



THE UNIVERSITY
of ADELAIDE
COLLEGE

Admissions Policy

Published March 2018 | Version 3.0

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1. Introduction

1.1 Purpose

This policy outlines the guidelines applying to admission into the pathway programs offered at the University of Adelaide College. These programs prepare students for entry into the undergraduate and postgraduate programs at the University of Adelaide.

1.2 Scope

This policy applies to all domestic and international applicants applying for and enrolling into:

- Foundation Studies Program (FSP)
 - Foundation Studies Standard (FSP)
 - Foundation Studies Accelerated (FSPX)
- Degree Transfer Program (DTP)
 - Degree Transfer Extended (DTE)
 - Degree Transfer Standard (DTS)
 - Degree Transfer Accelerated (DTX)
- Pre-Master's Program (PMP)
 - Pre-Master's Program - 6 months
 - Pre-Master's Program - 9 months

In circumstances where applicants do not meet English proficiency requirements offers may also be packaged with:

- General Academic English Program (GAE)

1.3 Definitions

Word/Term	Definition
Agent	A representative who acts on behalf of the College to recruit international students
Applicant	A person who applies for admission to an undergraduate or postgraduate coursework program at the University
Australian Student Applicants	Australian or New Zealand citizen (for the purpose of this policy), permanent resident and holders of permanent humanitarian visas
CAAW	Education Providers Confirmation of Appropriate Accommodation / Welfare Arrangements – Generated from PRISMS database
Conditional	Requires conditions to be met before entry and enrolment to a program/programs
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students

HA	Department of Home Affairs
DTB	Degree Transfer Bridging semester
DTE	Degree Transfer Extended Program – a three semester Degree Transfer program of 15 months including a (DTB) bridging semester
DTP	Degree Transfer Program – a pathway program to Bachelor degree for students who do not automatically qualify to enter directly at the University of Adelaide. Successful completion of this program guarantees progression to the second year of selected Bachelor degree. It includes DTE, DTS and DTX programs.
DTS	Degree Transfer Standard Program – a two semester Degree Transfer program of 12 months
DTX	Degree Transfer Accelerated Program – a two semester Degree Transfer program of 9 months
PMP - 6 months	Pre-Master's Program - 6 months - a one semester pathway program to Master degree for students who do not automatically qualify to enter directly at the University of Adelaide. Successful completion of this program guarantees progression to the second semester of selected Master degree
PMP - 9 months	Pre-Master's Program - 9 months– a two semester pathway program to Master degree for students who do not automatically qualify to enter directly at the University of Adelaide. Successful completion of this program guarantees progression to the second semester of selected Master degree.
eCOE	Electronic confirmation of enrolment
ELICOS	English Language Intensive Courses for Overseas Students
EP	Edupoint- a student management system used by the College
ESOS	Education Services for Overseas Students
FSP	Foundation Studies Program – a one year alternative 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 to enter a Bachelor degree.
FSPX	Foundation Studies Program Accelerated - a two semester Foundation Studies program of 9 months
GAE	General Academic English
GPA	Grade Point Average
IELTS	International English Language Testing System
International Student Applicant	A student or applicant for admission to a program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
NOOSR	National Office of Overseas Skills Recognition guidelines published by the Department of Education, Employment and Workplace Relations for equivalence to Australian Qualifications

OSHC	Overseas Students Health Cover
Prerequisite	Subject or course that must have been successfully completed for a student to be eligible to apply for admission into a particular program
PRISMS	Provider Registration and International Students Management System
Student Guardian Visa	The Student Guardian visa is for foreign nationals applying to stay in Australia as the guardian of a student who is studying in Australia
TOEFL	Test of English as a Foreign Language
Unconditional	No conditions to be met prior to enrolment in a program/programs
UoA	The University of Adelaide
UoAC	The University of Adelaide College

1.4 Legislative Context

Name:	Where To Find:
The Education Services for Overseas Students (ESOS) Act 2000	http://www.comlaw.gov.au/comlaw/management.nsf/lookupindexpagesbyid/IP200401844?OpenDocument
National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 3, Formalisation of enrolment and written agreements	https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx
Temporary Visa Subclass 500 – Streamlined Visa Processing	https://www.homeaffairs.gov.au/trav/visa-1/500-#tab-content-0

2. Policy

2.1 Underlying Principles

The University of Adelaide College applicants are assessed and admitted using fair, equitable and transparent criteria. Selection and entry to programs at the College are based on principles of:

1. Academic merit
2. Access and Equity
3. Recognition of prior learning
4. English proficiency

The Admissions Policy will be reviewed annually to ensure that it supports the College's marketing and strategic objectives in relation to selection and admissions and that it remains current and valid in the light of changing circumstances.

2.2 Applications

Applicants are required to apply for admission directly to the College's Admissions Office, or through one of the designated representatives.

- Documents submitted by a designated representative can be emailed directly to college@adelaide.edu.au
- Documents submitted with no designated representative require original certified copies sent via email to college@adelaide.edu.au.

2.3 Applicants with a Disability

Where an applicant has a disability the disability status should be indicated on the application form. The applicant will also be required to provide medical documentation from a relevant treating professional detailing the impact of the condition on their ability to meet academic demands. The information provided will assist the College in assessing the application and best catering for the student's needs.

2.4 Under 18 Students in Colleges programs (GAE/FSP/DTP)

The University of Adelaide College welcomes and takes special interest in the welfare of students under the age of 18. Upon application, the College requires the parent/legal guardian to complete the following sections on the application form: 'Parent/Legal Guardian Details' and sign and date 'Declaration', giving the student permission to study at the College.

The College charges 'Guardianship Fees' to those students who are under the age of 18 till they turn 18 years, if required. Fees will vary annually.

3. Admissions Requirements

Admission to the University of Adelaide College programs will be determined on the basis of:

3.1 Academic Requirements

Academic merit, as determined by an assessment of the applicant's:

- most recent studies (if applicable); and/or
- most recent studies in their home country
- country specific requirements, these can be viewed on our website, see link below
<https://college.adelaide.edu.au/admissions/entry-requirements/>

3.2 English Language Requirements

International students are expected to meet English language requirements. The University of Adelaide College will assess English language proficiency on the following basis including:

- IELTS, TOEFL, iBT TOEFL, PTE Academic tests or equivalent. English entry requirements can be viewed on the College's website at <https://college.adelaide.edu.au/admissions/entry-requirements/> or
- The University of Adelaide College Offshore English Test or
- Satisfactory completion of the College English Language Program (GAE); or equivalent course/program from a registered institution

3.3 Additional Requirements, where applicable

Some programs may have additional Admission Requirements, including but not limited to Inherent Requirements, academic or other tests or requirements (which must be reached or evidenced to the level required by the College), such as an interview, oral assessment, specific knowledge test, aptitude test, work experience, an audition, portfolio, application statement, referee report or registration with a particular body or organisation.

Applicants may satisfy admission requirements by completion of an alternative entry qualification accepted by the College.

The College may, in its absolute discretion, refuse admission to an Applicant where the Applicant:

- i. has previously been suspended or excluded from the College or any other tertiary education institution for academic reasons, including but not limited to academic dishonesty or unsatisfactory academic progress; or
- ii. has outstanding fees owing to the College (based on past history of the applicant).

3.4 Verification of Qualifications

The authenticity of documents will be verified by the College Admissions.

3.5 International Qualifications

All applications shall be accompanied by true and certified copies of documents verifying academic qualifications and results. Agents are authorised to certify documents for this purpose.

All international qualifications are checked against the National Office for Overseas Skills Recognition (NOOSR), if available.

4. Pre requisites

4.1 Foundation Studies, Degree Transfer and Pre-Master's Programs

Pre-requisites vary between Bachelor and Master Programs. Refer to the University of Adelaide website or the International Undergraduate and Postgraduate Prospectus. Further information is available at <https://www.adelaide.edu.au/>

If there is a pre-requisite required for a bachelor program:

- For entry into the Foundation Studies Program packaged with this bachelor, a student will be required to have studied the pre-requisite subject in either Year 11 or Year 12 or equivalent.
- For entry into the Degree Transfer Program packaged with this bachelor, a student will be required to have studied the pre-requisite subject in Year 12 or equivalent.

If there is a pre-requisite required for a master program:

- For entry into the Pre-Master's Program packaged with a masters, a student will be required to have studied the pre-requisite subject in the final year of the degree assessed for entry or equivalent.

5. Offer of Admissions

Offers of admission includes information regarding the program's including:

- Specific progression conditions for academic and English language
- Progression terms
- Campus,
- Duration

- Fees and payment details
- Enrolment terms and conditions
- Code of conduct
- Refund Policy
- Declaration and Acceptance of Offer

6. Transfer from Foundation Studies to Degree Transfer program

Students who are not eligible for direct entry to the University of Adelaide upon successful completion of the Foundation Studies program may be considered for entry into the Degree Transfer program.

Students must have met any University pre-requisites in their Foundation Studies program in order to be considered eligible for an offer to the Degree Transfer program.

7. Appeals

- An applicant may appeal against a decision made under this policy. Appeals must be made in writing to the College Admissions at college@adelaide.edu.au. The appeal decision will be based on the written material and evidence provided.

Applicants who wish to appeal a decision made under this policy must do so within ten working days of receiving notification of the admission decision.

- Non-academic Grievance Policy is available at <https://college.adelaide.edu.au/about/policies-and-procedures/>



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