

Admissions Procedure

Section 1 - Background and Purpose

(1) This Procedure outlines the processes for admission to La Trobe University in accordance with the principles detailed in the Admissions Policy. These processes include application, entry requirements, Special Entry Programs and bonuses and deferment.

Section 2 - Scope

(2) This Procedure applies to applicants for coursework courses at all campuses, taught in all study modes, including those courses delivered in partnership with external providers.

Section 3 - Policy Statement

(3) See Admissions Policy and English Language Entry Requirements Policy.

Section 4 - Procedures

Part A - Applications

(4) The University accepts applications to its courses directly and/or via the University's authorised representatives depending on the courses and campus. Advice on the appropriate method is published on the University website prior to the application period.

(5) Processes for currently enrolled students seeking admission to an alternative course at the same level of study (as defined by the AQF) are outlined in the Admissions Procedure - Transfers.

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

Part B - Entry Requirements

Course Academic Entry Requirements

(7) Course academic entry requirements are approved by Academic Board and published on the University website.

(8) The age of qualifications that are accepted for meeting course entry requirements are approved by Academic Board.

(9) The satisfaction of published course academic entry requirements does not guarantee an applicant an offer for a place in that course.

Course Entry Scores

(10) The Deputy Vice-Chancellor (Education), on the advice of the relevant committees, is responsible for setting course entry scores: ATAR (Australian Tertiary Admission Rank) or WAM (Weighted Average Mark), GPA (Grade Point Average), or their equivalents.

(11) The Deputy Vice-Chancellor (Education) reports the outcomes of major tertiary admissions selection rounds to the Admissions Committee, Academic Board and the Senior Executive Group.

Determining International Equivalencies

(12) To determine eligibility for a course, international qualifications are assessed for their equivalence to Australian qualifications.

(13) Equivalencies to the Australian secondary qualifications and other qualifications are assessed by Recruitment & International Operations using the resources provided by the Australian Government and various international agencies.

Part C - Special Entry

(14) The University may approve special entry programs that enhance access to higher education for cohorts that are disadvantaged or have had historically lower participation in University study. These are designed to ensure students admitted to the University have a reasonable prospect of successfully completing their course.

(15) Details of all special entry programs, including the relevant application method, are published on the University website.

Special Entry Access Scheme (SEAS) Bonus Points

(16) Bonus points are available under the following categories to applicants to Bachelor courses who apply through a Tertiary Admission Centre:

- a. personal information and location: for applicants from groups underrepresented in higher education based on bio-demographic data provided as part of the application;
- b. difficult circumstances: for applicants who have been prevented from reaching their educational potential because of family or other life circumstances;
- c. disadvantaged financial background: for applicants who have experienced individual or family economic hardship which is likely to have resulted in educational disadvantage; and
- d. disability or medical condition: for applicants who have experienced educational disadvantage due to disability or a medical condition.

(17) Inclusions and maximum bonus points awarded under all categories above are determined by the Admissions Committee and are outlined in the [Admissions-SEAS Bonuses Schedule](#). The maximum bonus where multiple categories apply is 20 aggregate points.

Indigenous Australian Applications

(18) Prospective Indigenous Australian applicants are encouraged to register their interest in University study with the Office of Indigenous who provide assistance and support during the application process.

Part D - Assessing Applications and Issuing Offers

(19) Academic Board delegates selection decisions to the Deputy Vice-Chancellor (Education) and the Pro Vice-Chancellor (International). Applications are assessed and offers are issued by Admission Officers, acting under this delegation by:

- a. staff within Recruitment & International Operations, Marketing Digital & Insights, Student Administration and Colleges; or
- b. third parties authorised to do so on the University's behalf.

(20) Where the University appoints third party representatives to collect and collate applications and issue offers on the University's behalf, the University is still responsible for the selection decision.

(21) All third parties appointed under this Procedure are required to abide by all requirements of this Procedure and all other related policies, procedures and legislation.

(22) Applications may be referred to academic divisions for further academic advice as required, for example, in applications for advanced standing for previous studies for which is there no precedent, assessment of prerequisites or cases where course places are limited and ranking of applications is required.

(23) Timely advice is provided to applicants on the status of their application.

(24) Successful applicants are advised of their offer in writing. The email includes details about relevant fees and charges, and outlines any particular conditions of enrolment and participation for undertaking a particular course that may not apply to other courses more generally.

Part E - Deferment

(25) Applicants who have been offered a place in a course but have not yet commenced it, may apply to defer.

(26) College Provosts or nominee are responsible for determining courses for which deferment is and is not available.

(27) The following conditions apply to the granting of deferment:

- a. Deferment is not normally granted for a period longer than 12 months.
- b. Applicants granted a deferment are responsible for maintaining up-to-date contact details with the University.
- c. Where the applicant's eligibility for a particular fee arrangement may have changed over the period of their deferment, the applicant has their eligibility for this arrangement reassessed prior to being permitted to enrol.
- d. At the end of the period of deferment the applicant is invited to accept their offer. Failure to do so by the relevant deadline may result in the offer lapsing.

(28) By granting deferment, La Trobe University does not guarantee that the course offering will be available to the applicant at the end of the period of deferment.

(29) Where the course is no longer available for an intake at the end of the period of deferment, the University will seek to make an appropriate alternate offer.

Applications for Deferment - International

(30) Recruitment & International Operations is responsible for managing applications for deferment from international applicants. International applicants should consult Recruitment & International Operations before applying for deferment.

(31) International applicants are responsible for managing the consequences of deferment on their ability to maintain a student visa and any University or third party sponsorship they have been awarded.

(32) International applicants granted a deferment may be required to provide updated proof of English language proficiency before resuming their enrolment in line with the requirements of the English Language Entry Requirements Policy.

(33) International applicants who hold a student visa are only granted a deferment under limited and compelling conditions, including:

- a. serious illness or injury (medical certificate required);
- b. bereavement of close family members such as spouse, children, parents or grandparents (documentation required);
- c. major political upheaval or natural disaster in the applicant's home country requiring emergency travel (evidence that these circumstances have or will impact on study required);
- d. traumatic experience including witnessing or being the victim of a serious crime or witnessing or being involved in a serious accident (police or psychologist report required);
- e. requirement to undertake a period of national service (documentation required);
- f. failure of the applicant to meet any conditions on the offer of a place; or
- g. a delay in receiving the student visa impacting on study (dated documentation required).

(34) Where a student visa has been granted but the reason given for deferment is not compelling, the Recruitment & International Operations must report the status of the applicant to the [Department of Home Affairs \(DHA\)](#) as a non-commencement and inform the student that this has been reported.

(35) International applicants who have not yet been granted a student visa should contact Recruitment & International Operations for advice on applying for deferment.

Part F - Appeals

(36) An applicant seeking a review of an admission decision may do so via written application to the Executive Director, Quality and Standards.

Section 5 - Definitions

(37) 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 Admissions Centre (e.g. UAC, 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.
- c. Course academic entry requirement: The minimum evidence of competency necessary for admission to an individual course of study at the University.
- d. Course Entry Score: The ATAR (or equivalent) or WAM (or equivalent) required for admission to a course of study.
- e. Deferment: an official agreement between a student and the University to delay commencement of a course for up to 12 months after an offer for that course is made.

- f. Domestic Student: A student who is an Australian citizen, New Zealand citizen or the holder of a permanent visa for Australia. (NOTE: Commonwealth Government proposing changes)
- g. Entry Level: The qualification level or prior educational attainment necessary for admission into courses within a level of study as defined by the Australian Qualifications Framework (AQF).
- h. Grade Point Average (GPA): A grade point average (GPA) is the average result of all grades achieved by a student during a course of study at tertiary level. VTAC calculates grade point averages using an agreed formula on the basis of grades supplied by the universities. La Trobe considers GPAs when selecting Non-Year 12 applicants for certain courses.
- i. International Student: A student who is a temporary resident by visa status of Australia, a permanent resident by visa status of New Zealand, or a resident or citizen of any other country.
- j. Student: a person enrolled in a course of study at La Trobe University who has completed all the requirements for enrolment.
- k. 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.
- l. 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.
- m. 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	Fotios Lampropoulos Director, Student Administration +61 3 9479 6015
Author	Fotios Lampropoulos +61 3 9479 6015
Enquiries Contact	Fotios Lampropoulos Director, Student Administration +61 3 9479 6015