Admissions Procedure

Section 1 - Key Information

Policy Type and Approval Body	Academic – Academic Board
Accountable Executive – Policy	Deputy Vice-Chancellor (Future Growth)
Responsible Manager – Policy	Director, Admissions and Scholarships
Review Date	22 April 2027

Section 2 - Purpose

(1) This Procedure outlines the processes for admission to La Trobe University in accordance with the principles detailed in the Admissions Policy.

Section 3 - Scope

(2) Refer to the Admissions Policy.

Section 4 - Key Decisions

Key Decisions	Role
Setting of course entry scores	Provost on advice of relevant committee
Make course offers	Admission Officers
Withdraw, cancel or vary offers	Director, Admissions and Scholarships
Review selection decision	Manager, Admissions and/or Dean

Section 5 - Policy Statement

(3) Refer to the Admissions Policy.

Section 6 - Procedures

Part A - Entry Criteria

(4) All students applying for entry to a La Trobe award coursework course must meet the General Admission Requirements as outlined in the Admissions Schedule, in addition to any course-specific entry requirements.

(5) The University Provost, on the advice of the relevant committees, is responsible for setting course entry scores

annually: these include ATAR (Australian Tertiary Admission Rank), WAM (Weighted Average Mark), GPA (Grade Point Average), or their equivalents.

(6) To determine eligibility for a course, international qualifications are assessed for their equivalence to Australian qualifications. Equivalence for international secondary qualifications is published for each course on the University website.

Single Subjects

(7) Applicants seeking enrolment in a Single Subject at the University, including as a cross-institutional enrolment, must meet the pre-requisites of that subject, where they exist.

(8) Domestic and Non-Resident applicants are eligible to apply for Single Subjects.

(9) International students who hold a student visa are not eligible to enrol in Single Subjects unless they are also enrolled in a CRICOS-registered course.

(10) Completion of a Single Subject does not automatically entitle a student to entry to a course.

Part B - Special Entry Access Scheme (SEAS) Adjustments

(11) ATARs are provided to the University by Tertiary Admissions Centres for individual Year 12 applicants to Bachelor courses. ATAR equivalents for such courses are calculated for non-Year 12 applicants. The University adjusts the ATARs of those applicants who have achieved course-specific minimum ATARs, under the following categories:

a. personal information and location: for applicants from groups underrepresented in higher education based on bio-demographic data provided as part of the application, such as applicants from Aboriginal and Torres Strait Islander backgrounds;
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;
d. disability or medical condition: for applicants who have experienced educational disadvantage due to disability or a medical condition.

(12) Inclusions and maximum adjustments awarded under all categories above are reviewed annually, approved by Academic Board, and are outlined in the Admissions Schedule.

Part C - Application and Selection

(13) The University accepts applications to its courses directly, through Tertiary Admissions Centres, and via the University's authorised representatives, depending on the status of the applicant, the course and the campus.

(14) Applications are assessed and selection decisions are made by Admission Officers, who include designated staff from Admissions and Scholarships and authorised third parties, acting under university delegations.

(15) Applications may be referred to Schools for further academic advice as required. Such instances include:

a. where an application for entry to a course is accompanied by an application for credit in the circumstances outlined in the Admissions Procedure – Credit;
b. for assessment of prerequisites, including for Single Subjects where relevant;
c. cases where course or subject places are limited and ranking of applications is required.

(16) Applications for Single Subjects and inbound cross-institutional enrolment are made directly via the respective forms on the University website. Applications for inbound cross-institutional enrolment must be accompanied by documented approval from the student's home institution stating the subject(s) will be accepted for credit.

(17) In making an offer for a place in a Single or cross-institutional subject, Admissions Officers and Schools must be satisfied that:

a. the enrolment of the applicant will not cause a subject's enrolment quota (if any) to be exceeded;
b. the enrolment will not displace the enrolment of a student in a course of the University.

(18) Where information provided in an application is not sufficient to determine a selection outcome, the University may request additional or supporting information. Failure to provide such information may impact the University's capacity to make a selection decision.

Part D - Offers and Acceptance

Offers

(19) Timely advice is provided to applicants on the status of their application. All completed applications will receive a selection outcome, which may include any of the following:

a. unconditional offer
b. conditional offer
c. a packaged offer of qualifying course/s leading to the principal course
d. an offer into an alternative course
e. no offer

(20) Successful applicants are advised of their offer in writing, either directly by the University or through a Tertiary Admissions Centre. Offers are made with reference to a study period, year, campus, attendance mode and fee liability category. Offers include information, or links to information, including:

a. the conditions of accepting the offer and advice about how to accept it;
b. how to apply for deferral and credit where appropriate;
c. details about relevant fees and charges and the fact that these may change during a course of study;
d. any conditions of enrolment and participation for undertaking a particular course or subject that may not apply to other courses or subjects more generally, such as placements and Core Participation Requirements;
e. relevant University policies, including information about changes to or withdrawal from offers.

(21) In packaged and sequenced offers, students will be admitted to the next level of study only once their eligibility to progress has been confirmed. A new application is normally not required; however, the University may require the student to indicate that they are seeking to be admitted to the next level in line with their original offer.

(22) Where a student fails to meet progress requirements in one level of study, their offer for the next level of study will be deferred to the next relevant intake period for the course. International students in these circumstances will be advised to seek advice on the impact on their student visa from the Department of Home Affairs (DHA).

Acceptance of Offers

(23) Letters of offer include a link to advice on acceptance and enrolment processes and relevant dates.

(24) The University reserves the right to impose shorter deadlines for specific courses. In these cases, the letter of

offer includes the date by which applicants are required to indicate their acceptance of the offer and any associated conditions.

(25) Failure to accept an offer by formally enrolling, or deferring where permitted, by the date advised, or to meet any conditions outlined in the offer, may result in the offer lapsing. This includes failure to pay, or defer where appropriate, any applicable fees, according to the provisions in the Student Fees Policy.

(26) An offer may be made conditional on the applicant subsequently being able to provide evidence that they meet certain criteria such as the provision of confirmed academic results.

(27) All domestic students and Non-Residents who meet the University's minimum age requirement may accept their offer and enrol with the University without the permission of a parent or guardian.

International students

(28) Where international students are made an offer of a place at the University, additional requirements apply under the ESOS National Code 2018:

a. a written agreement with the student, which includes all details associated with their course, must be signed by the student, or otherwise accepted by their parent or legal guardian, prior to accepting their offer;
b. where students are under the age of 18 years, appropriate accommodation and welfare arrangements must be in place as outlined in the Child Safety and Wellbeing Policy.

Deferment

General

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

(30) Deans or their nominee are responsible for determining courses for which deferment is and is not available. It is not possible to defer an offer for a place in a Single Subject.

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

a. deferment may only be granted for a maximum period of 12 months. Students who seek a longer period of deferral must reapply for admission in the relevant year;
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 will have 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.

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

(33) Where the original course is no longer enrolling students at the end of the period of deferment, the University will seek to make an appropriate alternate offer.

Applications for deferment – international students

(34) International applicants who hold a student visa may only be granted a deferment under compassionate 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;
g. a delay in receiving the student visa impacting on study (dated documentation required).

(35) International applicants who are granted a deferment:

a. 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;
b. 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.

(36) Where a student who has already been granted a student visa has their application for deferment denied for failing to meet the conditions for deferment, the Admissions Team will amend the student's Confirmation of Enrolment and advise the student that their non-commencement status has been reported to the Department of Home Affairs (DHA).

Part E - Withdrawal, Cancellation or Variation of Offers

(37) The University reserves the right to withdraw or cancel an offer of enrolment where:

a. the offer was made based on incomplete or inaccurate information supplied by the applicant or certifying authority;
b. there are insufficient enrolments to make the course viable;
c. an error has been made in assessing or processing the application.

(38) Where a course has undergone a significant change, such as a change in duration, fees, or course structure, or is no longer on offer, the University will invite all students who have been made an offer to the course to apply for one of the following options:

a. a transfer from the original course into a new course structure;
b. entry into an alternative course;
c. withdrawal of the offer and a refund of any fees paid.

Part F - Transfers

(39) Currently enrolled students, including those on a Leave of Absence, may apply to transfer to:

a. a new course of study at the same or different Australian Qualifications Framework (AQF) level;
b. the same course at a different campus.

(40) Students seeking a course or campus transfer apply through the relevant international or domestic application process by the applicable deadline advised on the Course Transfer Webpage.

(41) International students must complete a full semester at the University before they apply for a transfer to any other course of the University. Where an international student is sponsored by the University or a third party, they must provide written evidence that the sponsor approves the transfer.

(42) Applications for course transfer are assessed on merit by Admissions Officers based on approved selection criteria, which may include minimum levels of performance in the current course of enrolment and course availability factors.

(43) Where a course has a clinical placement component, admission to the course at an alternative campus may include a requirement to continue the placement at the original campus.

(44) Applicants are advised of the outcome of their application within 10 working days of subject results becoming available.

(45) Admission Officers are responsible for informing students whose course transfer application is successful of any of the following, where applicable:

a. credit that will be awarded towards the new course;
b. financial implications of the transfer;
c. changes that may impact their student visa.

(46) Students seeking to enrol in an additional course concurrent with an existing course must apply through normal admission processes.

Part G - Re-admission to a Previous Course

(47) Individuals may seek to return to a course in which they were previously enrolled, as follows:

a. any applicant or student who fails to enrol or re-enrol by the relevant enrolment deadline must re-apply for admission to their course and will be subject to the same requirements as all other applicants at the time of applying;
b. students enrolled in a Master's by Research pathway who wish to revert to their Bachelor Honours degree can be re-admitted to complete their previous degree, in consultation with the Graduate Research School, at any time prior to the submission of their Master's thesis.

Part H - Review

(48) Applicants are entitled to seek a review of their consideration for selection where the following grounds apply:

a. they have been prevented from participating in any compulsory selection process by circumstances beyond their control; and
b. they can demonstrate that suitable alternative arrangements have not been offered.

(49) An applicant who is not offered a place, or is made an alternate offer, is entitled to seek a review of the selection decision, where all the following grounds apply:

a. the applicant demonstrably met all relevant general and course admission criteria; and
b. the application was lodged completely, including the provision of all requested additional or supporting information, on time and in the correct manner; and
c. they are of the view that the Admissions Policy and/or Admissions Procedure was not correctly applied.

(50) A request to review consideration for selection or a selection decision must be lodged in writing, addressed to the Director, Admissions and Scholarships, within 10 working days of the relevant process or decision.

(51) The Director, Admissions and Scholarships will arrange for a review of the selection decision by the Senior Manager, Admissions and Pathways. Where a member of academic staff was involved in the decision the Dean or their nominee will be asked to review.

(52) A written outcome will be provided within 10 working days of the date the request was received by the University.

(53) Where the outcome is in favour of the applicant, and an offer is subsequently made, the applicant will be required to meet all relevant enrolment criteria to enrol. Where a new offer is made too late for the applicant to reasonably enrol and commence study with a view to their ability to succeed in the course, a deferment may be applied on the applicant's behalf. Admissions Officers will assess the suitability of a deferral for international offshore students.

(54) A request to review the decision may be dismissed where the applicant cannot substantiate their request in line with the allowable grounds.

(55) Applicants who are dissatisfied with the outcome of a review of a selection decision may seek further review via the Office of the University Ombudsman.

(56) Students are also eligible to lodge a complaint with the National Student Ombudsman. For further information on complaints considered by the National Student Ombudsman, go to Making a complaint | National Student Ombudsman (NSO).

Part I - Record Keeping

(57) Under the provisions of the Records Management Policy and applicable legislation the University maintains the following records for required periods in relation to students admitted to its courses:

a. certified copies of students' prior qualifications;
b. the basis of admission, including any exemptions granted;
c. the source of the student's recruitment (for example, the name of the agent);
d. the name and role of the decision-maker certifying the admission;
e. any decisions in relation to credit awarded;
f. other relevant documentation as applicable, such as documentation in relation to the waiving of fees.

Part J - Quality Assurance and Governance

(58) The Education Committee is charged with monitoring the outcomes of the University's Admissions Policy and processes, entry requirements, special and direct entry schemes, and pathway programs on behalf of Academic Board. Student success and progression is monitored on the basis of admission, and outcomes are analysed to inform any recommendations in relation to admissions policy and practice.

Section 7 - Definitions

(59) For the purposes 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): a number between 0.00 and 99.95 that indicates a student's position relative to all other students calculated by an Admissions Centre (eg, VTAC, UAC) 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. authorised representatives: persons authorised by the University to collect and collate applications and in some instances to issue offers on the University's behalf, including third party teaching partners and education agents.
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. disability: a student with a disability is one who identifies as Autistic, ADHD, Dyslexic and/or of another minority neurotype with Neurodiversity support needs, or lives with or have a mental health condition, ongoing medical condition or disability (including physical, neurological, intellectual, sensory, acquired brain injury, or specific learning difficulty.
g. domestic student: a student who is an Australian citizen, New Zealand citizen, the holder of a permanent visa for Australia or holder of an Australian humanitarian visa.
h. 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).
i. entry requirement: minimum required prior preparation for study, which may include but is not limited to, specific educational qualifications, prerequisites, professional experience and expertise, or other life experience with a demonstrable relevance to the field of study.
j. ESOS National Code 2018: ESOS National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.
k. 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 based on grades supplied by the universities. La Trobe considers GPAs when selecting Non-Year 12 applicants for certain courses.
l. international student: a student who is not a domestic student at the time of the relevant study, who will be studying in Australia on a temporary student visa.
m. Non-Resident: all applicants/students who are not classified as domestic or international as defined in this Policy in relation to their visa/citizenship and location status. Non-Residents include:
    i. non-domestic students who are studying in a domestic course that is delivered entirely online, where they do not need a student visa for their enrolment;
    ii. non-domestic students studying on campus within Australia while on any temporary visa other than the student visa;
    iii. any student enrolled in a non-domestic course (including Australian domestic students studying overseas in a course delivered by an offshore partner institution);
n. quota: a limit on the number of student places in a subject or course for a specific intake.
o. Single Subject: a subject in which a student enrols independently of a direct enrolment in a course at the University. This includes inbound cross-institutional enrolments, or subjects enrolled in as part of a designated entry scheme such as subjects that are taken as part of the Victorian Certificate of Education.
p. student:
    i. a person enrolled at the University in a course leading to a degree or other award; or
    ii. a person who is designated as a student or is of a class of persons designated as students by the Council.
q. 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.
r. Victorian Certificate of Education (VCE): 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.
s. 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.

Section 8 - Authority and Associated Information

(60) This Policy is made under the La Trobe University Act 2009.

(61) The following information is associated with this Procedure:

a. Admissions Schedule
b. the Course Transfer Webpage
c. Pathways and Entry Schemes
d. Single Subject Entry

Status and Details

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Responsible Manager - Policy	Kylie Brown Director, Admissions and Scholarships
Enquiries Contact	Recruitment & International Operations

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