board
Academic	Admissions	Approve additional Admission Requirements for new programs (Procedure 1.10)	Vice-Chancellor and President	On recommendation of Academic Board
Academic	Admissions	Change Admission Requirements after publication in a specified teaching period (Procedure 1.11)	Deputy Vice-Chancellor and Vice-President (Academic)	In exceptional circumstances only
Academic	Admissions	Assess applications for admission to determine whether Admission Requirements are met (Procedure 2.1a)	Executive Director, Future Students; Director, Admissions	
Academic	Admissions	Grant exemptions to Admissions Requirements for individual Applicants (Procedure 2.1a)	Deputy Vice-Chancellor and Vice-President (Academic) (or delegate)	
Academic	Admissions	Assess individual applications against the genuine student requirement (Procedure 2.1b)	Director International Recruitment	
Academic	Admissions	Approve exemptions to commencing students under 17 years old (Procedure 2.1c)	Deputy Vice-Chancellor and Vice-President (Academic) (or delegate)	
Academic	Admissions	Approve program quotas and/or sub quotas for entry into each coursework program (Procedure 2.6)	Deputy Vice-Chancellor and Vice-President (Academic)	In consultation with Executive Deans

Academic	Admissions	Determine equivalency of qualifications (Procedure 3.1)	Executive Director, Future Students Director, Admissions	
Academic	Admissions	Attach conditions to offers of admission (Procedure 3.3)	Executive Director, Future Students; Director, Admissions	
Academic	Admissions	Refuse admission to an Applicant pursuant to Procedure 4.1	Executive Director, Future Students; Director, Admissions	
		Exercise discretion to refuse admission to an Applicant pursuant to Procedure 4.2	Deputy Vice-Chancellor and Vice-President (Academic).	
Academic	Admissions	Approve programs to be exempt from deferments (Procedure 5.1)	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Approve deferments (Procedures 5.2, 5.3 & 5.4)	Executive Director, Future Students; Director, Admissions	
Academic	Admissions	Withdraw an offer pursuant to Procedure 6.1, 6.2 or 6.3	Executive Director, Future Students; Director, Admissions	
Academic	Admissions	Withdraw an offer or cancel enrolment pursuant to Procedure 6.4	Deputy Vice-Chancellor and Vice-President (Academic)	
Academic	Admissions	Determine appeals made pursuant to Procedure 4.1, 6.1, 6.2 or 6.3 (Procedure 7.2)	Deputy Vice-Chancellor (External Engagement)	
Academic	Admissions	Determine appeals made pursuant to Procedures 4.2 or 6.4 (Procedure 7.3)	Vice-Chancellor and President	
		Assess applications for admission to determine whether English language proficiency requirements are met (English Language Proficiency Procedure)	Executive Director, Future Students; Director, Admissions	
Academic	Admissions	Determine whether an Applicant may use previous study undertaken in a	Executive Director, Future Students;	

		country that is not a Specified Country (English Language Proficiency Procedure 3.2)	Director, Admissions	
Academic	Admissions	Determine whether an Applicant may use previous work experience to meet the University's English language requirements and assess such evidence (English Language Proficiency Procedure 4)	Executive Director, Future Students; Director, Admissions	

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 stands for Australian Tertiary Admission Rank. It is a ranking between 0-99.95 used as a nationally equivalent measure of a person's relative academic ranking within their complete age cohort in the year they graduated from senior secondary school. The specific calculation used is different in each state and territory but the result is designed to be nationally equivalent. It is used by the University (either on its own or in conjunction with other selection criteria) to determine an Applicant's Selection Rank and can be used to assess eligibility for admission.

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

Enabling Program is a non-award programs designed to prepare potential students for undergraduate higher education by helping them to build the skills they need for university, such as literacy, numeracy and critical thinking.

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.

Pathway Program is a non-award program designed to build the skills and knowledge of potential students who do not otherwise meet the direct entry requirements of an undergraduate or postgraduate coursework award program.

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.

Special Tertiary Admissions Test is a test developed by the Australian Council for Educational Research designed to evaluate verbal and quantitative reasoning skills.

Teaching Period means the portion of the academic calendar in which a University course is taught and assessed. The start and end date, census date, key enrolment dates, payment of fees, exam dates etc. of the University's teaching periods are found on the [University Critical Dates](#) web page

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

RMO File No.	F. 2022/4091
Policy Custodian	Deputy Vice-Chancellor and Vice-President (Academic)
Responsible policy officer	Pro Vice-Chancellor (Student Learning)
Endorsed by	Academic Board on 3 May 2023
Approved by	Vice-Chancellor and President on 5 May 2023
Related Documents and Policies	<i>Nil</i>
Related Legislation	Higher Education Standards Framework (Threshold Standards) 2021 Education Services for Overseas Students Act 2000 National Code of Practice for Providers of Education and Training to Overseas Students 2018
Superseded Policies	Admissions to Coursework Programs Policy Admissions Policy Policy for Admission to Coursework Programs and Enabling Courses Disability Entry Guidelines
Effective from	5 May 2023
Review Date	4 May 2026
Contact for queries about the policy	Educational Policy & Compliance: epc@adelaide.edu.au