

DIVISION OF DEPUTY VICE-CHANCELLOR  
AND VICE-PRESIDENT (ACADEMIC)

## ADMISSIONS POLICY

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Implementation & Review:	Manager, Student Administrative Services	
Superseded Documents:	<i>Admission and Enrolment: Rules made by Council pursuant to Chapter IX of the Statutes</i> (published 1997)	

Any person requiring further information on this document can contact:

Admissions Office, on: Ph +61 8 83034575, at <http://www.adelaide.edu.au/student/admission/> (for domestic 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 domestic and international applicants for admission into the University's undergraduate and postgraduate coursework programs.

Higher Degree Research students can access admissions information from the Code of Practice for Maintaining and Monitoring Academic Quality and Standards in Higher Degree by Research at [http://www.adelaide.edu.au/graduatecentre/forms/cop\\_Feb2005.pdf](http://www.adelaide.edu.au/graduatecentre/forms/cop_Feb2005.pdf)

### 3. Definitions

*Amended Nov 2004, Nov 2005, Sep 2006*

TERM	DEFINITION/DESCRIPTION
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.
AFBE	Australian Fee-Based Enrolment, where the domestic student pays full tuition fees.
AGSB	Adelaide Graduate School of Business, the University's postgraduate business school
AQF	Australian Qualifications Framework - a national system for standardising the relativities between TAFE and private education providers' awards and University-level awards

TERM	DEFINITION/DESCRIPTION
CEC	Coursework Entry Committee
CEP	Concurrent English Program - an English language program that is undertaken at the same time as an academic program
CSP	Commonwealth Supported place (or student), where the Commonwealth government (through its HECS-HELP scheme) and the eligible domestic 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
DIMA	Department of Immigration and Multicultural Affairs – the Australian Government's administrative arm for immigration and visa matters
Discipline	See School below
Domestic applicant	An applicant for admission to an academic program who is an Australian or New Zealand citizen, or who holds Permanent Residency status in Australia.
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.
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.

TERM	DEFINITION/DESCRIPTION
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, and 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.
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.
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.

TERM	DEFINITION/DESCRIPTION
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 domestic 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 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

*Amended Nov 2005*

##### 4.1 Coursework Entry Committee

*Amended Dec 2006*

##### 4.1.1 Terms of Reference

The Coursework Entry Committee (CEC) is sub-committee of the University Learning and Teaching Committee, which is a sub-committee of Academic Board, and is constituted as follows:

- a The Deputy Vice-Chancellor and Vice-President (Academic) is Convenor of the CEC, *ex officio*
- b A Deputy-Convenor of Academic Board, selected by the Convenor of Academic Board, is the Deputy Convenor of the CEC, *ex officio*
- c 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)
- d 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)
- e The Convenor of the CEC may co-opt up to three additional members with relevant expertise for a term of one year (maximum of two consecutive terms permitted)
- f Additional members may be co-opted from Academic Board.

#### 4.1.2 Reporting

- a The CEC makes recommendations to the DVC&VP(A) on routine admissions cases as well as special or unusual cases.
- b The CEC reports to Academic Board at least every six months on:
  - i Entry policy and practice for local and international admissions
  - ii 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&VP(A), 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

*Amended Nov 2005*

The Vice-Chancellor and President, on the recommendation of the Program Approval Committee (PAC), approves the entry requirements, Higher Education Selection Subjects (HESS, see 4.7.3 below) and any prerequisites (see 4.6.4 below), for all new academic programs introduced by the University.

#### 4.3 Variations in Operation of this Policy

*Amended Nov 2005*

On the recommendation of the Coursework Entry Committee, the DVC&VP(A) 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

- 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 domestic 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 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 General Undergraduate 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&VP(A) 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&VP(A), 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 at <http://www.adelaide.edu.au/student/admission/>, 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&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*.

#### 4.6.4 Program Prerequisites

*Amended Nov 2005*

- 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 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 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 at <http://www.adelaide.edu.au/student/admission/>, 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&VP(A) on the recommendation of Academic Board through the CEC.

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

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

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 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 4.7.3 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 4.6.4 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/>.

#### 4.7.2 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*.

#### 4.7.3 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 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 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 [4.7.3b 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 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 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 Jan 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, New South Wales (NSW) and Tasmania 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 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, NSW or Tasmanian 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&VP(A) 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&VP(A) shall approve the rules governing the operation of the Fairway Scheme.

#### 4.7.6 Bonus Points Scheme

*Amended Jan 2004, Dec 2006*

- 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 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 4.7.6b, 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 The Vice-Chancellor and President will, on the recommendation of Academic Board, approve the rules governing the operation of the Bonus Points Scheme.

#### 4.7.7 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&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.

#### 4.7.8 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 the minimum grade specified in the *SATAC International Baccalaureate* booklet published each year.
- d The IB-to-TER conversion table (see 4.7.8b) and the list of IB equivalents to SACE prerequisite subjects (see 4.7.8c) 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.

#### 4.7.9 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.

*Amended Nov 2004, Nov 2005*

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

- a Domestic 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 4.8a 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 4.8a and 4.8b, 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 2005*

#### 4.9 Admission Requirements for Domestic Applicants – TAFE Sub-quota

- a 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.
- 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 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.
- 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 2005*

#### **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. 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 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.

##### **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 4.10e and f below).
- d 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.
  - e 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.
  - f The Special Entry Scheme category of each academic program (4.10a, b, and c), any additional admission requirements (4.10d), details on the required content and format for Personal Competencies and Employment Experience statements (4.10e) 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*.
  - g 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.

#### 4.11 Alternative Admission Pathways for Domestic Students

##### 4.11.1 Full Fee-Paying Places

*Amended Jan 2004, Nov 2004, Apr 2005*

- a For each intake where the Commonwealth Supported quota has been filled, the DVC&VP(A) may make available a limited number of 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 Domestic full fee-paying applicants are not subject to the quota restrictions in 4.5a and b 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 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 Commonwealth Supported places. However, offers for full fee-paying places are made directly by the University.
- f Domestic students who have 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.

##### 4.11.2 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 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.

##### 4.11.3 Special Consideration

*Amended Nov 2005*

- a The DVC&VP(A) may, on the advice of the CEC 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&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.

#### 4.12 Undergraduate Admission Requirements for International Applicants

##### 4.12.1 Applications

*Amended Jan 04, Nov 04, Nov 05, Jan 06*

- a International applicants are 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 *Undergraduate International Prospectus* published each year, 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 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 4.12.6 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 domestic 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 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 or trimester.
- f All international applications must meet Commonwealth Department of Immigration and Multicultural Affairs' (DIMA) 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 Jan 04, Nov 04, Nov 05, Dec 06*

- a International applicants are not subject to the quota restrictions in 4.5a and b 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:
- 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*
  - 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 year of admission falls below that for the previous year (in 4.12.2 b ii), 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 Proficiency (ELP) Requirements *Amended Nov 2004, Dec 2005*

For admission into any undergraduate and postgraduate coursework program at the University of Adelaide, international applicants are required to be proficient in speaking, reading, listening to and writing in English.

##### a Accredited English Language Tests

The maximum validity for these tests is 2 years preceding the date of application.

- The general requirements applicable to all programs except those specified under 4.12.3a ii - v below are:
  - IELTS Academic Test - Overall band score of at least 6.0 with a minimum band score of 6.0 in Writing and Speaking and 5.5 in Reading and Listening.
  - TOEFL - Score of at least 550 with a minimum score of 4.0 in the Test of Written English (TWE).
  - Computer-based TOEFL - Score of at least 213 with a minimum score of 4.0 in Essay Rating.

##### ii Adelaide Graduate School of Business and Faculty of Health Sciences

For all academic programs in these two academic areas (for example, the Masters of Business Administration [MBA], Bachelor of Medicine, Bachelor of Surgery [MBBS] and the Bachelor of Dental Surgery), the following English language proficiency requirements apply:

- IELTS - Overall band score of 6.5 with no individual band score below 6.
- TOEFL – Score of at least 575 with a minimum score of 4.5 in TWE.
- Computer-based TOEFL - Score of at least 230 with a minimum score of 4.5 in Essay Rating.

##### iii Law School

*Master of Business Law and Master of Laws:*

- IELTS - Overall band score of 6.5 with no individual band score below 6.
- TOEFL – Score of at least 575 with a minimum score of 4.5 in TWE.
- Computer-based TOEFL - Score of at least 230 with a minimum score of 4.5 in Essay Rating.

*Other Law Programs:*

- IELTS - Overall band score of 7.0 with a minimum band score of 7.0 in Writing and Speaking and 6.5 in Reading and Listening.
- TOEFL – Score of at least 640 with a minimum score of 5.0 in TWE.
- Computer-based TOEFL – Score of at least 273 with a minimum score of 5.0 in Essay Rating.

**iv Elder School of Music**

*Certificate IV in Music:*

- IELTS – Overall band score of 5.5 with at least 5.0 in all four bands; or
- TOEFL – Score of at least 527 with a minimum score of 3.5 in TWE; or
- Computer-based TOEFL – Score of at least 197 with a minimum score of 3.5 in Essay Rating.

**v Transfers from SIT International College and INTI College**

For students transferring to the University of Adelaide within 1 year of studying at the SIT International College (SIT) or INTI College Malaysia, the following English language proficiency requirements apply:

*INTI transfers into programs of the Schools of Engineering and SIT transfers into programs of the Schools of Commerce and Engineering:*

- IELTS – Overall band score of 5.5; or
- TOEFL – Score of 527 or above; or
- Computer-based TOEFL – Score of 197 or above.

*INTI transfers into Commerce programs in 2005:*

- IELTS – Overall band score of 6.0; or
- TOEFL – Score of 550 or above; or
- Computer-based TOEFL – Score of 213 or above.

*INTI transfers into Commerce programs from 2006:*

- IELTS – Overall band score of 6.0 with a minimum band score of 6.0 in Writing and Speaking and 5.5 in Reading and Listening; or
- TOEFL – Score of at least 550 with a minimum score of 4.0 in the Test of Written English; or
- Computer-based TOEFL – Score of at least 213 with a minimum score of 4.0 in Essay Rating.

**b Other Recognised English Language Qualifications**

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

- i Australia** - Completion of an Australian Year 12 Examination or International Baccalaureate (WA TEE candidates must have passed the tertiary literacy competency).
- ii University of Cambridge** 'Certificate of Proficiency in English' - Grade C or above.
- iii General Certificate of Education (GCE) O Level** - English Language subject Grade C3 or above.
- iv General Certificate of Education (GCE) A Level** - English Language subject Grade C or above.
- v SIT Degree Foundation Studies** - English Language subject Grade C or above.
- vi Hong Kong Advanced Level Examination** - 'Use of English' subject Grade C or above.
- vii India** - Completion of an approved Indian high school certificate (ie, Indian School Certificate, Central Board of Secondary Education, or State Board Examinations of Maharashtra, Karnataka, Andhra Pradesh, or TamilNadu); *or*  
Study at the University of New Delhi or any institution in Section I or II of *National Office of Overseas Skills Recognition (NOOSR) Guidelines - India*, including affiliated colleges of those universities.
- viii New Zealand** - New Zealand Bursaries examination. (The acceptability of the National Certificate of Educational Achievement [NCEA] – the qualification replacing the NZ Bursaries examination – is subject to review in 2005.)

- ix Norway - Upper Secondary School Diploma (Vitnemål fra den Videregående Skolen). English subject no lower than Grade 4.
- x Ontario Secondary School Diploma (OSSD) - English (4U) subject Pass grade or above.
- xi Sweden - Secondary or tertiary level English subject Grade VG or above.

#### c Alternative ELP Pathways

- i English as the medium of instruction - Where Entry 2 is listed for the country of education in the English Language Requirement Country Grid (see Appendix A below), direct entry to programs is permitted, even when the English Language test score is lower than the University's entry requirements.
- ii Visiting scholars in English speaking countries, irrespective of the length of stay, must conform to the ELP requirements stated in the English Language Requirement Country Grid (see Appendix A below).
- iii Currently enrolled students at the University of Adelaide are not required to present evidence of English as the required proficiency will have already been met.
- iv University of Adelaide 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 the extent of post-graduation exposure (if any) to an English speaking/working environment. Applicants may be required to undertake a 5-week Pre-Enrolment English Program (PEP – see 4.12.3e below) to refresh their English studying skills.
- v Studies in home country towards an Australian degree are conditional upon the English policy for that country (see Appendix A below).
- vi Tertiary study away from home country at a university/tertiary institution (excluding TAFE/vocational training bodies) for at least two of the previous five years is conditional upon the English policy for that country (see Appendix A below).
- vii Applicants from any TAFE or IBT institution are required to present an accredited English Language test score listed in 4.12.3a or 4.12.3b above.

#### d IELTS with Concurrent English Program (CEP)

This mode of entry is for exceptional circumstances, such as:

- When a student is given conditional entry to a program after completing a PEP (see 4.12.3e below); or
- When a student has a high level of proven academic background and/or suitability for the particular academic program or research project.

The IELTS overall band score must be no more than 0.5 below the minimum overall band score prescribed for the respective academic program, and the CEP must be negotiated with and approved by the relevant discipline, school or faculty.

#### e Pre-Enrolment English Program Requirements

- i Applicants who do not meet the ELP requirements in 4.12.3a, b, c or d above are required to successfully complete the appropriate Pre-Enrolment English Program (PEP) conducted by the University's English Language Centre, as listed in the following table:

TOEFL Computer based	TOEFL Paper based	IELTS Overall Score	Enrolment Condition	Minimum Program Length
150 TWE ≥ 2	475 TWE ≥ 2	4.5	No IELTS band score below 4.0	30 weeks
150 TWE ≥ 2.5	475 TWE ≥ 2.5	5.0	No IELTS band score below 4.0	25 weeks
173 TWE ≥ 3	500 TWE ≥ 3	5.0	Writing at or above 5.0, and no other IELTS band score below 4.0	20 weeks
197 TWE ≥ 3	527 TWE ≥ 3	5.5	Writing at or above 5.0, and no other IELTS band score below 4.0	15 weeks

TOEFL Computer based	TOEFL Paper based	IELTS Overall Score	Enrolment Condition	Minimum Program Length
197 TWE ≥ 3.5	527 TWE ≥ 3.5	5.5	Writing at 6.0 or above, and no other IELTS band score below 4.5	10 weeks
213 TWE ≥ 3.5	550 TWE ≥ 3.5	6.0	Writing and/or Speaking less than 6.0, or Listening and/or Reading less than 5.5	10 weeks
N/A	N/A	6.0	6.0 or above in Writing and Speaking, and no less than 5.0 in Listening and/or Reading	5 weeks

TWE = Test of Written English, part of TOEFL proficiency test

- ii No PEP is available to students who have any IELTS band score less than 4.0.
- iii Different PEP requirements apply to programs with different ELP requirements, as specified under 4.12.3a i-v above.
- iv PEP assessment has three different potential outcomes:
  1. Direct entry into program of study at the University of Adelaide; *or*
  2. Conditional entry into the University of Adelaide, dependent upon satisfactory participation in one or more full-fee paid Concurrent English Programs (see 4.12.3d above) throughout the first year of study; *or*
  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 the English Language Centre to gain the required IELTS score; *or*
    - Undertake further English Language study in the English Language Centre and satisfactorily complete the next available PEP.

*Note:* PEP assessment outcome 2. above (Conditional Entry) is not accepted for Geoscience programs within the Australian School of Petroleum.

#### f DIMA English Language Proficiency Requirements

English language proficiency levels required by DIMA 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

*Amended Nov 2005*

- 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 (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).
- 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.

#### 4.12.5 Overseas Qualifications

*Amended Nov 2005*

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.

#### 4.12.6 Changes in Immigration Status

*Added Aug 2004, Apr 05; Amended Nov 2005*

- 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 4.11.1 above), subject to program quota limits imposed by Commonwealth legislation, and with the exception of the Bachelor of Medicine, Bachelor of Surgery (MBBS) program.
- 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 Manager, Student Administrative Services before their enrolment and tuition fees can be converted to an AFBE.
- d Once these students have 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 4.11.1 above.

#### 4.12.7 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 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.

#### 4.13 Postgraduate Coursework Requirements for Domestic Applicants

*Added Dec 2005*

- 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 Postgraduate Coursework Admission Requirements for International Applicants

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

#### 4.15 Non-Award Study

*Amended Dec 2003, Sep 2006*

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 or terms will be received and processed by the relevant school or faculty, with the exception of:
  - Applications for Cross-Institutional Study (see 4.14 below)
  - Study Abroad applications (see 4.12.7 above)
  - Student Exchange applications (see 4.12.7 above).

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

- 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 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/>

#### 4.16 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.

#### 4.17 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 2003, Nov 2005*

POSITION/AREA	RESPONSIBILITIES
Deputy Vice-Chancellor and Vice-President (Academic)	<ul style="list-style-type: none"> <li>▪ Consult with Faculties before determining quotas for each undergraduate academic program</li> <li>▪ Determine program quotas, or sub-quotas of the quotas in each year</li> </ul>
The Admissions Office is responsible for coordinating domestic admissions to award programs.	<ul style="list-style-type: none"> <li>▪ Liaise with SATAC on the processing of applications</li> <li>▪ Ensure that the selection principles and procedures for all of the University's program offerings are incorporated into SATAC's processing systems</li> <li>▪ Respond to domestic admissions inquiries</li> <li>▪ Provide administrative support to the CEC</li> <li>▪ Provide admissions data and reports to the DVC&amp;VP(A) as required</li> <li>▪ 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</li> <li>▪ Liaise with the Prospective Students Office (PSO) and Faculties on changes to program offerings and admissions procedures and</li> </ul>

POSITION/AREA	RESPONSIBILITIES
	information
Faculties/Schools	<ul style="list-style-type: none"> <li>▪ 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 Undergraduate <i>Prospectus</i> and the <i>Postgraduate Prospectus: Coursework</i>, and on the University's Website</li> <li>▪ Liaise with, update and promote to local, regional and interstate secondary schools the University's program offerings, and all admissions processes, changes and information</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ Ensure that international Non-Award applicants meet relevant English language requirements</li> </ul>
The International Office is responsible for coordinating international admissions to award programs.	<ul style="list-style-type: none"> <li>▪ Process and assess all international applications for admission</li> <li>▪ Respond to international admissions inquiries</li> <li>▪ 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</li> <li>▪ Liaise with the PSO and Faculties on changes to program offerings and admissions procedures and information</li> </ul>
The Prospective Students Office is responsible for disseminating admissions information to prospective applicants.	<ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Liaise with, update and promote to local, regional and interstate secondary schools the University's program offerings, and all admissions processes, changes and information</li> <li>▪ 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</li> </ul>
Vice-Chancellor and President	<ul style="list-style-type: none"> <li>▪ Authorise Academic Board recommendations on admissions matters</li> </ul>

## 6. Delegations of Authority

*Added Dec 06*

Key	Authority Category	Authority	Delegation Holder	Limits
Academic	Admissions	Approve entry requirements for undergraduate and postgraduate coursework	Vice-Chancellor and President	Recommendation of the Program Approval Committee

		programs		
		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	Deputy Vice-Chancellor and Vice-President	Recommendation of the Coursework Entry Committee

		Special Entry Scheme for each academic program	(Academic)	
		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 requirements to enable Indigenous students to lodge an application with SATAC for a University program	Wilto Yerlo	

## 7. Implementation and Review

Student Administrative Services; Student Policy and Appeals

## 8. Communication

This policy is available on the University's Policies Website at [www.adelaide.edu.au/policies/227/](http://www.adelaide.edu.au/policies/227/)

THE UNIVERSITY OF ADELAIDE ENGLISH LANGUAGE ENTRY REQUIREMENT – COUNTRY GRID		
Entry 1 - Accredited English Language entry test score requirements apply. Entry 2 - Accredited English Language entry test score requirements waived, based on English being the medium of instruction in the country of education		
COUNTRY	ENGLISH REQUIREMENT	COMMENTS
<b>A</b>		
Afghanistan	UG Entry 1 PG Entry 2	PG Entry 2 if completed Bachelor degree in Afghanistan
Albania	Entry 1	
Algeria	Entry 1	Arabic is medium of instruction
Angola	Entry 1	Portuguese is medium of instruction
Argentina	Entry 1	Spanish is medium of instruction
Armenia	Entry 1	Russian or one of the other 66 languages is medium of instruction
Austria	Entry 1	German is medium of instruction
Azerbaijan, Republic of	Entry 1	Russian or one of the other 66 languages is medium of instruction
<b>B</b>		
Bahamas	Entry 2	
Bahrain	Entry 1	Arabic is medium of instruction
Bangladesh	Entry 1	Bangla is official medium of instruction in school/many universities
Barbados	Entry 2	English is medium of instruction
Belarus, Republic of	Entry 1	Russian or one of the other 66 languages is medium of instruction
Belgium	Entry 1	French and German are the media of instruction
Belize	Entry 2	English is medium of instruction
Benin	Entry 1	French is medium of instruction
Bermuda	Entry 2	English is medium of instruction
Bhutan	Entry 1 or Entry 2	Entry 2 exceptions are Indian School Certificate (ISC), All India Senior Secondary School (AISSC), CBSE, New Delhi
Bolivia	Entry 1	Spanish is medium of instruction
Botswana	Entry 2	
Brazil	Entry 1	Portuguese is medium of instruction
Brunei	Entry 1	All schools are bilingual, Malay and English
Bulgaria	Entry 1	Bulgarian is medium of instruction
Burkina Faso	Entry 1	French is medium of instruction
Burma / Myanmar	Entry 1	
Burundi	Entry 1	French and other indigenous languages are the media of instruction
<b>C</b>		
Cambodia	Entry 1	
Cameroon	Anglophone qualifications - Entry 3  Francophone qualifications - Entry 1	English is medium of instruction in the 2 Anglophone provinces  French is medium of instruction
Canada	Entry 2, or Entry 1	Entry 1 if from Quebec as French is medium of instruction
Central African Republic	Entry 1	French is medium of instruction
Chad	Entry 1	French is medium of instruction
Chile	Entry 1	Spanish is medium of instruction

**THE UNIVERSITY OF ADELAIDE**  
**ENGLISH LANGUAGE ENTRY REQUIREMENT – COUNTRY GRID**

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COUNTRY	ENGLISH REQUIREMENT	COMMENTS
China	Entry 1	
Colombia	Entry 1	Spanish is medium of instruction
Congo	Entry 1	French is medium of instruction
Costa Rica	Entry 1	Spanish is medium of instruction
Cote d' Ivoire (Ivory Coast)	Entry 1	French is medium of instruction
Croatia, Republic of Former Yugoslavia	Entry 1	Croatian is medium of instruction
Cuba	Entry 1	Spanish is medium of instruction
Cyprus	Entry 1	Greek and Turkish are media of instruction in schools
Czech Republic	Entry 1	Czech is medium of instruction
D		
Denmark	Entry 1, or Entry 2	Entry 2 if accompanied by evidence of satisfactory results in English at secondary or tertiary level
Dominican Republic	Entry 1	Spanish is medium of instruction
E		
Ecuador	Entry 1	Spanish is medium of instruction
Egypt	Entry 1	Arabic is medium of instruction
El Salvador	Entry 1	Spanish is medium of instruction
Eritrea	Entry 1	Amharic is medium of instruction up to post secondary education
Estonia	Entry 1	Russian and 66 other languages are the media of instruction
Ethiopia	Entry 1	
F		
Fiji	Entry 2	
Finland	Entry 1	Finnish and Swedish are media of instruction
France (including Monaco)	Entry 1	French is medium of instruction
G		
Gabon	Entry 1	French is medium of instruction
Gambia	Entry 2	
Gaza (see West Bank and Gaza)	Entry 1	Arabic is medium of instruction
Georgia (see Russian Federation)	Entry 1	Russian and 66 other languages are the media of instruction
Germany	Entry 1	German is medium of instruction
Ghana	Entry 2, or Entry 1 for AGSB students	test scores can be borderline
Gibraltar	Entry 2	
Greece	Entry 1	Greek is medium of instruction
Guatemala	Entry 1	Spanish is medium of instruction
Guinea (West Africa)	Entry 1	French is medium of instruction
Guyana	Entry 2	
H		
Haiti	Entry 1	French is medium of instruction
Honduras	Entry 1	Spanish is medium of instruction
Hong Kong	Entry 1	English and Chinese are indiscriminately media of instruction

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ENGLISH LANGUAGE ENTRY REQUIREMENT – COUNTRY GRID**

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COUNTRY	ENGLISH REQUIREMENT	COMMENTS
Hungary	Entry 1	Hungarian is medium of instruction
I		
Iceland	Entry 1	Icelandic is medium of instruction
India	UG Entry 1, or Entry 2  PG Entry 1, or Entry 2	Entry 2 applies to Indian School Certificate (ISC), All India Senior Secondary School (AISSC), CBSE, New Delhi  Entry 2 applies to University of New Delhi, or all institutions from NOOSR guidelines in Sections I & II only. This includes affiliated colleges of these Universities.
Indonesia	Entry 1	
Iran	Entry 1	Farsi is medium of instruction in school/many universities
Iraq	Entry 1	Arabic is medium of instruction in school/many universities
Ireland	Entry 2	
Israel	Entry 1	Hebrew and Arabic are media of instruction
Italy	Entry 1	Italian is medium of instruction
Ivory Coast (See Cote d'Ivoire)	Entry 1	French is medium of instruction
J		
Jamaica	Entry 2	English is medium of instruction
Japan	Entry 1	Japanese is medium of instruction
Jordan	Entry 1	Arabic is medium of instruction in school/many universities
K		
Kazakhstan	Entry 1	Russian and 66 other languages are the media of instruction
Kenya	Entry 2	
Korea (See South Korea)	Entry 1	Korean is medium of instruction
Kuwait	Entry 1	Arabic is medium of instruction in school/many universities
Kyrgyzstan (See Russian Federation)	Entry 1	Russian and 66 other languages are the media of instruction
L		
Laos	Entry 1	
Latvia	Entry 1	Russian and 66 other languages are the media of instruction
Lebanon	Entry 1	Arabic, among other languages, is the medium of instruction
Lesotho	Entry 2	
Liberia	Entry 2	
Libya	Entry 1	Arabic is medium of instruction
Liechtenstein	Entry 1	German is medium of instruction
Lithuania	Entry 1	Russian and 66 other languages are the media of instruction
Luxembourg	Entry 1	Luxembourgish and German are media of instruction
M		

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COUNTRY	ENGLISH REQUIREMENT	COMMENTS
Macau	Entry 1	Portuguese and Chinese are media of instruction
Macedonia, Former Yugoslav Republic of	Entry 1	Macedonian is medium of instruction
Madagascar	Entry 1	French is medium of instruction
Malawi	Entry 2	
Malaysia	Entry 1	Bahasa Malaysia is medium of instruction
Maldives	Entry 1	
Mali	Entry 1	French is medium of instruction
Malta	UG - Entry 1 PG - Entry 2	English is only the medium of instruction from post-secondary to tertiary level
Mauritania	Entry 1	French and Arabic are media of instruction
Mauritius	Entry 1	French and Creole are used as media in some institutions
Mexico	Entry 1	Spanish is medium of instruction
Moldova (See Russian Federation)	Entry 1	Russian and 66 other languages are the media of instruction
Monaco (See France)	Entry 1	French is medium of instruction
Mongolia	Entry 1	
Morocco	Entry 1	French and Arabic are media of instruction
Mozambique	Entry 1	Portuguese is medium of instruction
Myanmar	Entry 1	
N		
Namibia	Entry 2	
Nepal	Entry 1	Nepali is medium of instruction in school/many universities
Netherlands	Entry 1	Dutch is medium of instruction
Nicaragua	Entry 1	Spanish is medium of instruction
Niger	Entry 1	French is medium of instruction
Nigeria	Entry 2	test scores can be borderline
North Korea	Entry 1	Korean is medium of instruction
Norway	Entry 1, or Entry 2	Bokmal and Nynorsk are media of instruction. Entry 2 if accompanied by evidence of satisfactory results in English at secondary or tertiary level (no lower than Grade 4)
O		
Oman	Entry 1	Arabic is medium of instruction in school/many universities
P		
Pakistan	Entry 1	Urdu is medium of instruction in school/many universities
Panama	Entry 1	Spanish is medium of instruction
Papua New Guinea	Entry 2	
Paraguay	Entry 1	Spanish is medium of instruction
Peru	Entry 1	Spanish is medium of instruction
Philippines	Entry 1	No clear EL policy in Philippines. IDP manager Andrew King says ask for IELTS/TOEFL
Poland	Entry 1	Polish is medium of instruction
Portugal	Entry 1	Portuguese is medium of instruction

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COUNTRY	ENGLISH REQUIREMENT	COMMENTS
Puerto Rico	UG -Entry 1  PG - Entry 1 or Entry 2	UG - Entry 1 – Spanish is medium of instruction PG - Entry 1; Entry 2 only from the Faculties of Dentistry and Medicine at the University of Puerto Rico where English is medium of instruction
Q		
Qatar	Entry 1	Arabic is medium of instruction
R		
Romania	Entry 1	Romanian is medium of instruction
Russian Federation	Entry 1	Russian and 66 other languages are the media of instruction
Rwanda	Entry 1	French is medium of instruction
S		
Saudi Arabia	Entry 1	Arabic is medium of instruction in school/many universities
Senegal	Entry 1	French is medium of instruction
Seychelles	Entry 2	
Sierra Leone	Entry 2	
Singapore	Entry 2	English is medium of instruction
Slovakia	Entry 1	Slovak is medium of instruction
Slovenia	Entry 1	Slovene is medium of instruction
Solomon Islands	Entry 1	
Somalia	Entry 1	Somali is the national language
South Africa	Entry 2	English is always one of the media of instruction
South Korea	Entry 1	Korean is medium of instruction
Spain	Entry 1	Spanish is medium of instruction
Sri Lanka	Entry 1	Sinhala and Tamil are official medium of instruction in school/many universities
Sudan	Entry 1	Arabic is medium of instruction
Surinam	Entry 1	Dutch is medium of instruction
Swaziland	Entry 2	linked with Botswana and Lesotho
Sweden	Entry 1, or Entry 2	Entry 2 if accompanied by evidence of satisfactory results in English at secondary or tertiary level (VG)
Switzerland	Entry 1	German, Italian and French are media of instruction
Syria	Entry 1	Arabic is medium of instruction in school/many universities
T		
Taiwan	Entry 1	Mandarin Chinese is medium of instruction
Tajikistan (See Russian Federation)	Entry 1	Russian and 66 other languages are the media of instruction
Tanzania	Entry 2	
Thailand	Entry 1	Thai is medium of instruction
Togo	Entry 1	French is medium of instruction
Tonga	Entry 2	
Trinidad and Tobago	Entry 2	
Tunisia	Entry 1	French and Arabic are media of instruction
Turkey	Entry 1	Turkish is medium of instruction
Turkmenistan (See	Entry 1	Russian and 66 other languages are the media of

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COUNTRY	ENGLISH REQUIREMENT	COMMENTS
Russian Federation)		instruction
U		
Uganda	Entry 2	
Ukraine	Entry 1	Russian and 66 other languages are the media of instruction
United Arab Emirates	Entry 1	Arabic is medium of instruction in school/many universities
Uruguay	Entry 1	Spanish is medium of instruction
Uzbekistan (See Russian Federation)	Entry 1	Russian and 66 other languages are the media of instruction
V		
Vanuatu	Entry 1, or Entry 2	Entry 2 if IGCSE in English. French and English are media of instruction
Venezuela	Entry 1	Spanish is medium of instruction
Vietnam	Entry 1	
W		
West Bank and Gaza	Entry 1	Arabic is medium of instruction
Western Samoa	Entry 2	
Y		
Yemen	Entry 1	Arabic is medium of instruction in school/many universities
Yugoslavia, Federal Republic of	Entry 1	Serbian is primary medium of instruction
Z		
Zaire	Entry 1	
Zambia	Entry 2	
Zanzibar (see Tanzania)	Entry 2	
Zimbabwe	Entry 2	