



Admission Criteria and Selection (Higher Education Courses) policy

Section 1 - Preamble

(1) This Policy was approved by Academic Board on 20 November 2012 and incorporates all amendments to 31 May 2016.

(2) The governing legislation includes:

- a. [Statute 2.2 - The Academic Board](#)
- b. [Statute 5.1 - Admission, Selection and Enrolment](#)

Section 2 - Purpose

(3) This Policy governs the eligibility for admission and the selection of applicants into the University's undergraduate and postgraduate coursework programs.

(4) [The Admission Criteria and Selection \(Higher Education Courses\) Procedure](#) documents how to comply with this Policy.

Section 3 - Scope

(5) This Policy applies to the University's undergraduate and postgraduate coursework programs. It does not apply to higher degrees by research.

Section 4 - Policy

(6) The University sets fair, equitable and transparent eligibility criteria for the admission and selection of students into courses, which:

- a. are consistent with the relevant legislation
- b. are appropriate for the Qualification Standard level of the course of study and required learning outcomes, as specified in the [Australian Qualifications Framework](#), and take account of external benchmarking
- c. ensure that students have adequate prior knowledge and English language skills to undertake the course of study
- d. improve access to higher education programs to designated equity groups
- e. provide for credit recognition arrangements that are consistent with the Qualification Standards and preserve the integrity of the course of study in accordance with the [Credit Transfer and Recognition Policy](#).

(7) The Academic Board determines the minimum eligibility criteria for the admission of students into courses, which include:

- a. minimum English language requirements, and
- b. minimum academic qualifications.

(8) Faculties may propose additional course-specific eligibility criteria and prerequisites, which require approval by the Academic Board.

(9) Faculties appoint Course Selection Committees to select applicants to be offered a place in a course, which is based primarily on merit.

(10) Applicants who meet the eligibility criteria for admission into their proposed course of study, as specified in the [Admission Criteria and Selection \(Higher Education Courses\) procedure](#) may be offered a place in the course. Eligibility for admission into a course does not guarantee selection into a course.

Responsibilities

(11) The Academic Board is responsible for:

- a. approving the minimum eligibility criteria for the admission of students into courses
- b. approving any course-specific eligibility criteria for the admission of students into courses
- c. approving access and equity eligibility criteria
- d. reviewing admission criteria annually
- e. overseeing compliance with policies in respect of eligibility for admission and selection into courses.

(12) Faculties are responsible for:

- a. developing course-specific eligibility criteria for admission to courses, as appropriate
- b. appointing selection officers responsible for selecting applicants to be offered a place in a course
- c. reporting any instances of non-compliance with admission and selection policies to the relevant committee of the Academic Board when required.

(13) Selection, as approved by the Academic Board, is conducted by Faculties or the following areas:

- a. Division of Student Administration
- b. Deakin International
- c. Institute of Koorie Education.

(14) DeakinCo. is responsible for administering the selection process for applicants for employer-reserved places in specified courses, as approved by the Academic Board.

Section 5 - Procedure

(15) Refer to the [Admission Criteria and Selection \(Higher Education Courses\) procedure](#).

Section 6 - Definitions

(16) For the purpose of this Policy:

- a. Course Selection Committee: a committee appointed by a Faculty to select applicants to be offered a place in a course, each comprising a minimum of three continuing staff members, two of whom must be academic staff members, and members of the relevant course team, and must be conversant with the University's admission

and selection requirements.

Status and Details

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