

Admission Management Procedures

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1. Governing Policy

[Admissions Policy](#)

2. Purpose

To specify processes for aspects of the admissions cycle in which College staff are involved.

3. Setting admission criteria for coursework award courses

- a. The minimum academic pathways for admission to a coursework award course are consolidated in [Academic Admission Pathways for Coursework Award Courses](#).
- b. The minimum English language proficiency requirements for admission to a coursework award course are consolidated in the University's [English Language Proficiency Requirements for Coursework Award Courses](#).
- c. Variations to the minimum academic pathways or English language proficiency requirements for admission to an award course must be approved as part of the course approval process, in accordance with the delegations specified in the [Courses Policy](#).
- d. The inclusion of other admission criteria, including secondary school-level subject prerequisites, for admission to courses must be approved as part of the course approval process, in accordance with the [Courses Policy](#) and supporting procedures.

4. Using interviews for selection into a course

4.1. Selecting interviewees

- a. Where an interview forms a component of the admission criteria, the criteria which applicants must satisfy to be selected for interview must be fair, applied consistently, not unlawfully discriminatory, and communicated to prospective students.

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- b. The criteria for selecting interviewees must be approved as part of the course approval process, in accordance with the [Courses Policy](#) and supporting procedures.

4.2. Conducting interviews

In conducting selection interviews, the interview panel must:

- a. prepare a standard questionnaire, for use with all interviewees, in advance of the interviews being conducted
- b. inform prospective interviewees in advance of the time, place and purpose of the interview
- c. interview the applicants so selected, using the questionnaire, and ensure that all such applicants are treated equitably, and
- d. 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.

4.3. Indigenous Admissions Scheme interviews

The interview panel for applications under the Indigenous Admissions Scheme must consider and rank applicants for particular courses on the following criteria:

- a. educational background, including any prior Year 12 results
- b. relevant work experience
- c. prior learning experiences
- d. communication skills
- e. literacy skills, and
- f. motivation to study the particular course of interest (this will be measured in part by the 500-word statement, but also by discussion in the interview).

5. Setting quotas and sub-quotas

- a. Quotas and sub-quotas for courses must be approved by the delegated authority.
- b. Sub-quotas may only be established for the following groups of applicants:
 - i. applicants who have successfully completed the South Australian Certificate of Education or its equivalent
 - ii. applicants with completed qualifications from a Vocational Education and Training registered training organisation or equivalent
 - iii. higher education transfers (i.e., applicants with part-completed or completed accredited higher education level qualifications) or equivalent
 - iv. Aboriginal and Torres Strait Islanders
 - v. adult applicants applying on the basis of the Special Tertiary Admissions Test
 - vi. applicants who have successfully completed a University Foundation Studies Program or equivalent
 - vii. other special access scheme applicants
 - viii. international applicants.

6. Deferral of entry

All offers of admission into all courses are deferrable by the offer recipient (provided they are a domestic student), unless a specific course is designated as non-deferrable as part of the course approval process, in accordance with the [Courses Policy](#) and supporting procedures.

7. Authorities

Delegate	Authority
College Vice-President & Executive Deans	Approve quotas and sub-quotas for individual courses, in consultation with: <ul style="list-style-type: none">i. the Vice-President and Pro Vice-Chancellor (International) for international student sub-quotasii. the Deputy Vice-Chancellor (Students) for domestic student sub-quotas.

Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Director, Student Recruitment (re domestic applicants) Director, International Recruitment (re international applicants)
Approval Date	29 March 2018
Effective Date	29 March 2018
Review Date*	March 2021
HPRM file number	CF18/314

* Unless otherwise indicated, this procedure will still apply beyond the review date.

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