

DIVISION OF STUDENT AND STAFF SERVICES

UNDERGRADUATE ADMISSIONS POLICY

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Replaces:	<i>Admission and Enrolment: Rules made by Council pursuant to Chapter IX of the Statutes (published 1997)</i>
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Any person who requires further information on any aspect of this document should contact Policy and Appeals, Administrative Services Branch on 8303 7503.

1. OVERVIEW

This policy outlines the principles and procedures applying to admission into the University's undergraduate program offerings.

2. SCOPE

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

3. DEFINITIONS

Academic Program	The primary award in which students are enrolled for study, eg Bachelor of Arts, Bachelor of Science, Diploma in Agricultural Production. "Academic program" is synonymous with "Course" in University of Adelaide terminology prior to 2001.
AQF	Australian Qualifications Framework - a national system for standardising the relativities between TAFE and private education providers' awards and University-level awards
CEP	Concurrent English Program - an English language program that is undertaken at the same time as an academic program
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
DIMIA	Department of Immigration and Multicultural and Indigenous Affairs – the Australian Government's administrative arm for immigration and visa matters

Domestic applicant	An applicant for admission to an undergraduate academic program who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia
DVC and Provost	Deputy Vice-Chancellor and Provost – University officer with delegated responsibility for academic standards, teaching and learning and related matters
EFTSU	Equivalent Full-time Student Unit – unit of measurement of student load
ELC	English Language Centre – conducts the University's Pre-enrolment English programs 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/subject, reported on a scale of 0-7
HECS	Higher Education Contribution Scheme - under which DEST funds places for domestic and New Zealand students in academic programs in all Australian universities
HESS	Higher Education Selection Subject - a Stage 2 SACE subject designated by the University as appropriate preparation for a University academic program. Scores from HESSs 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.
Higher Education Sub-quota	Group of students whose basis of admission into a particular 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 Applicant	An applicant who is not a citizen of Australia or New Zealand or who does not hold Permanent Residency status in Australia
International Baccalaureate	Internationally recognised Year 12 secondary school award
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
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
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, of either 10 weeks' or 20 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)
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, usually expressed in EFTSUs
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
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 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, Discipline or Department;
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 which 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 domestic Year 12 student has performed relative to all other Year 12 students who have qualified for a TER in the same year
TOEFL	Test of English as a Foreign Language – a recognised English language proficiency test; an alternative to IELTS
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 University Undergraduate Entry Committee

4.1.1 The University Undergraduate Entry Committee (UUEC) is sub-committee of Academic Board, and is constituted as follows:

- a** The DVC and Provost is Convenor of the UUEC, *ex officio*
- b** A Deputy-Convenor of Academic Board, selected by the Convenor of Academic Board, is the Deputy Convenor of the UUEC, *ex officio*
- c** The Executive Director, Student and Staff Services, or nominee, *ex officio*
- d** Each Executive Dean selects one member of the Faculty's academic staff to serve for a term of two years (maximum of two consecutive terms permitted)
- e** An undergraduate student member of Academic Board, selected by and from the undergraduate student members of Academic Board, for a term of one year (maximum of two consecutive terms permitted)
- f** The Convenor of the UUEC may co-opt up to three additional members with relevant expertise for a term of one year (maximum of two consecutive terms permitted)
- g** Additional members may be co-opted from Academic Board.

4.1.2 In addition, the UUEC makes recommendations to the DVC and Provost on routine admissions cases as well as special or unusual cases.

4.1.3 The UUEC reports to Academic Board at least every six months on:

- a** Undergraduate entry policy and practice for local and international admissions
- b** Related matters, as determined by the Convenor

4.2 Policy Changes

4.2.1 Existing Academic Programs

Changes to this policy for domestic 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 and Provost, taking into account the need for domestic school students to have early notification of changes for curriculum planning purposes.

4.2.2 New Academic Programs

The Vice-Chancellor, on the recommendation of the Academic Program Accreditation and Review Panel (APARP), approves the entry requirements, Higher Education Selection Subjects (HESS, see **4.7.3** below) and any prerequisites (see **4.6.4** below), for all new undergraduate programs introduced by the University.

4.3 Variations in the Operation of this Policy

On the recommendation of the University Undergraduate Entry Committee, the DVC and Provost may authorise variations in the operation of this policy as he or she deems fit for any person.

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

4.5.1 In each year, within guidelines agreed by the Vice-Chancellor, the DVC and Provost shall consult with the Faculties before determining the total number (quota) of commencing domestic HECS-funded students to be admitted to each undergraduate academic program.

4.5.2 In order to group and rank applicants with different types of qualifications, the DVC and Provost may determine program quotas, or sub-quotas of the quotas in **4.5.1** in each year, such as the Year 12, Higher Education, TAFE and Special Entry Sub-quotas.

4.5.3 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.

4.5.4 In order to better match the actual commencing student intake with the set quota, the DVC and Provost may authorise a mid-year intake for selected programs.

4.5.5 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 General Admission Requirements – Domestic Applicants

4.6.1 Applications

- a Unless otherwise prescribed in this policy, domestic 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 and Provost to do so.
- b Domestic applications for Honours programs must be made through individual Schools.

4.6.2 Degrees, Diplomas, Advanced Diplomas

The University may admit to an undergraduate program leading to the award of a degree, diploma or advanced diploma a domestic 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 4.6.2a; *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 4.8 below); *and/or*
- d holds from TAFE or a recognised private tertiary education provider a completed AQF Diploma or above in the case of HESS General programs, or a Certificate IV or above in the case of HESS Restricted programs, and is eligible in the TAFE Sub-quota (see 4.9 below); *or*
- e is eligible for admission through the domestic Special Entry Sub-quota (see 4.10 below); *and*
- f has satisfied any additional admission requirements for individual academic programs established by the DVC and Provost, including academic program prerequisites as defined in 4.6.4 below, or their equivalent for non-SACE qualifications, as listed in the [Admissions section](#) of the University's Website, and published each year in the *SATAC University Guide*.

4.6.3 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 and Provost, as listed in the [Admissions section](#) of the University's Website, and published each year in the *SATAC University Guide*.

4.6.4 Program Prerequisites

- 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 10-20 (on a scale of 0-20) in certain HESS General subjects, as listed in the [Admissions section](#) of the University's Website, 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 and Provost may waive an academic program prerequisite on the recommendation of the relevant Executive Dean.
- c Some Level I undergraduate courses have prerequisite requirements. To be eligible for admission into these courses, an applicant must have a SACE Subject Achievement Score in the range 10-20 in certain HESS General subjects, as listed in the [Admissions section](#) of the University's Website, and published each year in the *SATAC University Guide*, or its interstate, international or tertiary equivalent.
- d Such Level I course prerequisites must be approved by the DVC and Provost on the recommendation of Academic Board through the UUEC.

4.7 Admission Requirements for Domestic Applicants - Year 12 Sub-quota

4.7.1 Admission Requirements Under SACE

To be considered for admission under the Year 12 Sub-quota, an 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 five Stage 2 subjects over three attempts, not necessarily in consecutive years; *and*
- c included at least four HESS in the five Stage 2 subjects (see **4.7.3** below), as listed in the [Admissions section](#) of the University's Website, 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 **4.6.4** above), or the limitations on previous Higher Education study, as listed in the [Admissions section](#) of the University's Website.

4.7.2 Admission Requirements for 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*.

4.7.3 HESS, and HESS General and HESS Restricted Programs

- a Each Stage 2 SACE subject is considered by the DVC and Provost, 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 and Provost 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 four HESS may be any HESS General subjects (formerly SACE PES and/or SACE PAS). To meet HESS Restricted requirements, the four HESS may be any HESS Restricted subjects (formerly SACE PES and/or SACE PAS and/or SACE 2-unit SAS, excluding Community Studies).
- d Applicants holding the recognised interstate or overseas Year 12 qualifications in **4.7.7** and **4.7.9** below, or the International Baccalaureate in 4.7.8 below, are deemed to have satisfied HESS General requirements.
- e The HESS requirements for current University academic programs (**4.7.3c**) are provided in the [Admissions section](#) of the University's Website, and published each year in the *SATAC University Guide* and the *SATAC Tertiary Entrance* booklet.
- f Current proscribed SACE subject combinations [**4.7.3b ii**], current restrictions on the number of units which may be presented in certain SACE subject areas [**4.7.3b iii**], and the HESS status of each SACE Stage 2 subject, are published each year in the *SATAC Tertiary Entrance* booklet.

4.7.4 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 four 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 0-90 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 0-99.95, 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 (**4.7.4a**) and its conversion to a TER (**4.7.4b**) are published in the annual edition of the *SATAC University Guide* and the *SATAC Tertiary Entrance* booklet.

4.7.5 The Fairway Scheme

Amended January 2004

- a The Fairway Scheme is designed to increase access to the University's programs for domestic and international applicants from 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 South Australian country schools, all Northern Territory schools, and schools in the greater Metropolitan Adelaide area and some rural areas of Victoria and New South Wales that are under-represented in terms 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 three 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 the Victorian or NSW 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 **4.7.6** 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 and Provost approves the list of Fairway schools each year, based on participation rates data provided 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 and Provost shall approve the rules governing the operation of the Fairway Scheme.

4.7.6 Bonus Points Scheme

Amended January 2004

- a The Bonus Points Scheme is designed to encourage domestic and international applicants to include Specialist Mathematics and Language Other Than English (LOTE) subjects in their Year 12 studies.
- b The Scheme covers domestic applicants holding the SACE/NTCE, an equivalent Australian Year 12 qualification, or the International Baccalaureate undertaken in Australia, awarded in 1999 or later, as well as international applicants studying Australian Year 12 qualifications in Australia. The Scheme does not cover applicants with overseas Year 12 qualifications or international students studying Australian Year 12 qualifications outside Australia.
- c For applicants presenting one of the qualifications in **4.7.6b**, two bonus points are awarded for SACE Stage 2 Specialist Mathematics or a recognised equivalent subject, and two for a SACE Stage 2 LOTE subject or equivalent, for a maximum of four 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 **4.7.5** 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 University Council will, on the recommendation of Academic Board, approve the rules governing the operation of the Bonus Points Scheme.

4.7.7 Interstate Year 12 Qualifications

- a Domestic 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 **4.7.7a**.
- c Program prerequisite subject equivalents for interstate Year 12 awards are approved by the DVC and Provost 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.

4.7.8 International Baccalaureate (IB)

- a Domestic 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 Grade 5 Standard Level or Grade 4 Higher Level or higher.
- d The IB-to-TER conversion table (**4.7.8b**) and the list of IB equivalents to SACE prerequisite subjects (**4.7.8c**) are published each year in the University's [Prospectus - Undergraduate Programs](#) and the SATAC *IB and Tertiary Entrance in SA* booklet.

4.7.9 Overseas Year 12 Qualifications

- a For university entry purposes, British GCE 'A' Levels, Scottish Highers and New Zealand Bursary Examinations 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.

4.8 Admission Requirements for Domestic Applicants – Higher Education Sub-quota

4.8.1 Domestic applicants who have satisfactorily completed at least 12 units (or one Semester 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.

4.8.2 There is no Higher Education Sub-quota for admission to the Bachelor of Medicine, Bachelor of Surgery award.

4.8.3 For applicants with partially completed tertiary qualifications other than those in **4.8.1**, eligibility for admission and ranking within academic programs are individually assessed by SATAC on the basis of guidelines developed in consultation with the University.

4.8.4 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.

4.8.5 Applicants in the Higher Education Sub-quota are required to meet any additional admission requirements specified for individual academic programs, including prerequisites.

4.8.6 Details of requirements for the Higher Education Sub-quota for each academic program are provided in the [Admissions section](#) of the University's Website.

4.9 Admission Requirements for Domestic Applicants – TAFE Sub-quota

4.9.1 Domestic 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.

4.9.2 For some programs there may be no TAFE Sub-quota established, as listed in the [Admissions section](#) of the University's Website.

4.9.3 Domestic 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 all HESS Restricted academic programs.

4.9.4 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.

4.9.5 Applicants eligible to compete in the TAFE Sub-quota are normally ranked according to the level of their completed tertiary award.

4.9.6 Applicants in the TAFE Sub-quota are required to meet any additional admission requirements specified for individual academic programs, including prerequisites, auditions and interviews.

4.10 Admission Requirements for Domestic Applicants – Special Entry Sub-quota

Domestic 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.

4.10.1 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.

4.10.1a 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 not have been enrolled in an academic program leading to a higher education award for the previous three years; *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.

4.10.1b 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.

4.10.1c 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 **4.10.1e** and **4.10.1f** below).

4.10.1d 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.

4.10.1e For some programs, applicants can 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

4.10.1f The Special Entry Scheme category of each academic program (**4.10.1a**, **4.10.1b**, **4.10.1c**), any additional admission requirements (**4.10.1d**), details on the required content and format for Personal Competencies and Employment Experience statements (**4.10.1e**) 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*.

4.10.1g The DVC and Provost, on the recommendation of UUEC, approves the criteria for eligibility, selection and ranking in the operation of the Special Entry Scheme for each of the University's academic programs.

4.11 Alternative Admission Pathways for Domestic Students

4.11.1 Full Fee-Paying Places

Amended January 2004

- a For each intake where the HECS-funded quota has been filled, the DVC and Provost may make available a limited number of full fee-paying places in any undergraduate program except the Bachelor of Medicine, Bachelor of Surgery.
- b For each academic program, the admission requirements for full fee-paying places are the same as for HECS-funded 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 Domestic full fee-paying applicants are not subject to the quota restrictions in **4.5.1** and **4.5.2** above, but remain subject to the DEST-imposed limit of no more than 25% of the HECS-funded quota for each academic program.
- d The Tuition fees applicable to each eligible program are recommended by the Faculties each year, and approved by the Executive Director, Student and Staff Services.
- e Applications for full fee-paying places are lodged with SATAC in the same way as are applications for HECS-funded places. However, offers for full fee-paying places are made directly by the University.

- f Students who have completed one year Full-Time Equivalent (FTE) of full fee-paying studies in an academic program are eligible to apply through SATAC for a HECS-funded place in that program.

4.11.2 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 confirm 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.

4.11.3 Special Consideration

- a The DVC and Provost may, on the advice of the UUEC or the Admissions Office, grant an 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.

4.11.4 Provisional Admission

- a In exceptional circumstances the DVC and Provost may, on the recommendation of a Faculty, approve provisional admission for a period of twelve 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 and Provost

within a period of twelve 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 and Provost 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.

4.12 Admission Requirements for International Applicants

4.12.1 Applications

Amended January 2004

- a International applicants are required to apply for admission directly to the University's International Admissions 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 *Undergraduate Programs (International)* guidebook published each year, and in the [International Students](#) section of the University's Website.
- b Onshore international students completing the Year 12 SACE or equivalent Australian qualification at a domestic secondary school must apply through SATAC. Onshore international applicants undertaking other qualifications (such as Foundation Studies programs) must apply directly to the University.
- c International applicants who are seeking Australian Permanent Residency status shall be deemed international applicants until permanent residency has been granted.
- 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 domestic applicant. Any resulting refund of tuition fees shall be made in accordance with the University's [Refund Policy for International Students](#).
- e To comply with Australian Government policy, international applicants are required to apply for admission as full-time students and remain full-time students for the duration of their academic programs. Full-time status applies to students with course enrolments totalling at least 75% of a standard full-time study load of 12 units per Semester.
- f All international applications must meet Commonwealth Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) visa security conditions and requirements for each country of origin, which may vary from the University's admission requirements.

4.12.2 Quotas and Cut-off Ranks

Amended January 2004

- a International applicants are not subject to the quota restrictions in 4.5.1 and 4.5.2 above, but the DVC and Provost 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 current year's minimum entry cut-off rank for each undergraduate program is included in the University's annual *Undergraduate Programs (International)* publication. This rank may be either:
 - i** a pre-determined rank nominated by the Faculty or School as the minimum level of 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 domestic 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 domestic applicants for the current year falls below that for the previous year (in **4.12.2 c ii**), onshore 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.

4.12.3 English Language Requirements

- a** For admission into any undergraduate academic program at the University of Adelaide, international applicants are required to be proficient in speaking, reading, listening to and writing in English.
- b** The standard minimum English proficiency requirements can be satisfied by any of the following:
 - i** IELTS score of 6.0, except for entry to the Bachelor of Laws program, which requires an IELTS score of 7.0
 - ii** TOEFL score of 550, except for entry to the Bachelor of Laws program, which requires a TOEFL score of 640
 - iii** Electronic TOEFL score of 213, except for entry to the Bachelor of Laws program, which requires an Electronic TOEFL score of 273
 - iv** Successful completion of a recognised Australian Year 12 award, such as the SACE, the New South Wales High School Certificate (HSC) or the Victorian Certificate of Education (VCE)
 - v** Successful completion of a recognised overseas Year 12 award in which the language of instruction is English, such as the International Baccalaureate (IB), General Certificate of Education (GCE) A Levels, New Zealand Bursary Examinations or the Indian High School Certificate (HSC)
 - vi** Completion of General Certificate of Education (GCE) 'Ordinary' Level English subject at Grade C3 or above, or 'Advanced' Level English subject at Grade C or above
 - vii** Completion of University of Cambridge Certificate of Proficiency in English at Grade C or above
 - viii** Completion of English subject in Sepang Institute of Technology (SIT) Foundation Studies course at Grade C or above
 - ix** Successful completion of two years of full-time post-secondary studies in an accredited tertiary institution with English as the language of instruction, in a country that meets the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) visa security requirements
 - x** Recognised equivalent English language qualification.
- c** The test scores and academic results in **4.12.3b i - viii** above are valid for meeting the University's English language proficiency requirements for up to two years from the date of issue. Those in 4.12.3b (ix) remain valid where the studies were commenced and completed within a period of five years prior to application.

- d Applicants who do not meet the English language requirements in **4.12.3 b – c** above are required to complete a course in English language to attain the required proficiency level prior to admission. Providing they meet the other admission requirements for their particular academic program, such applicants will receive an offer of entry conditional on their successfully completing the appropriate Pre-Enrolment English Program (PEP) conducted by the University's English Language Centre (ELC).
- e The minimum English language proficiency requirements for entry into the 10-week PEP are as follows:
 - i IELTS score of 5.5; *or*
 - ii TOEFL score of 527; *or*
 - iii Electronic TOEFL score of 197; *or*
 - iv GCE O Level English subject at Grade C6; *or*
 - v GCE A Level English subject at Grade D; *or*
 - vi recognised equivalent English language qualification.
- f The minimum proficiency requirements for entry into the 20-week PEP are as follows:
 - i IELTS score of 5.0; *or*
 - ii TOEFL score of 500; *or*
 - iii Electronic TOEFL score of 173; *or*
 - iv GCE O Level English subject at Grade D7; *or*
 - v GCE A Level English subject at Grade E; *or*
 - vi recognised equivalent English language qualification.
- g An applicant with an exceptionally strong academic background and/or suitability for a particular academic program, may, with the support of the relevant School, gain entry to study with an appropriate Concurrent English Program (CEP), and in conjunction with a PEP, with the following minimum English language proficiency requirements:
 - i IELTS score of 5.5; *or*
 - ii TOEFL score of 527; *or*
 - iii Electronic TOEFL score of 197; *or*
 - iv GCE O Level English subject at Grade C6; *or*
 - v GCE A Level English subject at Grade D, *or*
 - vi recognised equivalent English language qualification;
with the exception of entry to the Bachelor of Laws program, which has a minimum proficiency requirement of an IELTS score of 6.5, or equivalent.
- h English language proficiency requirements may vary for undergraduate students transferring from nominated courses at affiliated offshore provider institutions such as the Sepang Institute of Technology and INTI College Malaysia to the corresponding program at the University of Adelaide, as provided for in the Memorandum of Understanding between the University and each offshore institution.
- i English language proficiency levels required by DIMIA for the issuing of visas for study in Australia may vary from those required by the University for eligibility as an applicant.

4.12.4 Foundation Studies Programs

- 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 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, 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).
- d The DVC and Provost may approve, on the recommendation of the UUEC, 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.

4.12.5 Overseas Qualifications

The UUEC 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 Admissions Office, as appropriate.

4.12.6 Exchange/Study Abroad Applicants

Exchange Students or Study Abroad students wishing to enrol on a Non-Award basis must, in addition to the provisions of Section 4.13 below:

- a have successfully completed at least 4 semesters of study at their home institution; *and*
- b have a GPA of at least 3.0 on a 0 to 4.0 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.

4.13 Non-Award Study

Amended Dec 2003

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.

- a 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.
- b 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.
- c Applications for Non-Award study for all semesters will be received and processed by Professional and Continuing Education (PCE), with the exception of:
 - Applications for courses offered by the Adelaide Graduate School of Business
 - Applications for Cross-Institutional Study (see 4.14 below)
 - Study Abroad applications (see 4.12.6 above)
 - Student Exchange applications (see 4.12.6 above).Offers to places in courses for Non-Award study will be made by PCE.
- d International applicants for Non-Award study must meet the relevant English language proficiency requirements set out in Section 4.12 above.

- e 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 domestic students, the fees are equal to or greater than the HECS liability for the same courses. International students pay the standard international tuition fee rate for the relevant courses. See [Student Tuition Fees Policy](#).
- g All Non-Award students are required to pay the Student Services Fee on a pro-rata basis.
- h The management of admissions and enrolments of Non-Award students will be the responsibility of Professional and Continuing Education. All other administrative and academic matters relating to Non-Award students will be the responsibility of the relevant faculty.
- i Unless otherwise specified, Non-Award students are subject to the same Statutes, Regulations, Rules and policies as apply to students enrolled in award programs.
- j 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.
- k 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](#).

- l 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/ugprograms.html>

4.14 Cross-Institutional Study

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 Cross-Institutional students are required to pay the appropriate student union services fee at the home institution, and may be required to pay a statutory fee at the other institution.
- f 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.

4.15 Status/Credit Transfer

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.

5. RESPONSIBILITIES

Amended Dec 03

POSITION/AREA	RESPONSIBILITIES
The Admissions Office is responsible for coordinating domestic undergraduate 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 domestic admissions inquiries ▪ Provide administrative support to the UUEC ▪ Provide admissions data and reports to the DVC and Provost 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 undergraduate program offerings and admissions procedures and information
The International Admissions Office is responsible for coordinating international undergraduate 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 undergraduate program offerings and admissions procedures and information

<p>The Prospective Students Office is responsible for disseminating admissions information to prospective applicants.</p>	<ul style="list-style-type: none"> ▪ Liaise with the Admissions Office and the International Admissions Office on changes to undergraduate 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 ▪ 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
<p>Professional and Continuing Education is responsible for coordinating Non-Award admissions and enrolment</p>	<ul style="list-style-type: none"> ▪ Receive and process all applications for Non-Award study (except AGSB, 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 ▪ Liaise with the Dean of each School or Faculty or his or her nominee to obtain Non-Award quotas for each course

Peter Backhouse Nov 2002, Nov/Dec 2003, Jan/Feb2004