

Admissions Procedure - Application and Selection

Section 1 - Background and Purpose

(1) This Procedure outlines the processes governing:

- a. applications for undergraduate and postgraduate coursework courses;
- b. the setting of entry requirements and entry scores; and
- c. the award of an offer of a place in a course.

(2) Application and selection processes are guided by the principles outlined in the [Admissions Policy](#).

Section 2 - Scope

(3) This Procedure applies to applicants for undergraduate and postgraduate coursework courses at all campuses, by distance and online, including those courses delivered in partnership with external providers.

Section 3 - Policy Statement

(4) Refer to the [Admissions Policy](#).

Section 4 - Procedure

Third Party Assessment and Awarding of Offers

(5) The University may appoint third party representatives, including Tertiary Admissions Centres, to collect and assess applications and issue an offer of a place to applicants on the University's behalf. The University may further require applications for certain courses and from specific applicant cohorts be made via certain authorised third party representative/s.

(6) All third parties appointed under this schedule are required to abide by all requirements of the Admissions Policy, this procedure and all other related policies and supporting procedures.

Application

(7) Applicants may apply to the University directly or via the University's authorised representative for admission to a course. The appropriate application method for each selection period will be made available to applicants at time of application.

(8) Provision of false or misleading information as part of an application may result in the revocation of an offer of a place or the cancellation of enrolment.

(9) Processes for currently enrolled students seeking admission to an alternative course at the same level of study are outlined in the [Admissions Procedure – Transfer](#).

Minimum Entry Requirements

(10) To be eligible for admission to any University course, an applicant must:

- a. Satisfy minimum English language entry requirements for their chosen course as outlined in the [English Language Entry Requirement Policy](#);
- b. Be at least 16 years of age by December 31 of the year prior to intended commencement in the course; and
- c. Meet the minimum entry requirements for the relevant course level outlined in the table below.

Course Level	Minimum Entry Requirement
Non-AQF Award or Sub-Bachelor Award	Minimum entry requirements approved by Academic Board.
Bachelor Degree	ATAR of at least 50 or completed Diploma.
Bachelor (Honours) Degree	Completed Bachelor Degree.
Graduate Certificate, Graduate Diploma, Masters Degree by Coursework	Completed Bachelor Degree or appropriate evidence of general and professional qualifications or vocational experience that satisfies the University that the applicant possesses the capacity to pursue graduate studies.

(11) Satisfying minimum entry requirements above does not guarantee an applicant an offer for a place in a course.

Course Academic Entry Requirements

(12) Course academic entry requirements are set in accordance with the [Course Lifecycle Policy](#) and associated procedures and approved by the Coursework Committee and Academic Board.

(13) Course academic entry requirements will usually be the same, or demonstrably equivalent, for domestic and international applicants.

(14) Course academic entry requirements for all courses are published on the University website.

(15) Satisfying published course academic entry requirements for a course does not guarantee an applicant an offer for a place in that course.

Course Entry Scores

(16) The Deputy Vice-Chancellor (Academic) will Chair an Admission and Selection Group responsible for setting Course Entry Scores (ATARs or WAMs, and their equivalents) for all courses. The membership of the Admission and Selection Group will include senior representatives from Colleges, La Trobe International, Student Services and Administration, Marketing and Recruitment and Planning and Governance. The Chair may appoint additional members of the group as the need arises and delegate the role of Chair.

(17) Course Entry Scores will usually be the same, or demonstrably equivalent, for domestic and international applicants.

(18) The Deputy Vice-Chancellor (Academic) will provide a report of the outcomes of major tertiary admissions centre selection rounds to the Admissions Committee and the Course Portfolio and Scholarships Committee. When Course Entry Scores are changed for any course/s outside of a major tertiary admissions selection round approval for the change must be provided by the Course Portfolio and Scholarships Committee and advice provided to the Admissions

Committee.

(19) Any published Course Entry Scores are indicative only and achieving a published Course Entry Score does not guarantee an applicant an offer of a place in that course.

Determining International Equivalencies

(20) To determine eligibility for a course, international qualifications will be assessed for their equivalence to Australian qualifications used to define Minimum Entry Requirements, Course Academic Entry Requirements and Course Entry Scores.

(21) For equivalencies to the Victorian Certificate of Education the assessment will refer to the United Kingdom National Academic Recognition Information Centre (NARIC).

(22) For all other qualifications the assessment will refer to the Australian Education International National Office of Overseas Skills Recognition (NOOSR).

Assessment and Awarding of Offers

(23) Assessment and awarding of offers is carried out by admission officers:

- a. within La Trobe International, Marketing and Recruitment, Student Services and Administration and Colleges; or
- b. employed by third parties authorised to assess applications and issue an offer of a place to applicants on the University's behalf.

(24) Where Course Specific Entry Requirements have been approved by Academic Board and Course Entry Scores set by the Admission and Selection Group, admission and selection will usually be conducted by:

- a. Admission Officers within Marketing or Student Services and Administration for domestic applicants depending on the method of application; or
- b. Admission Officers within La Trobe for international applicants.

(25) Applications may be referred to a College for further advice as required in, for example, unclear cases, applications that include an application for advanced standing for previous studies for which there is no precedent or cases where places are strictly quota limited and where there is or is likely to be substantially more qualified applicants than places.

(26) Direct applications will be processed on receipt of the application and the applicant provided with the outcome of the application as soon as practicable. In cases where providing the outcome of an application may be delayed due to the need to assess an accompanying application for advanced standing for previous studies applicants should be informed of this potential delay.

(27) Applications may be held and assessed in bulk for individual courses on the approval of the Course Portfolio and Scholarships Committee. In these cases applicants should be provided guidance as to the date at which applications will be assessed and the an approximate date at which the outcome of the application will be known

Waiving Entry Requirements

(28) On the recommendation of an Admission Officer, a College Pro-Vice Chancellor may award an offer of a place to an applicant who has not met the Minimum or Course Academic Entry Requirements where there is evidence that the applicant has a high probability of success in their chosen course on the basis of relevant educational, work or life experience. The College Pro Vice-Chancellor is responsible for maintaining records of all applicants for whom Minimum Entry Requirements are waived, including the rationale for the decision and providing copies of these records to

Re-admission

(29) Applicants who have previously but are not currently enrolled in a course of study and who are not on an approved leave of absence may apply for re-admission to that course using the same process as a new applicant. Such applicants are not generally granted re-admission into a course which has been discontinued.

(30) Applicants who have been suspended from a course of study will only be considered for re-admission if their suspension period concludes before the intended commencement date.

Admission of Excluded Students

(31) Applicants who have previously been excluded from the University may be considered for admission. If applying for the same or a substantially similar course, applicants will be required to demonstrate evidence of rehabilitation before an offer of a place is made.

Appeals

(32) An applicant seeking to appeal a decision made through the application of this procedure may do so by written application to the Executive Director, Educational Partnerships and Quality. Determinations on all appeals made by the Executive Director, Educational Partnerships and Quality are final.

Section 5 - Definitions

(33) For the purpose of this Procedure:

- a. Applicant: A person who has made a formal application to undertake a course of study at La Trobe University but who has not yet enrolled in that course of study.
- b. ATAR (Australian Tertiary Admission Rank): An overall percentile ranking calculated by Victorian Tertiary Admissions Centre (VTAC) for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of Victorian Certificate of Education studies, or equivalent Year 12 qualifications in Australia, in the same year.
 - i. Note that the ATAR used to select an applicant can be legitimately ranked up to an equivalent level on the basis of published bonuses.
- c. Course Entry Score: The ATAR (or equivalent) or WAM (or equivalent) required for admission to a course of study at the University
- d. Course academic entry requirement: The minimum evidence of competency necessary for admission to an individual course of study at the University. Competencies should be set at the minimum level necessary to best ensure admitted students are adequately skilled and prepared for the course of study. They may include, but are not limited to, specific educational qualifications and/or field or subject learning prerequisites and/or work experience and/or folios of professional or creative work. Course entry scores are not included in this definition.
- e. Minimum Entry Requirement: The lowest level of evidenced prior educational attainment necessary for admission into courses within a level of study (for example, Bachelor Degree, Graduate Certificate, etc)
- f. Student: A person enrolled in a course of study at La Trobe University.
- g. Tertiary Admissions Centre: A central office that administers the application processes for places in tertiary courses, scholarships and special entry access schemes at universities and other providers.
- h. Victorian Certificate of Education: The credential awarded to secondary school students who successfully complete high school level studies (Year 11 and 12 or equivalent) in the Australian state of Victoria.

- i. WAM (Weighted Average Mark): A score representing student performance across a course of study. It is calculated by:
 - i. Multiplying the percentage score for an individual subject by the subject's credit point value.
 - ii. Summing the individual results of Step 1 for all subjects taken.
 - iii. Dividing the result of Step 2 by the sum of credit point values for all subjects taken.

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Unit Head	Richard Frampton Executive Director, Student Services and Administration +61 3 94793666
Author	Fotios Lampropoulos Director, Student Administration +61 3 9479 6015
Enquiries Contact	Student Services and Administration