

Admission Management Procedures

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1. Governing Policy

[Admissions Policy](#)

2. Purpose

To specify processes for aspects of the admissions cycle.

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, which may include higher requirements specified by a professional accreditation body, must be approved as part of the course approval process, in accordance with the delegations specified in the [Award 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 award course approval process, in accordance with the [Award 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 [Award Courses Policy](#) and supporting procedures.

4.2. Conducting interviews

In conducting selection interviews, the interviewer or 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 Admission Scheme interviews

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

- a. educational background
- b. relevant work experience and/or community involvement
- 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 personal 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/or Torres Strait Islanders (confirmation of Aboriginality required, which may be by way of a document signed under Common Seal from an incorporated Aboriginal and/or Torres Strait Islander organisation in the community from which the applicant originates or is recognised, confirming that the applicant is recognised by that community, or a Statutory Declaration in the form prescribed by the University where the applicant is unable to provide a document signed under Common Seal – see [Indigenous Admission Scheme webpage](#) for more information)
 - 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. rural, regional and/or remote applicants
 - viii. Flinders students or graduates

- ix. other special access scheme applicants
- x. international applicants

6. Deferment of entry

All offers of admission into all courses are deferrable by the offer recipient, unless a specific course is designated as non-deferrable.

7. Authorities

Delegate	Authority
College Vice-President & Executive Deans (or delegate)	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-quotas ii. 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	17 November 2021
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Review Date*	November 2024
Last amended	
CM file number	CF18/314

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

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