

ADMISSIONS POLICY

Authorised By:	Vice-Chancellor and President	Date Authorised: 1993
Effective Date:	November 2004	
Last Amendment Date:	26 September 2007	
Review Due Date:	16 July 2008	
TRIM File Number:	F. 2004/834	
Related Documents:	<i>Coursework Entry Committee - Terms of Reference</i> , available at http://www.adelaide.edu.au/policies/633 <i>Study Load Policy</i> , available at http://www.adelaide.edu.au/policies/1763/ <i>Program Approval Committee - Terms of Reference</i> , available at http://www.adelaide.edu.au/policies/706/	

Implementation & Review: Director, Student Administrative Services

Superseded Documents: *Admission and Enrolment: Rules made by Council pursuant to Chapter IX of the Statutes* (published 1997)

Any person requiring further information on this document can contact:

Admissions Office, on: Ph +61 8 83034207-, at <http://www.adelaide.edu.au/student/admission/> (for local applications); or

International Office, on: Ph +61 8 83036457, at <http://www.international.adelaide.edu.au/> (for international applications).

1. Overview

This policy outlines the principles and procedures applying to admission into the University's undergraduate and postgraduate coursework programs.

2. Scope

Amended Dec 05

The policy applies to all local and international applicants for admission into the University's undergraduate and postgraduate coursework programs.

Higher Degree by Research applicants can access admissions information from the *Research Student Handbook* at www.adelaide.edu.au/graduatecentre/

3. Definitions

Amended Nov 04, Nov 05, Sep 06, Feb 07

TERM	DEFINITION/DESCRIPTION
Academic Program	The primary award in which students are enrolled for study, eg <i>Bachelor of Arts, Bachelor of Science, Diploma in Agricultural Production</i> . "Academic program" is synonymous with "Course" in University of Adelaide terminology prior to 2001.
AFBE	Australian Fee-Based Enrolment, where the local student pays full tuition fees.
AGSB	Adelaide Graduate School of Business, the University's postgraduate business school

TERM	DEFINITION/DESCRIPTION
AQF	Australian Qualifications Framework - a national system for standardising the relativities between TAFE and private education providers' awards and University-level awards
CEC	Coursework Entry Committee - reports to the University's Academic Board on undergraduate and postgraduate coursework admissions policy and practice
CEP	Concurrent English Program - an English language program that is undertaken at the same time as an academic program
CoE	Confirmation of Enrolment - provides evidence of an international student's enrolment with the University and is required before DIAC will issue a student visa. The CoE contains information about the program and duration of study in which the student has enrolled.
CSP	Commonwealth Supported place (or student), where the Commonwealth government (through its HECS-HELP scheme) and the eligible local student each contribute some of the cost of tuition.
Course	A syllabus item offered by the University - usually managed and delivered by Schools , and assigned a specific Unit value. "Course" is synonymous with "Subject" in University of Adelaide terminology prior to 2001. Eg, History I, Biostatistics III.
DEST	Department of Education, Science and Training - the Australian government's administrative arm for higher education matters
DIAC	Department of Immigration and Citizenship – the Australian Government's administrative agency for immigration and visa matters
Discipline	See School below
DVC&VP(A)	Deputy Vice-Chancellor and Vice-President (Academic) – University officer with delegated responsibility for academic standards, teaching and learning and related matters.
EFTSL	Equivalent Full-time Student Load – DEST unit of measurement of study load. 1 EFTSL is 1 year of full-time study.
ELC	English Language Centre – conducts the University's Pre-enrolment English programs (PEP) and Concurrent English Programs (CEP) for international students .
FSP	Foundation Studies Program - program of study aimed at providing the academic skills required for undertaking university-level studies, and which may be used to satisfy University admission requirements.
GPA	Grade Point Average - average of grades achieved for university-level studies, taking into account the unit value of each course, reported on a scale of 0.00 - 7.00 .
HECS-HELP	An income-contingent loan available through the Higher Education Loan Program. Available to eligible Commonwealth supported students, HECS-HELP provides assistance in paying the student contribution.
HESS	Higher Education Selection Subject - a Stage 2 SACE subject designated by the University as appropriate preparation for a University academic program . Scores from HESS may be used in the calculation of an applicant's University Aggregate .
HESS General	Category of undergraduate academic program in which the four HESS are all HESS General subjects (formerly PES or PAS subjects). The majority of Adelaide's programs are HESS General.
HESS Restricted	Category of undergraduate academic program in which the four HESS may be any HESS General (formerly PES or PAS), or HESS Restricted (formerly SAS) subjects.

TERM	DEFINITION/DESCRIPTION
Higher Education Sub-quota	Group of students whose basis of admission into a particular academic program is a higher education qualification, such as incomplete university-level studies (minimum of half a year full-time equivalent), or completed awards. Sometimes referred to as the Tertiary Transfer Sub-quota .
IELTS	International English Language Testing System – a recognised English language proficiency test; an alternative to TOEFL .
International student/applicant	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, and does not hold Permanent Residency status in Australia.
International Baccalaureate	Internationally recognised Year 12 secondary school award.
Local student/applicant	A student or applicant for admission to an academic program who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.
LOTE Subject	Language Other Than English subject – category of SACE Stage 2 subject .
Non-Award Study	University study undertaken for personal interest or professional development, in which the courses completed do not count towards a specific academic program or award.
NOOSR	National Office of Overseas Skills Recognition, an agency of the Australian Government providing official information and advice on the comparability of overseas qualifications with Australian qualifications.
NTCE	Northern Territory Certificate of Education - formal Year 12 secondary school award recognising completion of stated requirements awarded by SSABSA , and interchangeable with the SACE .
PAC	Program Approval Committee, the sub-committee of Academic Board that assesses and approves the introduction of new University courses and academic programs
PAS	HESS General subject, previously known as Publicly Assessed Subject - a SACE Stage 2 subject that includes a public assessment component (30%).
PEP	Pre-Enrolment English Program - an intensive English language program for international students conducted by the University's English Language Centre (ELC), from 5 to 30 weeks' duration.
PES	HESS General subject, previously known as Publicly Examined Subject - a SACE Stage 2 subject that includes a public examination component (50%).
Prerequisite	Subject or course that must have been successfully completed for a student to be eligible to apply for admission into a particular academic program (program prerequisite) or course (course prerequisite).
Program	See Academic Program above.
Quota	Designated maximum number of commencing or continuing students permitted in an annual University intake, or maximum number of commencing students permitted to enter an academic program or course, expressed in EFTSLs .
Recorded Achievement	SACE Subject achievement score in the range 3-9 on a 0-20 scale.
SACE	South Australian Certificate of Education - the formal Year 12 secondary school award recognising completion of stated requirements awarded by SSABSA .

TERM	DEFINITION/DESCRIPTION
SAS	HESS Restricted subject, previously known as School Assessed Subject - a SACE Stage 2 subject that is wholly school assessed.
SATAC	South Australian Tertiary Admissions Centre - processes applications for undergraduate (and some postgraduate coursework) programs on behalf of the three South Australian universities, Charles Darwin University in the Northern Territory and TAFE Institutes.
Scaled Score	Score for a SACE Stage 2 subject after automatic adjustment of the raw score by the South Australian Logistical Procedure for inter-subject scaling, which provides a basis for comparing Year 12 student performance across different subjects.
School	Used here as the generic term for an academic area, and can refer to a School or Discipline .
Special Entry Sub-quota	Group of students whose basis of admission into a particular program is a special entry qualification, such as STAT results.
SSABSA	Senior Secondary Assessment Board of South Australia - an independent authority of the South Australian government that administers the SACE .
STAT	Special Tertiary Admissions Test - an academic aptitude test used in the ranking of applicants competing for entry under the Special Entry Sub-quota .
Student	A person legitimately enrolled at the University in an academic program of study.
Stage 2 Subject	A full-year or semester-length subject taken within the second year of the SACE .
Subject Achievement Score	Score for a SACE Stage 2 subject after manual adjustment of the raw score by SSABSA without moderation between subjects.
Successful Achievement	SACE Subject achievement score in the range 10-20 on a 0-20 scale.
TAFE	Technical and Further Education – national system of vocational and technical training colleges.
TAFE Sub-quota	Group of students whose basis of admission into a particular program is a TAFE qualification or equivalent.
TER	Tertiary Entrance Rank - a numerical rank indicating how well each local Year 12 student has performed relative to all other Year 12 students who have qualified for a TER in the same year.
Tertiary Transfer	See Higher Education Sub-quota above.
TOEFL	Test of English as a Foreign Language – a recognised English language proficiency test; an alternative to IELTS .
TWE	Test of Written English, part of TOEFL English language proficiency test.
University Aggregate	Aggregate of SACE Stage 2 subject scores used for selection into university programs. It is the total number of points achieved in the four best subjects (maximum 20 points each), plus half the number of points achieved in the fifth best subject (maximum 10 points).
Year 12 Sub-quota	Group of students whose basis of admission into a particular program is a recognised Year 12 school-leaver qualification.

4. Policy

4.1 Coursework Entry Committee

Amended Dec 06, Sep 07

- a The Coursework Entry Committee (CEC) is a sub-committee of the University Learning and Teaching Committee, which is a sub-committee of Academic Board, and reports on entry policy

and practice and related matters for local and international admissions in undergraduate and postgraduate coursework programs across the University.

- b The terms of reference and membership of the CEC are available on the University's Policies Website at <http://www.adelaide.edu.au/policies/633>

4.2 Policy Changes

4.2.1 Existing Academic Programs

Changes to this policy for local Year 12 applicants for existing academic programs generally become operative **two and a half years** from the date of decision, unless otherwise specified by the DVC&VP(A), taking into account the need for local school students to have early notification of changes for curriculum planning purposes.

4.2.2 New Academic Programs

Amended Nov 05

The Vice-Chancellor and President, on the recommendation of the Program Approval Committee (PAC), approves the entry requirements, Higher Education Selection Subjects (HESS, see 4.8.3 below) and any prerequisites (see 4.7.4 below), for all new academic programs introduced by the University.

4.3 Variations in Operation of this Policy

Amended Nov 05

On the recommendation of the Coursework Entry Committee, the DVC&VP(A) may authorise variations in the operation of this policy for any person, as he or she deems fit.

4.4 Entrance Examinations

The University reserves the right to set entrance examinations, which may include aptitude tests, interviews or auditions, for any academic program or course.

4.5 Program Quotas

- a In each year, within guidelines agreed by the Vice-Chancellor and President, the DVC&VP(A) shall consult with the Faculties before determining the total number (quota) of commencing Commonwealth Supported students to be admitted to each undergraduate academic program.
- b In order to group and rank applicants with different types of qualifications, the DVC&VP(A) may determine program quotas, or sub-quotas of the quotas in 4.5a above in each year, such as the Year 12, Higher Education, TAFE and Special Entry Sub-quotas.
- c Eligibility for one sub-quota of an academic program does not necessarily make an applicant ineligible for another, and applicants with more than one type of qualification may be eligible for two or more sub-quotas of the same program, at the same time.
- d In order to better match the actual commencing student intake with the set quota, the DVC&VP(A) may authorise a mid-year intake for selected programs.
- e Faculties may set quotas for enrolment in individual courses – or course quotas - and shall determine and publish the selection criteria for the filling of these quotas.

4.6 Bonus Schemes for Undergraduate Entry

4.6.1 The Fairway Scheme

Amended Jan 04, Sep 07

- a The Fairway Scheme is designed to increase access to the University's programs for local and international applicants from Australian secondary schools that do not traditionally have a strong culture of progression to university-level studies. Such schools are designated as Fairway schools.
- b Fairway schools include all isolated, rural and regional schools nation-wide (based on the Australian Bureau of Statistics (ABS) Australian Standard Geographical Classification (ASGC), and

schools in the greater Metropolitan Adelaide area that are under-represented in terms of rates of progression to university studies.

- c Each year, the degree to which schools are under-represented in higher education is determined on the basis of the participation rates of school-leavers from each school in higher education programs offered by the three South Australian universities, averaged over the previous **3 years**.
- d Applicants who graduate from a Fairway school with the SACE/NTCE, and are eligible for the Year-12 Sub-quota in the academic program(s) of their choice, are allocated Fairway bonus points which are added to their University Aggregate and then converted by SATAC into a new TER. This new TER can be used as the basis for selection into any of the University's undergraduate programs.
- e Applicants who graduate from a Fairway school with an interstate equivalent of the SACE/NTCE, or the International Baccalaureate, and are eligible for the Year-12 Sub-quota in the academic program(s) of their choice, are given an artificial University Aggregate based on their original TER. Fairway bonus points are added to the Aggregate and then converted by SATAC into a new TER, which can be used as the basis for selection into any of the University's undergraduate programs.
- f Applicants receiving bonus points under both the Fairway Scheme and the Bonus Points Scheme (see 4.6.2 below) will have the total of those points added to their University Aggregate (or artificial University Aggregate) before conversion to a new TER, which can then be used as the basis for selection into any of the University's undergraduate programs.
- g Applicants under the Fairway Scheme must satisfy all published entry requirements to be eligible for selection to the University's undergraduate programs.
- h Applicants from a school with a three-year average participation rate that moves from below the Fairway threshold in the previous year to above it in the current year receive **half** the standard number of Fairway points. If the school's average participation rate remains above the threshold the following year, no Fairway points are allocated. If the school's average participation rate drops back below the threshold the following year, full Fairway points are reinstated.
- i The DVC&VP(A) approves the list of Fairway schools each year, based on participation rates data prepared by the Admissions Office, as well as the number of points added to Fairway applicants' university aggregates and the quota of applicants admitted to each academic program under the Fairway Scheme.
- j The DVC&VP(A) shall approve the rules governing the operation of the Fairway Scheme.

4.6.2 Bonus Points Scheme

Amended Jan 04, Dec 06

- a The Bonus Points Scheme is designed to encourage local and international applicants to include Specialist Mathematics and Language Other Than English (LOTE) subjects in their Year 12 studies.
- b The Scheme covers local applicants holding the SACE/NTCE, an equivalent Australian Year 12 qualification, or the International Baccalaureate undertaken in Australia or overseas, awarded in 1999 or later, as well as international applicants studying Australian Year 12 qualifications in Australia or overseas. The Scheme does not cover applicants with overseas Year 12 qualifications.
- c For applicants presenting one of the qualifications in 4.6.2b above, **2 bonus points** are awarded for SACE Stage 2 Specialist Mathematics or a recognised equivalent subject, and **2** for a SACE Stage 2 LOTE subject or equivalent, for a maximum of **4 bonus points**. Bonus points are not awarded for more than one LOTE subject.
- d The bonus points are added to the University Aggregate, and then converted by SATAC into a new TER. This new TER will be used as the basis for selection in all of the University's academic programs.

- e Applicants receiving additional points under both the Bonus Points Scheme and the Fairway Scheme (see 4.6.1 above) will have the total of those points added to their University Aggregate before conversion to a new TER, which can then be used as the basis for selection into all of the University's undergraduate programs.
- f The Vice-Chancellor and President will, on the recommendation of Academic Board, approve the rules governing the operation of the Bonus Points Scheme.

4.7 General Undergraduate Admission Requirements – Local Applicants

4.7.1 Applications

- a Unless otherwise prescribed in this policy, local applications for the University's undergraduate academic programs must be made through the South Australian Tertiary Admissions Centre (SATAC), and offers of admission shall be made only through SATAC or by an officer of the University authorised by the DVC&VP(A) to do so.
- b Local applications for Honours programs must be made through individual Schools.

4.7.2 Degrees, Diplomas, Advanced Diplomas

Amended Sep 07

The University may admit to an undergraduate program leading to the award of a degree, diploma or advanced diploma a local applicant who:

- a Has satisfied the University's requirements under the South Australian Certificate of Education (SACE) or the Northern Territory Certificate of Education (NTCE); *or*
- b Holds an interstate or international Year 12 level qualification deemed to be equivalent to 4.7.2a above; *and/or*
- c Has done previous study at a recognised university or higher education provider and is eligible in the Higher Education Sub-quota (see 4.9 below); *and/or*
- d Holds from TAFE or a recognised private tertiary education provider a completed AQF Diploma or above in the case of most HESS General programs, or a Certificate IV or above in the case of selected HESS General programs and all HESS Restricted programs (as listed in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>), and is eligible in the TAFE Sub-quota (see 4.10 below); *or*
- e Is eligible for admission through the Special Entry Sub-quota (see 4.11 below); *and*
- f Has satisfied any additional admission requirements for individual academic programs established by the DVC&VP(A), including academic program prerequisites as defined in 4.7.4 below, or their equivalent for non-SACE qualifications, as listed in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>, and published each year in the *SATAC University Guide*.

4.7.3 Certificate III and IV Awards

The University may admit to an academic program leading to the award of a Certificate III or Certificate IV a person who meets the entry requirements determined by the Faculty administering the program, and who meets any additional entry requirements approved by the DVC&VP(A), as listed in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>, and published each year in the *SATAC University Guide*.

4.7.4 Program and Course Prerequisites

Amended Nov 05, Sep 07

- a Some undergraduate academic programs have prerequisite requirements. To be eligible for admission into these programs, applicants require a SACE Subject Achievement Score in the range 10 to 20 (on a scale of zero to 20) in certain HESS General subjects, as listed in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>, and published each year in the *SATAC University Guide* and the *SATAC Tertiary Entrance* booklet, or a recognised interstate, international or tertiary equivalent.

- b The DVC&VP(A) may waive an academic program prerequisite on the recommendation of the relevant Executive Dean.
- c Some Level 1 undergraduate courses have prerequisite requirements. Admission into these courses may be dependent on the applicant achieving a SACE Subject Achievement Score within a particular range in certain HESS General subjects, as listed in the University Calendar, available at <http://www.adelaide.edu.au/calendar>.
- d Such Level 1 course prerequisites must be approved by the DVC&VP(A) on the recommendation of Academic Board, through the CEC.

4.8 Undergraduate Admission Requirements for Local Applicants – Year 12 Sub-quota

4.8.1 South Australian or Northern Territory Certificate of Education (SACE or NTCE)

To be considered for admission under the Year 12 Sub-quota, a local applicant must have:

- a Qualified for the SACE or NTCE and been issued with a Tertiary Entrance Rank (TER) by SSABSA; *and*
- b Recorded achievement in **5 Stage 2 subjects** over **3 attempts**, not necessarily in consecutive years; *and*
- c Included **at least 4 HESS** in the **5 Stage 2 subjects** (see 4.8.3 below), as listed in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>, and published each year in the *SATAC University Guide*; *and*
- d Satisfied any other specific academic program requirements, such as the satisfactory completion of prerequisite SACE subjects (see 4.7.4 above), or the limitations on previous Higher Education study, as listed in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>.

4.8.2 Previous SA/NT Year 12 Qualifications

- a Applicants who, on or before 31 July 1993, had fulfilled the educational requirements for matriculation under any Statutes of the University shall be eligible to apply for admission and shall have their matriculation scores converted by SATAC to the equivalent scores gained under SACE. Details regarding the rules governing pre-SACE Year 12 studies and University entry may be found in detail in Chapter IX of the Statutes - of Matriculation, in Volume I of the University Calendar, prior to 1993.
- b Details on the eligibility, ranking and HESS status of South Australian and Northern Territory Year 12 qualifications awarded before 1993 are published each year in the *SATAC University Guide*.

4.8.3 HESS, and HESS General and HESS Restricted Programs

- a Each Stage 2 SACE subject is considered by the DVC&VP(A), in consultation with the relevant discipline area, for acceptability as a Higher Education Selection Subject (HESS) for each of the University's undergraduate academic programs.
- b The DVC&VP(A) is an *ex officio* member of the HESS Committee, with representatives from all three South Australian universities. The HESS Committee may:
 - i Designate subjects as HESS for appropriate University programs;
 - ii Approve combinations of HESS that may not be both counted in the calculation of a University Aggregate;
 - iii Approve restricted numbers of units in the same subject area that may be counted in the calculation of a University Aggregate.
- c To meet HESS General requirements, the **4 HESS** may be any HESS General subjects (formerly SACE PES and/or SACE PAS). To meet HESS Restricted requirements, the **4 HESS** may be any HESS Restricted subjects (formerly SACE PES and/or SACE PAS and/or SACE 2-unit SAS, excluding Community Studies).

- d Local applicants holding the recognised interstate or overseas Year 12 qualifications in 4.8.5 and 4.8.7 below, or the International Baccalaureate in 4.8.6 below, are deemed to have satisfied HESS General requirements.
- e The HESS requirements for current University academic programs (4.8.3c above) are provided in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>, and published each year in the *SATAC University Guide* and the *SATAC Tertiary Entrance* booklet.
- f Current proscribed SACE subject combinations (4.8.3b ii), current restrictions on the number of units which may be presented in certain SACE subject areas (4.8.3b iii), and the HESS status of each SACE Stage 2 subject, are published each year in the *SATAC Tertiary Entrance* booklet.

4.8.4 University Aggregate and Tertiary Entrance Rank (TER)

- a The University Aggregate is a numerical score indicating how well each Year 12 student has performed in his/her Stage 2 SACE subjects. It is the total number of points achieved in the **best 4 scalable Stage 2 SACE subjects** (maximum **20 points** each), plus **half** the number of points achieved in the fifth best scalable subject (maximum **10 points**). It is reported in the range **zero to 90 points**, at intervals of **0.25**, and is used as the basis for calculating the TER of students who have completed the requirements of the SACE.
- b The Tertiary Entrance Rank, or TER, is a numerical *rank* indicating how well each Year 12 student has performed in his/her Stage 2 SACE subjects relative to all other Year 12 students who have qualified for a TER in the same year. It is reported on a percentile scale of **zero to 99.95**, at intervals of **0.05**. For a given year, the University Aggregate to TER conversion will take into account the participation rate for that year's Year 12 cohort.
- c The Senior Secondary Assessment Board of South Australia (SSABSA), in consultation with the three universities in South Australia, shall determine how the University Aggregate and the TER is calculated each year.
- d The TER is the final measure used to determine entrance to the University for applicants in the Year 12 Sub-quota.
- e Details on the calculation of the University Aggregate (4.8.4a above) and its conversion to a TER (4.8.4b above) are published in the annual edition of the *SATAC University Guide* and the *SATAC Tertiary Entrance* booklet.

4.8.5 Interstate Year 12 Qualifications

- a Local holders of recognised interstate Year 12 qualifications awarded in 1996 or later, are eligible to apply for admission through the University's Year 12 Sub-quota, and are deemed to have met HESS General requirements.
- b For interstate applicants, selection is based on the TER provided with the Year 12 awards in 4.8.5a above.
- c Program prerequisite subject equivalents for interstate Year 12 awards are approved by the DVC&VP(A) in consultation with the other two SA universities and SATAC, and are published each year in the University's *Prospectus – Undergraduate Programs*.
- d The eligibility, ranking and HESS status of major interstate Year 12 qualifications awarded in 1995 or earlier are assessed by SATAC according to guidelines provided by the three South Australian universities.

4.8.6 International Baccalaureate (IB) for Local Applicants

- a Local holders of the International Baccalaureate Diploma (IB) are eligible to apply for admission through the Year 12 Sub-quota, and are deemed to have met HESS General requirements.
- b Selection and ranking are based on the full IB score (maximum **45 points**) in accordance with the IB-to-TER conversion table developed by SATAC in consultation with the three South Australian universities.
- c Program prerequisite subjects must be passed at the minimum grade specified in the *SATAC International Baccalaureate* booklet published each year.

- d The IB-to-TER conversion table (see 4.8.6b above) and the list of IB equivalents to SACE prerequisite subjects (see 4.8.6c above) are published each year in the University's *Prospectus – Undergraduate Programs* <available at <http://www.adelaide.edu.au/programs/> and the *SATAC International Baccalaureate* and *SATAC Tertiary Entrance in SA* booklets.

4.8.7 Overseas Year 12 Qualifications Held by Local Applicants

- a For university entry purposes, British GCE 'A' Levels, Scottish Highers and the New Zealand Bursary Examinations/New Zealand National Certificate of Educational Achievement (NCEA) are deemed to be at least the equivalent of the SACE, and to meet HESS General requirements.
- b The eligibility, ranking and HESS status of other overseas Year 12 level qualifications, including those from New Zealand awarded in 1998 or earlier, are assessed by SATAC according to guidelines provided by the three South Australian universities.

Amended Nov 04, Nov 05

4.9 Undergraduate Admission Requirements for Local Applicants – Higher Education Sub-quota

- a With the exception specified in 4.9b below, local applicants who have satisfactorily completed at least **12 units** (or 1 semester or 1 trimester of full-time studies) of an undergraduate degree program at the University as defined in the relevant Specific Program Rules, or the equivalent at another Australian university, or the equivalent at an overseas tertiary education provider recognised by the University, may be eligible to compete in the Higher Education Sub-quota.
- b The Higher Education Sub-quota for the *Bachelor of Medicine, Bachelor of Surgery (MBBS)* is the one exception to the rule in 4.9a above, and requires applicants to have satisfactorily completed at least **24 units** (or 2 semesters or 2 trimesters of full-time studies) of an approved undergraduate Bachelor degree program at the University of Adelaide.
- c For applicants with partially completed tertiary qualifications other than those in 4.9a and 4.9b above, eligibility for admission and ranking within academic programs are individually assessed by SATAC on the basis of guidelines developed in consultation with the University.
- d Applicants eligible to compete in the Higher Education Sub-quota are normally ranked on the basis of the Grade Point Average (GPA) of their previous tertiary studies.
- e Applicants in the Higher Education Sub-quota are required to meet any additional admission requirements specified for individual academic programs, including prerequisites, auditions and interviews.
- f Details of requirements for the Higher Education Sub-quota for each academic program are provided in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/>.

Amended Nov 05, Sep 07

4.10 Admission Requirements for Local Applicants – TAFE Sub-quota

- a Local applicants who have satisfactorily completed the requirements of an AQF award at Diploma level or higher (previously Associate Diploma) from TAFE, or the equivalent from a private AQF or overseas tertiary education provider recognised by the University, may be eligible to compete in the TAFE Sub-quota for undergraduate Bachelor level programs.
- b For some programs there may be no TAFE Sub-quota established, as listed in the Admissions section of the University's Website at <http://www.adelaide.edu.au/student/admission/> and detailed in the *SATAC University Guide*.
- c Local applicants who have satisfactorily completed the requirements of an AQF award at Certificate IV level or higher from TAFE, or from a private AQF tertiary education provider recognised by the University, are eligible to compete in the TAFE Sub-quota for some HESS General academic programs and all HESS Restricted academic programs, as listed in the Admissions section of the University's website at <http://www.adelaide.edu.au/student/admission/>.
- d For applicants with TAFE awards pre-dating the AQF system of classifying awards, and for those

holding AQF awards from private tertiary education providers, eligibility for admission and ranking within academic programs are individually assessed by SATAC on the basis of guidelines developed in consultation with the University.

- e Applicants eligible to compete in the TAFE Sub-quota are normally ranked according to the level of their completed tertiary award.
- f Applicants in the TAFE Sub-quota are required to meet any additional admission requirements specified for individual academic programs, including prerequisites, auditions and interviews.

Amended Nov 05, Sep 07

4.11 Admission Requirements for Local Applicants – Special Entry Sub-quota

Local applicants not eligible or competitive under the Year 12, Higher Education or TAFE Sub-quota may be eligible to compete in the Special Entry Sub-quota under the Special Entry Scheme.

The Special Entry Scheme is designed to make entry to undergraduate academic programs available to applicants who do not have qualifications that meet the University's minimum entry requirements, or whose existing qualifications are not competitive enough for them to gain admission through any of the other entry sub-quotas. Eligibility and application requirements for the Special Entry Scheme vary according to the category of academic program.

a Category 1 Academic Programs

Special Entry applicants for Category 1 programs are required to:

- i Be **21 years old** or over by 1 January of the year in which they wish to be admitted into a University program; *and*
- ii Not hold a completed higher education award; *and*
- iii If they have been enrolled in an academic program leading to a higher education award in the previous three years, not to have completed more than the equivalent of one full-time year of study in that program; *and*
- iv Sit the Special Tertiary Admissions Test (STAT); *and*
- v For the *Bachelor of Dental Surgery* or the *Bachelor of Medicine, Bachelor of Surgery* program, have undertaken no study towards a higher education award.

b Category 2 Academic Programs

Special Entry applicants for Category 2 programs are required to:

- i Be **21 years old** or over by 1 January of the year in which they wish to be admitted into a University program; *and*
- ii Sit the STAT.

c Category 3 Academic Programs

Special Entry applicants for Category 3 programs are required to:

- i Be **21 years old** or over by 1 January of the year in which they wish to be admitted into a University program; *and either*
 - ii Sit the STAT, *or*
 - iii Submit a Personal Competencies statement (see 4.11e and 4.11f below).
- d If Special Entry applicants have completed the Flinders University Foundation course or University of South Australia's Foundation Studies or Preparation for Adult Learners programs and are under the age of **21 years old**, but over the age of **19 years old**, they are eligible to sit the STAT and be considered under the Special Entry sub-quota.
- e Applicants under the Special Entry Sub-quota are required to meet any additional admission requirements specified for individual academic programs, including prerequisites, auditions or interviews.

- f For some programs, applicants are invited to submit Personal Competencies statements and/or Employment Experience statements, which will be used in the calculation of their final ranking in the Special Entry Sub-quota.
- g The Special Entry Scheme category of each academic program (4.11a, b, and c above), any additional admission requirements (4.11d above), details on the required content and format for Personal Competencies and Employment Experience statements (4.11e above) and the list of programs using such statements in the calculation of rankings are published each year in the Special Entry section of the *SATAC University Guide*.
- h The DVC&VP(A), on the recommendation of CEC, approves the criteria for eligibility, selection and ranking in the operation of the Special Entry Scheme for each of the University's academic programs.

4.12 Alternative Entry Pathways for Local Students

4.12.1 Full Fee-Paying Places

Amended Jan, Nov 04, Apr 05, Feb 07

- a For each intake where the Commonwealth Supported quota has been filled, the DVC&VP(A) may make available a limited number of local full fee-paying places in any undergraduate program.
- b For each academic program, the admission requirements for full fee-paying places are the same as for Commonwealth Supported places, except that the minimum required cut-off rank is set at the same level as for international applicants in the Year 12 Sub-quota, and at levels negotiated each year with Schools and Faculties for the other sub-quotas.
- c Local full fee-paying applicants are not subject to the quota restrictions in 4.5a and 4.5b above, but remain subject to the DEST-imposed limit of no more than 35% of the Commonwealth Supported quota for each academic program, with the exception of the *Bachelor of Medicine, Bachelor of Surgery* program, which has a limit imposed by the Commonwealth Minister for Higher Education.
- d The Tuition fees applicable to each eligible program are recommended by the Faculties each year, and approved by the Deputy Vice-Chancellor and Vice-President (Academic).
- e Applications for full fee-paying places are lodged with SATAC in the same way as are applications for Commonwealth Supported places. However, offers for full fee-paying places are made directly by the University.
- f Local students who have satisfactorily completed **at least 12 units** (or 1 semester or 1 trimester of full-time studies) in a full fee-paying place in a University program are eligible to apply through SATAC for a Commonwealth Supported place in that program, with the exception of the *Bachelor of Medicine, Bachelor of Surgery* program.

4.12.2 Aboriginal and Torres Strait Islander Access Scheme

- a The Aboriginal and Torres Strait Islander Access Scheme is intended to increase access to undergraduate programs for Aboriginal and Torres Strait Islander people who do not have qualifications that meet the University's minimum entry requirements, or whose qualifications are not competitive enough for them to gain admission.
- b In the first instance, applications are made directly to Wilto Yerlo, the University's centre for Aboriginal and Torres Strait Islander students. Applicants who satisfy Wilto Yerlo's assessment requirements must then lodge an application with SATAC.
- c All applicants under this scheme are required to provide community-based confirmation of their Aboriginality, and to be **17 years old** or over by 1 January of the year in which they wish to enrol in a University program.
- d All applicants are required to sit a literacy test and to attend an interview.
- e Applicants seeking entry to a mathematics/science-based program are required to undertake mathematics/science-based assessment, and applicants seeking entry to Music programs are required to attend an audition.

- f Applicants are selected by a combination of the results of Wilto Yerlo testing, auditions (if applicable), interview, past educational history, work or other experience and other general factors indicating a capacity for successfully undertaking tertiary studies.
- g Applicants who do not receive an offer of a place in a Bachelor's program may be offered a place in the Humanities and Social Sciences Foundation Studies Program.

4.12.3 Special Consideration

Amended Nov 05

- a The DVC&VP(A) may, on the advice of the CEC or the Admissions Office, grant a local applicant an exemption or partial exemption from specified admission requirements in the case of chronic illness or recognised disability, and/or circumstances that have seriously interrupted or impeded the applicant's previous studies.
- b The primary consideration informing the assessment of such cases is the overall probability of the applicant successfully undertaking university level studies in the program of their choice.
- c Applicants seeking special consideration must indicate so in the Special Consideration section of their SATAC application, and supply all of the specified documentary evidence.
- d Special consideration will not be given by the University where allowances or adjustments have been made in the applicant's results for previous studies or qualifications.

4.12.4 Provisional Admission

- a In exceptional circumstances the DVC&VP(A) may, on the recommendation of a Faculty, approve provisional admission for a period of **12 months** for an applicant who does not meet the minimum entry requirements for the relevant program, but who has demonstrated fitness to undertake studies in the program.
- b Applicants granted provisional admission will be required to achieve a minimum academic standard in the program pre-determined by the Faculty and approved by the DVC&VP(A) within a period of **12 months**. Applicants who satisfactorily achieve this standard will be formally admitted as students of the University and will be eligible to re-enrol in the program. Applicants who do not achieve this standard will not be eligible to re-enrol in the program and must re-apply through SATAC for entry to that program in any subsequent year.
- c Any recommendation from a Faculty to the DVC&VP(A) for the provisional admission of an applicant to a program must be accompanied by:
 - i Evidence of the applicant's fitness to undertake studies in the program; *and*
 - ii Details of the pre-determined academic standard which the student will be required to achieve within the period of provisional admission.

4.13 Postgraduate Coursework Requirements for Local Applicants

Added Dec 05

- a Information on entry requirements, program type, length and pathways for postgraduate coursework programs can be found in the *Code of Conduct for Postgraduate Coursework Programs* at <http://www.adelaide.edu.au/policies/1283/>
- b Admission and selection criteria for postgraduate coursework programs that are processed by SATAC are on the University Website at <http://www.adelaide.edu.au/student/admission/pgprograms/> Further information can be found in the relevant Academic Program Rules published each year in the *University of Adelaide Calendar - Handbook of Postgraduate Programs*, available at <http://www.adelaide.edu.au/calendar/pg>
- c Admission and selection criteria for postgraduate coursework programs that are not processed by SATAC are available from the relevant school or faculty, at <http://www.adelaide.edu.au/departments/academic/> Further information can be found in the relevant Academic Program Rules published each year in the *University of Adelaide Calendar - Handbook of Postgraduate Programs*, available at <http://www.adelaide.edu.au/calendar/pg>

4.14 Admission Requirements for International Applicants –

Undergraduate Programs

4.14.1 Applications

Amended Jan, Nov 04, Nov 05, Jan 06, Sep 07

- a International applicants are usually required to apply for admission directly to the University's International Office, or through one of the University's designated overseas representatives, or through an IDP Education Australia Office. Application forms and contact details of overseas representatives and IDP Offices are included in the University's annual Undergraduate International Prospectus, and in the International Students section of the University's Website, at <http://www.international.adelaide.edu.au/>
- b International students completing the Year 12 SACE or equivalent Australian qualification onshore, or undertaking the SACE in Malaysia or China, must apply through SATAC. Onshore international applicants completing the International Baccalaureate program in a school in Australia must also apply through SATAC. Other onshore international applicants must apply directly to the University's International Office.
- c International applicants who are seeking Australian Permanent Residency status shall be deemed international applicants until permanent residency has been granted. See Section 4.14.6 below.
- d An offer made to an international applicant shall lapse if the applicant, prior to taking up the offer, obtains Permanent Residency status. The applicant must then apply to SATAC as a local applicant. Any resulting refund of tuition fees shall be made in accordance with the University's *Refund Policy for International Students*, available at <http://www.adelaide.edu.au/policies/61/>
- e To comply with Australian Government policy, international applicants are required to apply for admission as full-time students, remain full-time students for the duration of their academic programs and complete their programs within the expected duration as specified on the student's Confirmation of Enrolment (CoE).
- f International students who are not able to complete their program within the standard duration may have to apply to the Department of Immigration and Citizenship (DIAC) for a visa extension. DIAC makes the final decision on the granting of all visas, and the University cannot guarantee that such an extension will always be granted.
- g All international applications must meet DIAC's student visa security conditions and requirements for each country of origin, which may vary from the University's admission requirements.

4.14.2 Quotas and Cut-off Ranks

Amended Jan, Nov 04, Nov 05, Dec 06

- a International applicants are not subject to the quota restrictions in 4.5a and 4.5b above, but the DVC&VP(A) may impose an upper limit on the number of international applicants admitted to any academic program or course.
- b As a guide for international applicants, the year of admission minimum entry cut-off rank for each undergraduate program is included in the University's annual *Undergraduate International Prospectus*. This rank may be either:
 - i A pre-determined rank nominated by the Faculty or School as the minimum level of academic achievement required for students to succeed in the program; *or*
 - ii A rank set on the basis of the previous year's cut-off rank for local applicants for the program. Eligible students who achieve these published ranks will be made offers to the program.
- c If the entry cut-off rank for local applicants for the year of admission falls below that for the previous year (in 4.14.2 b ii above), international students applying through SATAC may be eligible to receive an offer if they achieve that lower cut-off rank, subject to confirmation by the relevant Faculty or School.

4.14.3 English Language Proficiency (ELP) Requirements – Undergraduate Programs

For admission into any undergraduate coursework program at the University of Adelaide, international applicants are required to be proficient in speaking, reading, listening to and writing in English. Applicants must satisfy the University's English Language Proficiency (ELP) requirements in one of the following ways.

4.14.3.1 Accredited English Language Tests

The maximum validity period for the tests below is **2 years** preceding the date of application.¹

Undergraduate Programs

Faculty/Program	IELTS Academic Test – Minimum Score from Same Sitting	TOEFL Test – Minimum Score from Same Sitting
General Requirements - Applicable to all programs except those specified below	Overall band score of 6.0 with at least 6.0 in Writing and Speaking and 5.5 in Reading and Listening	Paper-based test – Score of 550 with a TWE score of at least 4.0 ; or Computer-based test – Score of 213 with an Essay Rating score of at least 4.0 ; or Internet-based test – Score of 80 with a score of at least 18 in Reading and Listening and 20 in Writing and Speaking
School of Education Bachelor of Teaching Faculty of Health Sciences All programs	Overall band score of 6.5 with at least 6.0 in all individual bands	Paper-based test – Score of 573 with a TWE score of at least 4.5 ; or Computer-based test – Score of 230 with an Essay Rating score of at least 4.5 ; or Internet-based test – Score of 90 with a score of at least 20 in Reading, Listening, Writing and Speaking
Law School – All programs	Overall band score of 7.0 with at least 7.0 in Writing and Speaking and 6.5 in Reading and Listening	Paper-based test – Score of 600 with a TWE score of at least 5.0 ; or Computer-based test – Score of 250 with an Essay Rating score of at least 5.0 ; or Internet-based test – Score of 100 with a score of at least 22 in Reading and Listening and 24 in Writing and Speaking
English Language Centre - Certificate IV in TESOL	Overall band score of 7.0 with at least 6.0 in all individual bands	Paper-based test – Score of 600 with a TWE score of at least 4.5 ; or Computer-based test – Score of 250 with an Essay Rating score of at least 4.5 ; or Internet-based test – Score of 100 with a score of at least 20 in Reading, Listening, Writing and Speaking
Elder Conservatorium of Music - Certificate IV in Music	Overall band score of 5.5 with at least 5.0 in all individual bands	Paper-based test – Score of 527 with a TWE score of at least 3.5 ; or

¹ If an applicant has evidence of meeting the English requirement but the qualification has passed the maximum validity, then the application will be reviewed on a case-by-case basis to consider factors such as post-graduation exposure, if any, and its extent, to an English speaking/working environment. Candidates may be required to undertake a 5-week Pre-Enrolment English Program to refresh their English studying skills.

Faculty/Program	IELTS Academic Test – Minimum Score from Same Sitting	TOEFL Test – Minimum Score from Same Sitting
		Computer-based test – Score of 197 with an Essay Rating score of at least 3.5 ; or Internet-based test – Score of 70 with a score of at least 16 in Reading, Listening, Writing and Speaking

4.14.3.2 Other Recognised English Language Qualifications

The following qualifications and minimum grade levels have a general maximum validity of **2 years** preceding the date of application, and apply to entry to all programs.²

- a **Denmark** – Grade 9 or above in Secondary English subject.
- b **General Certificate of Education (GCE)/ General Certificate of Secondary Education (GCSE) O Level, AS Level, or A Level** - Grade C or above in the subject of English Language, English Literature, General Paper or General Studies.
Note: The maximum validity period for this qualification is **5 years** where the O Level study is followed by:
 - i meeting the minimum academic entry requirements as published in the University's International Prospectus for the year of admission; or
 - ii satisfactory study, ie, passing **80%** of subjects attempted, in programs where English is the medium of instruction and assessment for at least 2 of the previous 5 years.
- c **Germany** (for Study Abroad and Exchange applicants only) – DAAD with Grade B in all sections in combination with a completed Abitur with a score of at least 3 in the English subject in the final semester.
- d **Hong Kong Advanced Level Examination** – Grade C or above in 'Use of English' subject.
- e **Norway Upper Secondary School Diploma (Vitnemal fra den Videregaende Skolen)** – No lower than Grade 4 in English subject.
- f **Ontario Secondary School Diploma (OSSD)** – Pass grade or above in the English 4U subject.
- g **SIT International College Degree Foundation Studies** – Grade C or above in English Language Subject
- h **Sweden** – Grade VG or above in secondary or tertiary level English subject.
- i **University of Cambridge 'Certificate of Proficiency in English'** - Grade C or above.

4.14.3.3 Alternative English Language Proficiency Pathways

Amended Sep 07

a Pre-University/Secondary Studies Taught and Assessed in English³

The following qualifications and minimum grade levels have a general maximum validity of **2 years** preceding the date of application, and apply to entry to all programs:⁴

- i **Australian Year 12 Qualifications and NCEA in New Zealand** - Completion of an Australian Year 12 Examination or the National Certificate of Educational Achievement (NCEA) in New

² If the applicant has evidence of meeting the English requirement but that qualification has passed the maximum validity date, then the application will be reviewed on a case-by-case basis to consider factors such as the extent of post-graduation exposure to an English speaking/working environment. Such applicants may be required to undertake a **5-week** Pre-Enrolment English Program to refresh their English studying skills.

³ Where English is the medium of instruction and assessment but:

- Lower-than-required IELTS scores are presented before an offer is made, the offer must be conditional upon meeting the ELP requirements; *or*
- Lower-than-required IELTS scores are presented after an offer is made, the offer shall be honoured but the applicant will be encouraged to undertake a PEP.

⁴ If the applicant has evidence of meeting the English requirement but that qualification has passed the maximum validity, then the application will be reviewed on a case-by-case basis to consider factors such as the extent of post-graduation exposure to an English speaking/working environment. Candidates may be required to undertake a **5-week** Pre-Enrolment English Program to refresh their English studying skills.

Zealand. Western Australia Certificate of Education (WACE) candidates must have passed the tertiary literacy competency.

Note: Effective from the 2009 intake, applicants must complete a year 12 qualification with Pass grade or above in English as a Second Language or an English language subject.

- ii **Foundation Studies Program in Australia** – Completion of a recognised FSP with Pass grade or above in English as a Second Language or an English language subject.
- iii **India** – Completion of Indian School Certificate, Central Board of Secondary Education, and State Board Examinations of Maharashtra, Karnataka, Andra Pradesh, or Tamil Nadu. See also 4.14.3.3b ii below.
- iv **International Baccalaureate** – Completion of an IB Diploma (not Certificate).

b Tertiary Studies Taught and Assessed in English⁵

- i Satisfactory study (ie passing **80%** of subjects attempted) at Bachelor's degree level or above in an institution where English is the language of instruction and assessment for:
 - at least one of the last **2 years**, or
 - at least two of the last **5 years**.

A statement in the form of an official transcript or a letter from the Registrar's (or equivalent) office of the institution certifying the applicant's studies are taught and assessed in English is required, unless the study is undertaken in an English speaking country listed in 4.14.3.3c below.

- ii Satisfactory study at any of the NOOSR Section I Universities in India, including affiliated colleges of those Universities, for
 - at least one of the last **2 years**, or
 - at least two of the last **5 years**.

c Secondary Studies in English Speaking Countries

Completion of **at least 5 years** of secondary schooling or equivalent in a country where English is the first and official language. These countries include Australia and the following:

Botswana	Gibraltar	Liberia	Sierra Leone	Uganda
Cameroon*	Guyana	Malawi	Singapore	U.K.
Canada	Ireland	New Zealand	South Africa	U.S.A.
Ethiopia	Jamaica	Nigeria	Tanzania	Zambia
Fiji	Kenya	Papua New Guinea	Tonga	Zimbabwe
Gambia	Lesotho	Seychelles	Trinidad & Tobago	U.K.

* Only the 2 Anglophone provinces of Cameroon - Northwest and Southwest Province – are accepted.

d University of Adelaide Students

- i Students currently enrolled in an award program at the University of Adelaide are not required to present evidence of English as the required proficiency has already been met.
- ii Graduates whose studies at the University are more than **5 years old** will be reviewed on a case-by-case basis to consider factors such as post-graduation exposure, if any, and its extent, to an English speaking/working environment. Candidates may be required to undertake a **5-week** Pre-Enrolment English Program (PEP) to refresh their English studying skills.

e Pre-Enrolment English Program (PEP) Requirements

- i Applicants who do not meet the ELP requirements above are required to successfully complete the appropriate Pre-Enrolment English Program (PEP) conducted by the University's English Language Centre. The minimum admission requirements of PEP for those not meeting the General ELP Requirements (see 4.14.3.1 above) are as listed in the following table, and apply

⁵ See footnote 3 above.

to applicants seeking entry to award programs in 2008. Different PEP requirements apply to programs with different ELP requirements.

General Condition - No PEP is available to students who have any IELTS band score less than 4.0.

TOEFL Computer based	TOEFL Paper based	TOEFL Internet based	IELTS	Minimum Program Length
152 TWE 2	475 TWE 2	51 No band score below 12	4.5 No band score below 4.0	30 weeks
152 TWE 2.5	475 TWE 2.5	61 No band score below 12	5.0 No band score below 4.0	25 weeks
173 TWE 3	500 TWE 3	61 Writing 16, and no other band score below 12	5.0 Writing 5.0, and no other band score below 4.0	20 weeks
197 TWE 3	527 TWE 3	71 Writing 16, and no other band score below 12	5.5 Writing 5.0, and no other band score below 4.0	15 weeks
197 TWE 3.5	527 TWE 3.5	71 Writing 20, and no other band score below 14	5.5 Writing 6.0, and no other band score below 4.5	10 weeks
213 TWE 3.5	550 TWE 3.5	80 Writing and/or Speaking below 20, or Listening and/or Reading below 18	6.0 Writing and/or Speaking below 6, or Listening and/or Reading below 5.5	10 weeks
213 TWE 4.0	550 TWE 4	80 Writing and Speaking 20, and no less than 18 in Listening and/or Reading	6.0 Writing and Speaking 6.0, and no less than 5.5 in Listening and/or Reading	5 weeks*

* The 5 week PEP is only available to applicants who have an unconditional offer from the University.

ii PEP assessment leads to one of three outcomes:

1. **Direct entry** into selected program of study at the University.
2. **Conditional entry** into selected program of study at the University dependent upon satisfactory participation in one or more full-fee paid Concurrent English Programs (CEP) throughout the first year of study.
3. **Entry not recommended.** With this outcome, the student may take one of the following actions:
 - Take an IELTS test immediately and enrol if the required score is attained; or
 - Undertake further English language study in an English Language centre and gain the required IELTS score; or
 - Undertake further English Language study in the University's English Language Centre and satisfactorily complete the next available PEP.

f Study Visas and Minimum ELP Requirements

Amended Feb 07

- i English language proficiency levels required by the Department of Immigration and Citizenship (DIAC) for the issuing of visas for study in Australia may vary from those required by the University for eligibility as an applicant.
- ii DIAC only accepts IELTS scores for applicants from certain countries, as specified on the DIAC Website at: <http://www.immi.gov.au/students/index.htm>

4.14.4 Foundation Studies Programs

Amended Nov 05

- a International applicants may be required to enrol as a Non-Award student in a Foundation Studies Program (FSP) prior to taking up an offer of admission to an undergraduate academic program.
- b International applicants who have successfully completed the one-year full-time FSP offered by the South Australian universities in co-operation with Eynesbury College, the FSP offered by the Sepang Institute of Technology (SIT), or the FSP offered by Bradford College will be considered to have met the minimum requirements for entry to undergraduate programs at the University.

- c The University will also consider for admission purposes FSPs used for entry pathways to other Australian universities, subject to assessment and approval by the Pro Vice-Chancellor (International) (PVCi). The current list of approved Foundation Studies Programs and minimum FSP entry requirements for each University program is available at <http://www.international.adelaide.edu.au/admission/#undergrad>
- d The DVC&VP(A) may approve, on the recommendation of the CEC, rules governing the minimum achievements required in the FSP for entry to the University's programs, the equivalence of scores gained in the FSP and the SACE, the suitability for admission purposes of FSPs offered by other Australian universities or recognised education providers, and the equivalence of prerequisite studies between the SACE and the Foundation Studies Programs.

4.14.5 Overseas Qualifications Held by International Applicants

Amended Nov 05

The CEC shall have the authority to determine the equivalence of entry requirements and prerequisite studies between the SACE and overseas secondary school studies, and to individually assess tertiary or higher education qualifications from overseas for admission purposes. The Committee shall have the authority to delegate the assessment of overseas qualifications to the International Office or Admissions Office, as appropriate.

4.14.6 Changes in Immigration Status

Added Aug 04, Apr 05; Amended Nov 05, Sep 07

- a International students whose immigration status changes during the academic year to Australian Permanent Resident can have their enrolment converted to an Australian Fee-based Enrolment (AFBE - see 4.12.1 above), subject to program quota limits imposed by Commonwealth legislation.
- b From the next Census date following the conversion, for each course they are enrolled in, such students are liable for course tuition fees on the AFBE scale rather than those applying to international students, and fees invoices will be adjusted accordingly.
- c Such students must provide written notification and documentary evidence of their change in immigration status to the Director, Student Administrative Services before their enrolment and tuition fees can be converted to an AFBE.
- d Once these students have satisfactorily completed **12 units** (or 1 semester or 1 trimester of full-time studies) in an AFBE place in a University program, they are eligible to apply through SATAC for a Commonwealth Supported place in that program, with the exception of the *Bachelor of Medicine*, *Bachelor of Surgery* program. See 4.12.1 above.

4.14.7 Exchange/Study Abroad Applicants

Amended Feb 07

Exchange Students or Study Abroad students wishing to enrol on a Non-Award basis must, in addition to the provisions of Section 4.16 below:

- a Have satisfactorily completed at least **2 semesters** or **2 trimesters** of full-time study at their home institution; *and*
- b Have a GPA of at least **3.00** on a **zero to 4.00** scale, or **5.00** on a **zero to 7.00** scale, or the equivalent; *and*
- c Be accepted by, and fulfil any additional requirements that may be specified by, the individual Faculty in which they wish to study.

Added Dec 05, Amended Sep 07

4.15 Admission Requirements for International Applicants - Postgraduate Coursework Programs

Admission and selection criteria and application forms for postgraduate coursework programs are available in the yearly publication *Postgraduate International Prospectus - Coursework* at <http://www.adelaide.edu.au/pr/publications/international/>

4.15.1 English Language Proficiency (ELP) Requirements – Postgraduate Coursework

For admission into any postgraduate coursework program at the University of Adelaide, international applicants are required to be proficient in speaking, reading, listening to and writing in English. Applicants must satisfy the University's English Language Proficiency (ELP) requirements in one of the following ways.

4.15.1.1 Accredited English Language Tests

The maximum validity period for these tests below is **2 years** preceding the date of application.⁶

Postgraduate Coursework Programs

Faculty/Program	IELTS Academic Test – Minimum Score from Same Sitting	TOEFL Test – Minimum Score from Same Sitting
General Requirements - Applicable to all programs except those specified below	Overall band score of 6.0 with at least 6.0 in Writing and Speaking and 5.5 in Reading and Listening	Paper-based test – Score of 550 with a TWE score of at least 4.0 ; or Computer-based test – Score of 213 with an Essay Rating score of at least 4.0 ; or Internet-based test – Score of 80 with a score of at least 18 in Reading and Listening and 20 in Writing and Speaking
Adelaide Graduate School of Business <ul style="list-style-type: none"> All programs School of Education <ul style="list-style-type: none"> Graduate Diploma in Education Faculty of Engineering, Computer and Mathematical Sciences Programs in: <ul style="list-style-type: none"> Water Resource Management Faculty of Health Sciences <ul style="list-style-type: none"> All programs Faculty of Humanities and Social Sciences All programs in: <ul style="list-style-type: none"> Applied Linguistics Art History Curatorial and Museum Studies Food Writing Gastronomy International Studies Law School <ul style="list-style-type: none"> Master of Business Law Master of Laws 	Overall band score of 6.5 with at least 6.0 in all individual bands	Paper-based test – Score of 573 with a TWE score of at least 4.5 ; or Computer-based test – Score of 230 with an Essay Rating score of at least 4.5 ; or Internet-based test – Score of 90 with a score of at least 20 in Reading, Listening, Writing and Speaking

⁶ If an applicant has evidence of meeting the English requirement but the qualification has passed the maximum validity, then the application will be reviewed on a case-by-case basis to consider factors such as post-graduation exposure, if any, and its extent, to an English speaking/working environment. Candidates may be required to undertake a **5-week** Pre-Enrolment English Program (PEP) to refresh their English studying skills.

Faculty/Program	IELTS Academic Test – Minimum Score from Same Sitting	TOEFL Test – Minimum Score from Same Sitting
Law School <ul style="list-style-type: none"> All other programs Faculty of Humanities and Social Sciences <ul style="list-style-type: none"> Creative Writing 	Overall band score of 7.0 with at least 7.0 in Writing and Speaking and 6.5 in Reading and Listening	Paper-based test – Score of 600 with a TWE score of at least 5.0 ; or Computer-based test – Score of 250 with an Essay Rating score of at least 5.0 ; or Internet-based test – Score of 100 with a score of at least 22 in Reading and Listening and 24 in Writing and Speaking

4.15.1.2 Alternative ELP Pathways for International Postgraduate Coursework Applicants

International applicants for postgraduate coursework programs who do not meet the ELP requirements in 4.15.1.1 above may be eligible under one or more of the alternative ELP entry qualifications or pathways listed in 4.14.3.3a to 4.14.3.3d above.

4.15.1.3 Pre-Enrolment English Program (PEP) Requirements

Applicants for postgraduate coursework programs who do not meet the ELP requirements in 4.15.1.1 to 4.15.1.2 above are required to successfully complete the appropriate Pre-Enrolment English Program (PEP), conducted by the University's English Language Centre. Details are the same as the table and text in 4.14.3.3e above.

4.15.2 Study Visas and Minimum ELP Requirements

- Minimum English language proficiency levels required by the Department of Immigration and Citizenship (DIAC) for the issuing of visas for study in Australia may vary from those required by the University for eligibility as an applicant.
- DIAC only accepts IELTS scores for applicants from certain countries, as specified on the DIAC Website at: <http://www.immi.gov.au/students/index.htm>

4.16 Non-Award Study - All Students

Amended Dec 03, Sep 06

Individual academic courses can be studied for personal interest, for professional development, or as preparatory studies outside the requirements of a university degree. Non-Award students undertake the same studies and assessment as award students. Most undergraduate academic courses offered by the University are available through Non-Award Study.

- The number and type of courses made available for Non-Award study is at the sole discretion of the Dean of each School or Faculty, or his or her nominee.
- The establishment and size of quotas in award courses for Non-Award students is at the sole discretion of the Dean of each School or Faculty, or his or her nominee. Admission into a course will depend on the number of places available for Non-Award students.
- Applications for Non-Award study for all semesters or terms will be received and processed by the relevant school or faculty, with the exception of:
 - Applications for Cross-Institutional Study (see 4.17 below)
 - Study Abroad applications (see 4.14.7 above)
 - Student Exchange applications (see 4.14.7 above).

Offers to places in courses for Non-Award study will be made by the relevant school or faculty.

- International applicants for Non-Award study must meet the relevant English language proficiency requirements set out in 4.14.3 and 4.15.1 above.
- Some award courses may have requirements for pre-requisites and/or a particular level and type of assumed knowledge, as specified in the individual course entries of the University Calendar. To

be eligible for a place in such an award course, Non-Award students must sign the Statement of Assumed Knowledge section of the Application and Enrolment Form for Non-Award Study, thereby declaring that they meet those requirements.

- f Tuition fees apply to Non-Award Study. For local students, the fees are equal to or greater than the Commonwealth Supported liability for the same courses. International students pay the standard international tuition fee rate for the relevant courses. See *Student Tuition Fees Policy*, available at <http://www.adelaide.edu.au/policies/20/>
- g All administrative and academic matters relating to Non-Award students will be the responsibility of the relevant school or faculty.
- h Unless otherwise specified, Non-Award students are subject to the same Statutes, Regulations, Rules and policies as apply to students enrolled in award programs.
- i Subject to meeting the normal course and assessment requirements, Non-Award students may be admitted to examinations; assessment results will be recorded on the student's academic transcript in the same way as results for award courses.
- j Students' successful completion of one or more courses on a Non-Award basis does not necessarily mean that they are eligible applicants for entry to an award program of the University, and does not constitute an offer of admission to an award program. Such students must proceed through the normal application, selection and admission process for award programs. However Non-Award studies in some courses may be subsequently credited to an award academic program, within unit limits set by the relevant Faculty or School, and published each year in the Specific Program Rules in the University Calendar, available at <http://www.adelaide.edu.au/calendar/>
- k For some undergraduate award programs in the Faculty of Humanities and Social Sciences, Non-Award studies successfully completed in the Faculty may meet the eligibility criteria for entry under the Higher Education Sub-quota, as specified in the program selection criteria tables on the University's Admissions Website at <http://www.adelaide.edu.au/student/admission/>

4.17 Cross-Institutional Study – All Students

Students enrolled in a program of study at one institution who want to count courses offered at another higher education institution as part of their award may be admitted to such courses as Cross-Institutional Students.

- a The institution at which the award is to be completed is referred to as the 'home institution'. The institution at which cross enrolment in courses is sought is referred to as the 'other institution'.
- b Normal quotas on admission to award programs do not apply. However, the other institution may not admit Cross-Institutional students in courses where insufficient places are available for its own students.
- c Cross-Institutional students are subject to the same Statutes, Regulations and rules as apply to students enrolled in an award program at the other institution at which they are allowed to enrol.
- d If a Cross-Institutional student is subsequently admitted to a program leading to an award at the other institution at which they have been allowed cross-institutional enrolment, courses or topics passed while enrolled on a cross-institutional basis may only be counted towards an award of the other institution if specific approval is granted by the other institution.
- e University Council has delegated the authority to grant approval to students wishing to count cross-institutional courses towards an award to the Dean of the School or Faculty concerned.

4.18 Status/Credit Transfer

Amended Sep 07

4.18.1 All Students

- a A candidate who has passed courses in other faculties or tertiary institutions or who has other qualifications may, on written application to the Faculty, be granted such status in those courses or

exemption from the relevant program or course requirements as the Faculty may determine, provided that the candidate produces sufficient evidence of their status to satisfy the Faculty.

- b Australia's Group of Eight (Go8) universities have arranged a credit transfer agreement that will improve mobility between universities. This agreement is based on an acceptance that the assessment regimes at all Go8 universities are comparable and transferable, and formally recognises credits earned, and facilitates the transfer of these credits between institutions. Further information can be found on the University's website at <http://www.adelaide.edu.au/dvca/articulation/>.

4.18.2 International Students

Where faculties grant status/credit transfer to an international student, they must notify the International Student Centre (ISC) with details of the amount of status/credit transfer granted, so that ISC staff can adjust the student's Confirmation of Enrolment (CoE) accordingly, for notification to the Department for Immigration and Citizenship (DIAC).

5. Responsibilities

Amended Dec 03, Nov 05

POSITION/AREA	RESPONSIBILITIES
Deputy Vice-Chancellor and Vice-President (Academic)	<ul style="list-style-type: none"> Consult with Faculties before determining quotas for each undergraduate academic program Determine program quotas, or sub-quotas of the quotas in each year
The Admissions Office is responsible for coordinating local admissions to award programs.	<ul style="list-style-type: none"> Liaise with SATAC on the processing of applications Ensure that the selection principles and procedures for all of the University's program offerings are incorporated into SATAC's processing systems Respond to local admissions inquiries Provide administrative support to the CEC Provide admissions data and reports to the DVC&VP(A) as required Update admissions information in relevant annual publications such as the <i>Prospectus - Undergraduate Programs</i> and the <i>SATAC University Guide</i>, and in the Admissions section of the University's Website Liaise with the Prospective Students Office (PSO) and Faculties on changes to program offerings and admissions procedures and information
Faculties/Schools	<ul style="list-style-type: none"> Liaise with the Admissions Office and the International Office on changes to undergraduate and postgraduate coursework program offerings and admissions procedures and information for incorporation into publications such as the <i>Undergraduate Prospectus</i> and the <i>Postgraduate Prospectus: Coursework</i>, and on the University's Website Liaise with, update and promote to local, regional and interstate secondary schools the University's program offerings, and all admissions processes, changes and information Liaise with, update and promote to international higher educational markets and agents the University's program offerings, and all international admissions processes, changes and information Receive and process all applications for Non-Award study (except Study Abroad, Student Exchange and Cross-Institutional Study applications), and make offers to successful applicants Ensure that international Non-Award applicants meet relevant English language requirements
The International Office is responsible for coordinating international admissions to award programs.	<ul style="list-style-type: none"> Process and assess all international applications for admission Respond to international admissions inquiries Update admissions information in relevant annual publications such as the <i>SATAC University Guide</i> and <i>Undergraduate Programs (International)</i> guidebook, and in the International Admissions section of the University's Website Liaise with the PSO and Faculties on changes to program offerings and admissions procedures and information
The Prospective Students Office is responsible for disseminating admissions information to prospective applicants.	<ul style="list-style-type: none"> Liaise with the Admissions Office and the International Office on changes to program offerings and admissions procedures and information for incorporation into PSO publications such as the <i>Prospectus - Undergraduate Programs</i> and the <i>Undergraduate Programs (International)</i> guidebook, and in the PSO section of the University's Website Liaise with, update and promote to local, regional and interstate secondary schools the University's program offerings, and all admissions processes, changes and information

POSITION/AREA	RESPONSIBILITIES
	<ul style="list-style-type: none"> ▪ Liaise with, update and promote to international higher educational markets and agents the University's program offerings, and all international admissions processes, changes and information
Vice-Chancellor and President	<ul style="list-style-type: none"> ▪ Authorise Academic Board recommendations on admissions matters

6. Delegations of Authority

Added Dec 06

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Admissions	Approve entry requirements for undergraduate and postgraduate coursework programs	Vice-Chancellor and President	Recommendation of the Program Approval Committee
		Approve the rules governing the operation of the Bonus Points Scheme	Vice-Chancellor and President	Recommendation of Academic Board
		Approve quotas or sub-quotas of the quotas for entry into undergraduate academic programs	Deputy Vice-Chancellor and Vice-President (Academic)	Consultation with Faculties
		Approve a mid-year intake for selected programs	Deputy Vice-Chancellor and Vice-President (Academic)	
		Approve offers of admission	Deputy Vice-Chancellor and Vice-President (Academic) or nominee	
		Approve additional entry requirements	Deputy Vice-Chancellor and Vice-President (Academic)	
		Approve the waiving of an academic program requisite	Deputy Vice-Chancellor and Vice-President (Academic)	Recommendation of relevant Executive Dean
		Approve Level 1 course prerequisites	Deputy Vice-Chancellor and Vice-President (Academic)	Recommendation of Academic Board through the Coursework Entry Committee
		Approval of acceptability of Higher Selection Subjects for the University's undergraduate academic programs	Deputy Vice-Chancellor and Vice-President (Academic)	Consultation with relevant discipline area In agreement with members of the Higher Education Selection

				Committee
		Approve the list of Fairway schools each year	Deputy Vice-Chancellor and Vice-President (Academic)	
		Approve the rules governing the operation of the Fairway Scheme	Deputy Vice-Chancellor and Vice-President (Academic)	
		Approve program prerequisite subject equivalents for interstate Year 12 awards	Deputy Vice-Chancellor and Vice-President (Academic)	With other two State universities and SATAC
		Approve the criteria for eligibility, selection and ranking in the operation of the Special Entry Scheme for each academic program	Deputy Vice-Chancellor and Vice-President (Academic)	Recommendation of the Coursework Entry Committee
		Approve available a limited number of full fee-paying places where the Commonwealth Supported quota has been filled	Deputy Vice-Chancellor and Vice-President (Academic)	
		Approve exemption or partial exemption from specified admission requirements in the case of chronic illness or recognised disability, an/or special circumstances	Deputy Vice-Chancellor and Vice-President (Academic)	Advice of Coursework Entry Committee or Admissions Office
		Approve provisional admission for special applicants for a period of 12 months		Recommendation of Faculty
		Approve an upper limit on the number of international students admitted to any academic program or course	Deputy Vice-Chancellor and Vice-President (Academic)	
		Approve rules governing the minimum achievements required in the Foundation Studies Program	Deputy Vice-Chancellor and Vice-President (Academic)	Recommendation of the Coursework Entry Committee
		Approve set quotas for enrolment in individual courses	Executive Deans	
		Approve the number and types of courses available for Non-Award study	Executives Deans; Heads of School	
		Approve the size of quotas for Non-Award study	Executives Deans; Heads of School	
		Approve the counting of cross-institutional courses towards an award	Executives Deans; Heads of School	
		Approve status and credit transfer to eligible candidates	Executives Deans; Heads of School	
		Approve assessment	Wilto Yerlo	

		requirements to enable Indigenous students to lodge an application with SATAC for a University program		
--	--	--	--	--

7. Implementation and Review

Student Administrative Services; Admissions Office, International Office; Student Policy and Appeals

8. Communication

This policy is available on the University's Policies Website at www.adelaide.edu.au/policies/227/