Entry Requirements: Policies and Procedures

1 Legislation

The legislative framework for the University's Entry Requirements is Statute 6.1 Admission.

2 Coverage

This statement of Entry Requirements does not apply to full fee-paying international students or to those applying for entry to postgraduate research programs and non-award studies.

3 Terms and Definitions

**Adult Year 12 Student:** Adult Year 12 students are those who are at least eighteen years old on 1 January of their final year of SACE Stage 2 study and who have left school for at least one continuous year (defined as one continuous year's absence from any current enrolment with SSABSA - this could include two semesters, provided that they were continuous).

**Assumed Knowledge:** Background knowledge in a SACE Stage 2 subject which is considered desirable for successful study in a first year topic or in a course.

**GPA:** Grade Point Average (GPA) is the average of the grades achieved by a student taking into account topic/subject unit values. Values ranging from 0 to 7 are assigned to each grade. The value for the grade is multiplied by the number of units for that topic/subject. This product is totalled for all topics/subjects undertaken, and averaged by dividing it by the total number of units.

**HESS - Higher Education Selection Subject:** A SACE Stage 2 subject which is approved by the University for determining eligibility for entry to undergraduate degree and diploma courses in the University. The approval of HESS by the University may be specific to individual courses in the University.

**Prerequisite:** A SACE Stage 2 subject in which a student must obtain a subject achievement score of ten or more in order to be eligible for consideration for entry to the course for which the prerequisite is nominated.

**Private Provider:** An organisation or body registered by the Accreditation and Registration Council to deliver specific accredited courses, recognised training programs or short courses.

**Recorded Achievement:** A subject achievement score in a SACE Stage 2 subject in the range 3-9 on a 20 point scale.

**SACE - South Australian Certificate of Education:** The formal award recognising completion of stated requirements at senior secondary school level, and awarded by the Senior Secondary Assessment Board of South Australia.

**SATAC - South Australian Tertiary Admissions Centre.**

**Scaled Score:** The end product of a mathematical process which provides a basis for comparing performance in different SACE Stage 2 subjects.

**Selection Score:** A score derived from an assessment of an applicant's qualifications, which is used as the basis for ranking and selecting applicants for entry to courses.

**SSABSA:** Senior Secondary Assessment Board of South Australia.
Stage 2 Subject: A full year or semester length subject offered by SSABSA within the Second Year of the South Australian Certificate of Education.

Subject Achievement Score: Score for a SACE Stage 2 subject.

Successful Achievement: A subject achievement score in a SACE Stage 2 subject in the range 10-20 on a 20 point scale.

TER: The Tertiary Entrance Rank (TER) is an indicator of how well a particular student has performed relative to members of the relevant age group. The TER is reported on a percentile scale ie on a range of 0-100 with intervals of 0.05.

University Aggregate: Aggregate of SACE Stage 2 subject scores. The university aggregate is based on the scaled points for the best 4 scalable subjects and half the scaled points of the fifth subject and is reported on a score range of 0-90 with intervals of 0.25.

4 Application for Admission

4.1 Application for admission to an undergraduate degree or diploma course must be made through the South Australian Tertiary Admissions Centre (SATAC), except where the application is for admission to the final honours year of a course.

4.2 Application for admission to a graduate entry bachelor degree or a postgraduate coursework program must be made through SATAC, except where the Pro-Director, Academic and Student Services has approved the making of an application direct to the University. A list of those graduate entry bachelor degree and postgraduate coursework programs for which application must be made through SATAC is detailed in Appendix A to this policy.

4.3 Where application for admission to a course is not processed through SATAC, the relevant Faculty Board will determine the dates by which applications must be made and any special conditions which may be imposed. Applications must be lodged with the Admissions Office in the first instance, according to procedures and using forms which will be determined from time to time by the Director, Academic and Student Services.

5 Course Intake Quotas and Sub-Quotas

5.1 Pursuant to Clause 7 of Statute 6.1 Admission, intake quotas for each course offered by the University will be established by Council annually on the advice of Academic Senate.

5.2 The Vice-Chancellor, on the advice of the relevant Faculty Board, may approve the establishment within each course intake quota, of a sub-quota for prescribed groups of applicants. Sub-groups to target specific groups of applicants within sub-quotas may be approved by the Vice-Chancellor on the advice of the relevant Faculty Board. The prescribed groups of applicants for which sub-quotas may be established include:

- applicants who have successfully completed the South Australian Certificate of Education (SACE) or the final year of secondary education in another Australian State or Territory, including adult Year 12 students;
- applicants with completed qualifications from TAFE or an accredited private provider;
- higher education transfers (ie applicants with part-completed or completed higher education qualifications);
- Aboriginal and Torres Strait Islanders;
- Mature Age Entry applicants applying on the basis of the Special Tertiary Admissions Test (STAT);
- applicants who have successfully completed the Foundation Course;
- other special access scheme applicants.
5.3 An applicant who is ranked in more than one sub-quota will be eligible for consideration for an offer of a place in all such sub-quotas.

5.4 Where there are insufficient qualified applicants to fill a course intake quota the unused places will be re-allocated to other courses as approved by the Vice-Chancellor in consultation with the relevant Faculty.

5.5 Where there are insufficient qualified applicants to fill a sub-quota the balance of places available in the sub-quota may be re-allocated to other sub-quotas for the course as approved by the Vice-Chancellor in consultation with the relevant Faculty.

6 Requirements for Admission - Undergraduate Degree and Diploma Courses

6.1 Selection Scores
Selection to courses will normally be based on academic merit as determined by an assessment of an applicant's qualifications. Such assessments will result in the allocation of a selection score, which will be used as the basis for ranking applicants. Applicants for some courses may be assessed on a combination of academic merit and other selection criteria including presentation of a portfolio, performance at an interview or audition, assessment of work experience or assessment of personal competencies. Such assessments will result in the allocation of a selection score, which will be used as the basis for ranking applicants.

6.2 Course Prerequisites and Assumed Knowledge

6.2.1 Faculties will recommend to Academic Senate for approval any course specific SACE Stage 2 subject prerequisites.

6.2.2 An applicant must obtain a subject achievement score of ten or more in order to be eligible for consideration for entry to the course for which the prerequisite is nominated.

6.2.3 In the case of an applicant who does not satisfy SACE Stage 2 subject prerequisites, the Course Selection Committee will be responsible for examining the applicant's prior studies and achievements, determining any equivalence and granting exemption from the requirements where appropriate.

6.2.4 Faculties may determine any course specific levels of assumed knowledge in SACE Stage 2 subjects.

6.2.5 Information on course prerequisites and assumed knowledge will be published annually by SATAC in the South Australian Tertiary Institutions Tertiary Entrance booklet and in the University’s Undergraduate Course Guide.

6.2.6 In the case of the International Baccalaureate, course prerequisite subjects must normally be passed at Grade 5 Standard Level or Grade 4 Higher Level or higher.

6.3 Applicants who have completed the final year of secondary education in South Australia (including adult Year 12 students), or another Australian State or Territory, or overseas.

6.3.1 SACE
Eligibility: To be eligible for consideration for entry to the majority of undergraduate degree and diploma courses applicants must have:
• qualified for the SACE; and
• obtained Recorded Achievement in at least five scalable SACE Stage 2 subjects in a maximum of three attempts which need not be in consecutive years; and
• included among the five scalable Stage 2 subjects at least four subjects classified as Higher Education Selection Subjects (HESS General); and
(The fifth subject may be either HESS General or HESS Restricted and may consist of two unrelated HESS Restricted subjects).
• satisfied the prerequisite subject requirements for the particular course; and
• obtained a university aggregate and a Tertiary Entrance Rank (TER).
For entry to the following courses the same provisions as above apply except that the five scalable Stage 2 subjects may be any HESS General or HESS Restricted subjects, provided that not more than two unrelated 1-unit subjects are taken.
Diploma of Applied Science
Bachelor of Midwifery
Bachelor of Nursing

University Aggregate and Tertiary Entrance Rank (TER)
A university aggregate is calculated from the sum of the best four scaled scores plus half of the scaled score of the fifth subject. HESS and prerequisites are used to determine eligibility, not rank. As such, neither has to contribute to the university aggregate. University aggregates cannot include combinations of subjects which are identified either as Precluded Subject Combinations or for which Counting Restrictions apply. Detailed information on these subjects is published annually by SATAC in the South Australian Tertiary Institutions Tertiary Entrance booklet. The university aggregate is converted to a TER. The TER is an indicator of how well a particular student has performed relative to members of the relevant age group. The TER cannot be calculated arithmetically from a university aggregate. The TER will normally be used as the basis for ranking and selecting applicants.

Applicants who have completed SACE Prior to the Current Year
Applicants who have completed SACE prior to the current year are eligible for consideration for entry to undergraduate degree and diploma courses. Such applicants must have satisfied the entry requirements applicable in the year in which they completed their SACE Stage 2 studies.

6.3.2 Adult Year 12 Students
Adult Year 12 students are those who are at least eighteen years old on 1 January of their final year of SACE Stage 2 study and who have left school for at least one continuous year (defined as one continuous year’s absence from any current enrolment with SSABSA - this could include two semesters, provided that they were continuous).

Adult Year 12 students may present subjects taken in three attempts, which need not be in consecutive years. There is no prescribed number of subjects that must be attempted in any of the three years and students may include subjects undertaken before they satisfied the criteria for adult entry. However, the university aggregate must include at least one subject studied after the criteria for adult entry has been satisfied by the applicant. The university aggregate and TER will be calculated in the manner prescribed in Clause 6.3.1 above for standard SACE applicants and the same conditions of eligibility in relation to HESS and course prerequisites apply.

6.3.3 Non-SACE Year 12 South Australian Students

Steiner Education (Waldorf Schools)
Applicants from Waldorf Schools are deemed to have completed the equivalent of SACE and are eligible for consideration for entry to undergraduate degree and diploma courses if they:
• have successfully completed all subjects required in the Year 12 program; and
• obtain a written recommendation for admission from the Waldorf School concerned.
SATAC will calculate an equivalent TER according to guidelines set down by the University.
School of Tomorrow - Applicants who have completed the School of Tomorrow (formerly Accelerated Christian Education Year 12 Academic Certificate and the Scholastic Aptitude Test (SAT)) are eligible for consideration for entry to undergraduate degree and diploma courses. SATAC will calculate an equivalent TER according to guidelines set down by the University.

International Baccalaureate - Applicants holding an International Baccalaureate (IB) are eligible for consideration for entry to undergraduate degree and diploma courses. The IB score achieved by an applicant will be converted to a selection score according to the schedule maintained for this purpose by SATAC.

6.3.4 Special Access Schemes

Advanced Entry Programs
Bachelor of Biotechnology (Honours)
Applicants who satisfy the requirements detailed in 6.3.1 above and who have excellent results in SACE Stage 2 Chemistry and Biology and a high TER are eligible for consideration for entry to the accelerated program in the Bachelor of Biotechnology (Honours). Applicants with corresponding grades in International Baccalaureate subjects are also eligible for consideration for entry to the program.

Bachelor of Science - Applicants who satisfy the requirements detailed in 6.3.1 above and who obtain SACE Stage 2 scores of 19 or 20 in each of Mathematical Studies, specialist Maths, and Physics, and, for the Chemical Physics stream, Chemistry, are eligible for consideration for entry to the accelerated program in the Bachelor of Sciences. Applicants with grades of 6 or 7 in the corresponding International Baccalaureate subjects are also eligible for consideration for entry to the program. Note: This program is not available for entry in 2005.

Rural and Isolated Student Access Scheme (RISAS) - Applicants who have attended schools designated as rural or isolated are eligible for consideration for entry to undergraduate degree and diploma courses under this scheme. Those schools recognised by the University as rural or isolated are detailed in Appendix B to this policy. All eligible students are allocated bonus points for attending a rural or isolated school, with further bonus points, to a maximum of eight, being allocated to applicants belonging to one of the University’s designated equity target groups, and on the basis of a recommendation from the school. These bonus points are added to the university aggregate (or interstate equivalent) which is then converted to a TER (or interstate equivalent).

Southern Schools Law Access Scheme - Applicants who satisfy the requirements detailed in 6.3.1 above and have attended schools which are located in the southern suburbs of Adelaide or in any part of South Australia whose latitude is south of Adelaide are eligible for consideration for entry to the undergraduate Bachelor of Laws and Legal Practice degree under this scheme. Schools participating in the scheme are detailed in Appendix C to this policy.

Student Equal Access Scheme (SEAS) - Applicants who obtain the SACE and have attended designated schools in the Adelaide metropolitan area are eligible for consideration for entry to undergraduate degree and diploma courses under this scheme. Designated schools are detailed in Appendix D to this policy. These schools have a high proportion of students who are from socio-economically disadvantaged backgrounds. Application forms completed by students and school staff indicating disadvantage and potential across a number of measures are assessed and bonus points, up to a maximum of eight, are added to the University aggregate which is then converted to a TER.
6.3.5 **Final year of secondary education in another Australian State or Territory**

Applicants who have successfully completed the final year of secondary education in another Australian State or Territory are eligible for consideration for entry to undergraduate degree and diploma courses. The results of such applicants will be converted to a selection score using the Interstate Transfer Index published annually by SATAC. Applicants holding an International Baccalaureate (IB) are eligible for consideration for entry to undergraduate degree and diploma courses. The IB score achieved by an applicant will be converted to a selection score according to the schedule maintained for this purpose by SATAC.

6.3.6 **Final year of secondary education overseas**

Applicants who have completed the final year of secondary education overseas are eligible for consideration for entry to undergraduate degree and diploma courses. SATAC will convert results to an equivalent TER according to guidelines set down by the University and the National Office of Overseas Skills Recognition (NOOSR).

6.4 **Pre-SACE Year 12 Qualifications**

Applicants who have completed Year 12 qualifications prior to the introduction of SACE at Year 12 in 1993 are eligible for consideration for entry to undergraduate degree and diploma courses under the conditions provided in the University's former Statute 6.1 Matriculation (1966-1993), except that, for the purposes of admission as an adult matriculant, an adult is defined as an applicant who is aged 20 or more years as at 1 January in the year of their final Year 12 examination.

6.5 **Aboriginal and Torres Strait Islander Access Entry Indigenous Admission Scheme**

To be eligible for consideration for entry to undergraduate degree and diploma courses under this scheme, applicants must:

- be of Aboriginal or Torres Strait Islander descent; and
- identify as an Aboriginal or Torres Strait Islander; and
- be accepted as an Aboriginal or Torres Strait Islander in the community in which they live or have lived.

In addition to lodging an application through SATAC, eligible applicants will be required to lodge an application with Yunggorendi First Nations Centre for Higher Education and Research and attend an interview. Recommendations of admission will be made to the Director, Academic and Student Services.

6.6 **Foundation Course**

Applicants who successfully complete the Foundation Course will be ranked on the basis of their performance in the course and their academic potential to succeed in university level studies as determined by academic staff teaching in the course.

6.7 **Mature Age Entry Scheme**

Applicants who will have achieved the age of twenty-one years prior to 1 January of the year of prospective entry, and who do not hold a higher education award at diploma or higher level, may satisfy the requirements for consideration for entry to undergraduate degree and diploma courses by undertaking the Standard Tertiary Admissions Test (STAT). However, applicants who have attempted more than one year of equivalent full-time higher education study will not be eligible for consideration for entry on the basis of a STAT score until three years have elapsed from the last year of higher education study. Applicants will normally be ranked on the basis of the score achieved in the test.
6.8 **Tertiary Transfers**
Applicants who have undertaken studies at higher education level (including the Open Learning Agency of Australia), or hold a completed qualification at degree, advanced diploma, diploma, or certificate level from TAFE, or from an accredited private provider, are regarded as tertiary transfers.

6.8.1 **Partially or fully completed Higher Education qualifications**
Applicants who have partially or fully completed a qualification from an Australian university or an overseas university deemed comparable in standard to an Australian university are eligible for consideration for entry to undergraduate degree and diploma courses. Applicants who have attempted more than one year of equivalent full-time higher education study will normally be considered on the basis of the selection score derived from the grade point average (GPA) calculation for those studies in accordance with the schedule maintained for this purpose by SATAC. Applicants who have attempted more than one semester, but one year or less of equivalent full-time higher education study, will normally be considered on the basis of either the selection score derived from the GPA calculation for those studies, or any other qualification which meets the requirements for eligibility of these Entry Requirements. Such applicants will be considered in the higher education transfer sub-quota and in any other sub-quota for which they are qualified. Applicants who have attempted one semester or less of equivalent full-time higher education study will not be considered on the basis of the GPA calculation for those studies. Such applicants will normally be considered on the basis of any other qualification which meets the requirements for eligibility of these Entry Requirements. Such applicants will not be considered in the higher education transfer sub-quota but will be considered in any other sub-quota for which they are qualified.

6.8.2 **Open Learning Agency of Australia**
Applicants who have undertaken study through the Open Learning Agency will be deemed to be tertiary transfer applicants for the purposes of these Entry Requirements. Selection scores will be allocated in accordance with the provisions outlined in 6.8.1 above.

6.8.3 **Completed TAFE Awards**
Applicants who have completed a TAFE degree, advanced diploma, diploma, certificate 4, or certificate 3 are eligible for consideration for entry to undergraduate degree and diploma courses. In determining selection scores the University will take into account such factors as the relevance of the award to the course into which entry is sought, the GPA achieved (if applicable) or the level of success at previous studies. Where no mechanism exists to rank such applicants selection may be by ballot. This provision will be subject to any course specific arrangements for articulation of University courses with TAFE courses which are provided for in related course rules.

6.8.4 **Accredited Private Providers**
Applicants holding qualifications at degree, advanced diploma, diploma, and certificate level from an organisation or body registered by the Accreditation and Registration Council are eligible for consideration for entry to undergraduate degree and diploma courses. In determining selection scores the University will take into account such factors as the relevance of the award to the course into which entry is sought, the GPA achieved (if applicable) or the level of success at previous studies. Where no mechanism exists to rank such applicants selection may be by ballot.

6.8.5 **Bridging Courses**
Applicants who have completed a recognised Bridging Course of at least six months full-time duration are eligible for consideration for entry to undergraduate degree and diploma courses.
In determining selection scores the University will take into account such factors as the relevance of the Bridging Course to the course into which entry is sought and performance in the Bridging Course. Where no mechanism exists to rank such applicants, selection may be by ballot.

7 Requirements for Admission - Graduate Entry Bachelor Degree and Postgraduate Coursework Programs

The normal requirement for admission to graduate entry bachelor degree and postgraduate coursework programs is, as a minimum, the completion of a recognised degree or its equivalent. Faculties will recommend to Academic Senate the requirements for admission to graduate entry bachelor degree and postgraduate coursework programs. Selection criteria and ranking mechanisms for admission to graduate entry bachelor degree and postgraduate coursework programs must be approved each year by the relevant Faculty Board.

8 Selection Process

8.1 For each course there will be a Course Selection Committee, comprising at least two members of academic staff who are engaged in teaching within the course, together with an administrative officer (non-voting) of the faculty which is predominantly responsible for the teaching of the course.

In the case of a course for which application for admission is made through SATAC, SATAC will assess and rank all applicants for the course in accordance with the provisions of these Entry Requirements and approved SATAC procedures.

8.2 The membership of Course Selection Committees will be approved each year by the relevant Faculty Boards. The membership of the Course Selection Committee for the Bachelor of Arts will be approved each year by the BA Board of Studies.

In the case of a course for which application for admission is made direct to the University, the Faculty which is predominantly responsible for teaching the course will assess and rank all applicants for the course in accordance with criteria and procedures approved each year by the relevant Faculty Board.

8.3 Course Selection Committees will:

8.3.1 assess applicants for eligibility for entry, having regard to the rules of the course concerned and these Entry Requirements;

8.3.2 allocate selection scores and rank eligible applicants for the course concerned, having regard to approved sub-quotas and approved scoring methods for the course;

8.3.3 in the case of courses for which application for admission is made through SATAC, submit selection scores and rankings, as required, to the Director, Academic and Student Services;

8.3.4 in the case of courses for which application for admission is made direct to the University, prepare ranked lists of offers to be made in accordance with approved schedules.

8.4 For courses that require applicants to be interviewed, the Faculty will recommend to the Pro-Deputy Vice-Chancellor (Academic) for approval, criteria which applicants must satisfy to be selected for interview. The Course Selection Committee Faculty Interview Panel will:
8.4.1 prepare a standard questionnaire, for use with all interviewees, in advance of the interviews being conducted;

8.4.2 inform prospective interviewees by mail of the time, place and purpose of the interview;

8.4.3 interview the applicants so selected, using the questionnaire, and ensure that all such applicants are treated equitably;

8.4.4 maintain a written record of each interview, together with an assessment of each applicant’s performance, for the purposes of determining the selection score for each applicant for ranking purposes.

8.5 In exceptional circumstances a selection score different to that normally provided for by these Entry Requirements may be approved by the Pro-Deputy Vice-Chancellor (Academic) or nominee.

8.6 Offers of admission may be made only by an officer authorised by the Executive Director of Administration.

9 Deferment of Entry

With the exception of the Bachelor of Creative Arts and the Bachelor of Midwifery, applicants who have been offered a place in an undergraduate degree or diploma course will be permitted to defer their entry for one year into that course subject to any conditions that may be approved by the Pro-Deputy Vice-Chancellor (Academic) on the advice of the relevant Faculty.