



THE UNIVERSITY
of ADELAIDE
COLLEGE

Admissions Policy

Published May 2022 | Version 1.0

Table of Contents

Scope	3
Purpose.....	3
Definitions.....	3
Policy Principles.....	4
Course Admission.....	4
Students under the age of 18 years	5
English Language Entry Requirements	5
Academic Entry Requirements.....	6
Assessment of Genuine Temporary Entrant (GTE) Status.....	6
Offer of Enrolment.....	6
Complaints and Appeals.....	7
Relevant Legislation and Policies	8
Version Control and accountable officers	9

Scope

This policy applies to all applicants and existing students applying to undertake studies at The University of Adelaide College (“UoAC”) as well as the staff processing students’ admissions.

Purpose

The purpose of this policy is to ensure that UoAC has appropriate admission and enrolment criteria and that it recruits students in an ethical and responsible manner, including, but not limited to, ensuring that each prospective student meets the required academic and English language proficiency benchmark.

This policy also ensures that if the application is accepted, UoAC will enter into a formal written agreement with the student which makes clear all the obligations of UoAC and the student, including services to be provided, fees payable and information about refunds, complaints and appeals

Definitions

AQF levels means the criteria required to demonstrate the achievement of a qualification as per the Australian Qualifications Framework (AQF). For example, Level 7 = bachelor degree, Level 9 = masters degree.

CAAW is an education providers confirmation of appropriate accommodation/welfare arrangements – generated from PRISMS

Confirmation of Enrolment (CoE) means a document issued by education providers to verify the applicant's enrolment in a specified course.

Country Education Profiles (CEP) is an online recognition tool providing guidance on the comparability of overseas qualifications to qualifications on the AQF, lists of recognised institutions and information about education systems for 126 countries.

ELICOS means English Language Intensive Courses for Overseas Students.

IELTS means the International English Language Testing System, an international standardised test of English language proficiency for non-native English language speakers.

International/Overseas student means a student on an Australian student visa.

PRISMS means the Provider Registration International Student Management System (PRISMS) is an Australian Government secure online system that allows providers to issue Confirmations of Enrolment (CoEs), and that government agencies use to monitor student compliance with visa conditions and educator provider compliance with the ESOS Act 2000.

Policy Principles

All applications for admission to UoAC's programs are processed in alignment with the following operational principles:

- Admission decisions will be fair, consistent, transparent and as objective as possible.
- Admission decisions are based on demonstrated merit and evidence-based documentation either through prior academic study, or through professional experience.
- UoAC is committed to providing opportunities for individuals who have experienced educational disadvantages and provides admission pathways to groups who are under-represented in higher education. UoAC will consider admission decisions based on principles of equivalence where necessary, promoting diversity, equity and inclusion in higher education.
- UoAC will review the minimum entry requirements for courses to ensure that students have the academic background and/or professional experience to be reasonably prepared to succeed in their academic studies at UoAC.
- Entry requirements will be published on UoAC's website and will be readily accessible by both current and prospective students.
- UoAC will conduct regular audits of admission decisions to ensure consistency, transparency and fairness in the admission process and that such processes are in keeping with state and national regulatory policies.
- UoAC will monitor the cohort of students who are admitted through each admission pathway to reasonably manage the academic success of those students.
- UoAC will regularly review the admission policy and procedures and update as required to ensure compliance with applicable regulation, legislation and best practice

Course Admission

UoAC has stringent procedures in place to assess whether a student's qualifications, experience and English language proficiency are appropriate to gain entry to study at UoAC.

Students applying for entry into a program at UoAC must complete the appropriate application form and will be required to provide the following supporting documentation:

- an Australian photo ID (Australian citizens and permanent residents only)
- a valid passport and visa for the duration of the packaged programs (Overseas Student visa holders or any other temporary visa holders)
- proof that they meet relevant English language proficiency requirements
- certified copies of transcripts or testamurs of prior qualifications (documents in a language other than English must be translated by an official translation agency/body/person)
- any additional supporting documentation requested by UoAC.

Overseas qualifications will be assessed for equivalence in Australia at the time of application using the Country Education Profiles (CEP) online tool as a guide. Australian Qualifications Framework (AQF) qualifications and providers will be verified using one of the Australian government's registers, such as

Training.gov.au (TGA) and the Tertiary Education Quality and Standards Agency (TEQSA) National Register.

Incomplete applications for admission to UoAC, or applications which are not submitted using the approved form (either electronic or hardcopy), may not be assessed or approved by UoAC.

Meeting the minimum entry requirements under this policy is not a guarantee of admission, and UoAC reserves the right to decline applications at its own discretion.

More information on admission to courses can be found on UoAC's [website](#)

Students under the age of 18 years

UoAC will accept applications for enrolment of students who are under the age of 18 years provided that additional steps are taken during the admission process. These include the following:

- (i) For prospective students who are under 18 years old and applying for a student visa, additional evidence and/or processes are required before a Confirmation of Appropriate Accommodation and Welfare Arrangements (CAAW) letter can be issued and a CoE can be created in PRISMS.
- (ii) For all prospective students who are under 18 years, a parent or legal guardian must agree to them undertaking their chosen course and must also sign the Offer of Admission and Intention to Enter Welfare Agreement.

For more information, please see UoAC's Under 18 Year Old Student Management Policy available on the College website <https://college.adelaide.edu.au/about/policies-and-forms/>

English Language Entry Requirements

Students must demonstrate English proficiency through one of the following means:

- an English test score using one of the published English language tests as approved by UoAC. Proof of English language proficiency, evidenced by one of the tests listed in the table below, must be completed within two years prior to commencement of the course.
- successful completion of Year 12 in Australia with a "C" grade average in the English Language subject
- successful completion of at least two years of full-time study in a country where English is the first language.
- successful completion of an approved English for Academic Purposes course or equivalent from Kaplan International Languages or a selected number of ELICOS providers that have been approved for a direct entry agreement with UoAC

Evidence of the above must be no more than two years before the proposed date of commencement of the UoAC program.

Pathway Option

Students who do not meet one of the above English language proficiency criteria may be offered a pathway which includes completion of a General Academic English or English for Academic Purposes program that satisfies the entry requirements prior to commencing their primary program with UoAC.

Academic Entry Requirements

Students must achieve the admissions standards set by the University's program development and approval process and approved by the Deputy Vice-Chancellor and Vice-President (Academic), outlined below.

Non-Award Pathway Courses

Foundation Studies Program

Completion of secondary education up to and including Australian Year 11 (or equivalent)

Degree Transfer Program

Completion of secondary education up to and including Australian Year 12 (or equivalent)

Pre-Master's Program

- A bachelor's degree (AQF Level 7 equivalent course) for the Accelerated program; OR
- An advanced diploma/associate degree (or AQF Level 6 equivalent course) for the Standard program

Assessment of Genuine Temporary Entrant (GTE) Status

UoAC follows clear processes for assessing the eligibility of international applicants. Depending on their country of origin, some prospective students applying for an Overseas Student visa will be required to provide additional documentary evidence to UoAC to help ascertain GTE status in relation to whether or not they are a genuine temporary entrant.

Further information can be found on the Department of Home Affairs website.

Offer of Enrolment

Instructions will be provided during the application process on how an applicant may formally accept an offer of enrolment to UoAC. Any offers made to an applicant are conditional on the applicant meeting the individual course entry requirements as published on UoAC's website.

All applicants who apply for admission to UoAC will be sent an email notifying them of the outcome of their application. Applicants who are unsuccessful will be provided with reasons for the decision. Each applicant who satisfies the admission criteria will, in this email, be offered a place via a Written Agreement, known also as an Offer of Admission.

The Offer of Admission is a binding contract outlining rights and responsibilities of both UoAC and the student. This includes information on what happens in the event a course is not delivered by UoAC; the process through which refunds of course fees are determined; the procedure to follow when submitting grievances, complaints and appeals; and other information of relevance to the student's success.

The agreement to accept the offer must be signed and submitted to UoAC before the enrolment can be confirmed. For applicants under the age of 18 years, a parent or legal guardian must also sign the Offer of Admission.

The Offer of Admission must be signed by the applicant prior to or at the same time course fees are paid. UoAC will not accept any payment prior to having received a signed agreement and all required documentation.

For applicants applying for an Overseas Student Visa, once UoAC receives a signed acceptance of the Offer of Admission, evidence of any conditions provided, and payment of course fees, a Confirmation of Enrolment (CoE) is created in PRISMS (the reporting system for the Department of Education, Skills and Employment). The CoE is then issued to the student for visa application purposes.

International applicants who are made an Offer of Admission based on their international student status may not change that status upon gaining residency until the following trimester of study.

More information regarding offers of enrolment can be found on UoAC's website.

Complaints and Appeals

Any complaints or appeals regarding decisions made according to this policy should be arranged in accordance with UoAC's *Grievances, Complaints and Appeals Policy*.

Relevant Legislation and Policies

The University of Adelaide College operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws.

Below, please find the most relevant legislation which apply to this policy:

- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Higher Education Standards Framework 2015
- The Education Services for Overseas Students Act (ESOS Act)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Regulations 2019
- Australian Qualifications Framework
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Privacy Act 1988

Other policies and guidelines associated with this policy, to be found currently on UoAC's website:

- Grievances, Complaints and Appeals Policy
- Reasonable Adjustment Policy
- Refund Policy

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic			
Responsible Officer	Vice President, Academic			
Implementation Officer	Manager, Admissions and Enrolment			
Review Date	May 2025			
Approved by,				
The University of Adelaide College and The University of Adelaide Joint Academic Board				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Manager, Admissions and Enrolment	New version - replacement of existing Admissions Policy 2018 V3.0	25 th May, 2022	26 th May, 2022



The University of Adelaide College
132 Grenfell St
Adelaide SA 5000 AUSTRALIA
Tel: +61 (0)8 8313 3430
Tel: +61 (0)8 8313 3877
college@adelaide.edu.au