

Academic Board Resolutions on Selection

1. English Requirements

(a) Definitions

In these Resolutions-

- (i) the term ‘locally-qualified applicant’ means an Australian citizen, Australian Permanent Resident or New Zealand citizen who applies for entry to a course at the university using the provisions of Statute 11.1.4(a) (i) (ii) or (iii) or who applies using examinations from another State or Territory of Australia or New Zealand or who applies using the International Baccalaureate Diploma;
 - (ii) the term ‘international fee-paying applicant’ means a person who applies for entry to a course at the university on an international fee-paying basis and who is not an Australian citizen, Australian Permanent Resident or New Zealand citizen;
 - (iii) the term ‘other applicant’ means a person who applies for entry to a course at the university and who is not an international fee-paying applicant or a locally-qualified applicant; and
 - (iv) the term ‘secondary qualification’ means a qualification which is deemed by the Academic Board to be at least equivalent in standard to the Victorian Certificate of Education (VCE).
- (b) Unless the Academic Board specifies otherwise, to satisfy the minimum level of English language competence (11.1.R3.5.2), a locally-qualified applicant must have-
- (i) satisfactorily completed English studies in the Victorian Certificate of Education (VCE) at a level specified by the Academic Board for the course for which application is made¹; ².
 - (ii) satisfactorily completed English studies in a secondary qualification in a State or Territory of Australia (other than Victoria) or New Zealand at a level deemed by the Academic Board to be at least equivalent to that required of applicants for the course who have completed the VCE; or ²
 - (iii) satisfactorily completed English or English B in the International Baccalaureate at grade 5 or higher if taken at Standard Level, or grade 4 or higher if taken at Higher Level, save for admission to Bachelor of Dental Science, Bachelor of Laws, Bachelor of Medicine/Bachelor of Surgery/Bachelor of Medical Science, or Bachelor of Physiotherapy where the required grades are 6 or higher if taken at Standard Level, or 5 or higher if taken at Higher Level.
- (c) Unless the Academic Board specifies otherwise, to satisfy the minimum level of English language competence (11.1.R3.5.2), an international fee-paying applicant must have-

¹The specified levels are published by the Victorian Tertiary Admissions Centre (VTAC) in *Victorian Tertiary Entrance Requirements* for the year of selection, together with any changes for that year published by VTAC.

² Applicants who achieve a VCE (or other Australian year 12) English, English Language or English Literature score in the 25-29 range, or a VCE (or other Australian year 12) ESL score in the 30-34 range are required to take the DELA (Diagnostic English Language Assessment) on enrolment at the University.

- (i) obtained a score of 90 or more, with no band less than 21, in the American Test of English as a Foreign Language (TOEFL) internet based test OR 577 or more in the TOEFL paper based test, including a score of 4.5 in the Test of Written English (TWE), OR a score of 233 in the computer based TOEFL, including an Essay rating score of 4.5, at a sitting in the twenty-four months preceding application;³
- (ii) obtained an overall band score of 6.5 or more in the International English Language Testing System (IELTS) Academic Test with no band less than 6.0 at a sitting in the twenty-four months preceding application;³
- (iii) satisfactorily completed English studies in a secondary qualification in a country where English is an official language at a level deemed by the Academic Board to be at least equivalent to that required of locally-qualified applicants for the course who have completed the VCE⁴; ².
- (iv) in an institution where English is the language of instruction and assessment either within the last two years satisfactorily completed at least first year of a tertiary course or within the last five years satisfactorily completed at least a two year tertiary degree.²
- (v) satisfactorily completed the final two years in a secondary school which is approved for this purpose⁵ by the Academic Board and gained a pass in final year English which is deemed by the Academic Board to be at least equivalent to that required of locally-qualified applicants for the course who have completed the VCE⁶;
- (vi) satisfactorily completed additional English language studies of more than one year which, in the opinion of the Selection Committee, are at least the equivalent of completion of TOEFL or IELTS at the levels specified in 1(c)(i) or (ii)⁷;
- (vii) satisfied the special English requirements specified by a faculty in the Academic Board Resolutions on Selection⁸; as follows-

³ Applicants who achieve an overall Academic IELTS score of less than 7 or a TOEFL (IBT) overall score of less than 100 (or equivalent TOEFL computer based test result) are required to take the DELA (Diagnostic English Language Assessment) on enrolment at the University.

⁴ Fee-paying international applicants for courses in the Faculty of Medicine, Dentistry and Health Sciences who complete secondary studies in a country where English is an official language must have completed final year English. Applicants who completed the relevant studies more than twenty-four months prior to the date of application may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1 (c) (i), (ii), (iv), (v), (vi), (vii) or (viii). Applicants from countries with more than one official language who have completed their final year of secondary studies in that country may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1 (c) (i), (ii), (iv), (v), (vi), (vii) or (viii). Applicants who have completed the final year of their secondary qualification in a shorter time than usual for that qualification must also satisfy the minimum level of English language competence under 1 (c) (i), (ii), (iv), (v), (vi), (vii) or (viii) except Trinity Foundation Studies Program fast track students who must complete the English for Academic Purposes requirements for entry.

⁵ British Columbia Graduate Certificate, Dalian Maple Leaf International School, China; Primus High School, Australian International School in Jakarta, Indonesia, Sekolah Pelita Harapan, Jakarta International School, Kelsoe Australia, Kolej Damansara Utama (KDU) Foundation for University Studies Selangor Malaysia, Dekolah Cita Buana, Sekolah Global Jaya, SMU Bina Nusantara (Bi Nus High School), Sekolah Kristen IPEKA (IPEKA Christian High School) are approved for this purpose.

⁶ Applicants who completed the relevant studies more than twenty-four months prior to the date of application may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1(c) (i), (ii), (iii), (iv), (vi), (vii) or (viii).

⁷ Applicants who completed the relevant studies more than twenty-four months prior to the date of application may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1(c) (i), (ii), (iii), (iv), (v), (vii) or (viii). Applicants who have completed the final year of their secondary qualification in a shorter time than usual for that qualification may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1(c) (i), (ii), (iii), (iv), (v), (vii) or (viii).

1. The resolution will require students to have achieved a minimum of IELTS 6.0 or equivalent within the 24 months preceding application.
 2. The resolution will provide that students are required to pass an approved English program as part of the requirements for awarding of the degree.
 3. The resolution will provide that failure to pass the English program will lead to a reference to the Faculty's unsatisfactory progress committee.
 4. Adoption of the resolution by the Board will require the Faculty to agree, at Faculty expense, to arrange for an IELTS test or approved equivalent at the completion of the English program for each student admitted under the resolution. The result of the test will not affect the student's individual progress and will only be used to gather data on the success of the English program in improving the English of students admitted under the resolution.
 5. Student Entry Pathways Sub-Committee will monitor the success in the degree of students admitted under the resolution in conjunction with the test results from guideline 4. This data will be used in any decisions on change to the guidelines.
 6. These resolutions will not be available for entrants to the PhD.
 7. If the award course is of one year or less duration, students must extend the program of study for the award course to complete the English program; or
- (viii) obtained a grade in the General Paper of General Certificate of Education AO levels or the General Certificate of Education Advanced Subsidiary Level English subjects, Language and Literature, English Language or English Literature, which is deemed by the Academic Board to be at least the equivalent to that required of applicants for the course who have completed the VCE⁹.
- (d) Unless the Academic Board specifies otherwise, to satisfy 11.1.R3.5.2, any other applicant must have-
- (i) satisfactorily completed other English language studies at a level which is judged by the Academic Board to be at least equivalent to that required of students who have completed the VCE¹⁰¹¹; or
 - (ii) satisfied at least one of 1(c)(i)-(viii).

⁸ Applicants who completed the relevant studies more than twenty-four months prior to the date of application may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1(c) (i), (ii), (iii), (iv), (v), (vi) or (viii).

⁹ The Academic Board deems a grade B to be at least equivalent to 35 in English in the Victorian Certificate of Education and deems a grade C to be at least equivalent to 25 in the Victorian Certificate of Education. Applicants who completed the relevant studies more than twenty-four months prior to the date of application may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1(c)(i), (ii), (iii), (iv), (v), (vi) or (vii).

¹⁰ Applicants who completed the relevant studies more than twenty-four months prior to the date of application may be required by the Faculty Selection Committee or the President of the Academic Board or nominee to also satisfy the minimum level of English language competence under 1(c)(i) - (viii).

¹¹ A pass of VG (grade 4) in English in the Norwegian Vittemal or the Swedish Avgangsbetyg are deemed to be equivalent.

2. Procedure and Criteria for Selection

1. Unless the Academic Board has specified otherwise in the Faculty entries at Appendix A, the procedure and criteria for selection will be as follows.
2. In considering applicants, a Selection Committee will allocate applicants to one of three groups. The first will contain those judged clearly to be selected. The second will contain those clearly to be rejected. The third will contain those remaining applicants who will be ranked on the criteria approved for the course concerned.
3. In allocating applicants to the various groups, a Selection Committee will use the Academic Record of the applicant. For school leaver applicants, a Selection Committee will use the Tertiary Entrance Rank or equivalent.
4. In deciding amongst applicants in the third group, the academic merit of the applicants will be used and determined by the results obtained in particular studies or in components of particular studies in the VCE or equivalent and, if applicable, their level of performance in tertiary level subjects.

3. University of Melbourne Extension Program

1. Selection into University of Melbourne Extension Program is based on the academic record of the student.
2. Selection will use the guidelines of the Victorian Curriculum Assessment Authority for enhancement programs where not inconsistent with 1 above.

4. Access Melbourne Entry to Undergraduate Courses

1. Eligibility

Applicants are eligible for admission as Australian Government Subsidised students under Access Melbourne if they meet the criteria set out below.

- 1.1 Be an Australian or New Zealand citizen or an Australian permanent resident or a holder of a permanent humanitarian visa; and
- 1.2 Not have been awarded results in a degree course at a tertiary institution in Australia; and one or more of the following-
- 1.3 Difficult family circumstances;
- 1.4 Hardship caused by socio-economic circumstances;
- 1.5 Disability or long-term illness;
- 1.6 Non-English speaking background;
- 1.7 Undertaken Year 12 at a Victorian school that is under-represented in the tertiary sector and at the University of Melbourne;
- 1.8 Completed school in a rural or isolated area;
- 1.9 Indigenous Australian; and
- 1.10 MAP Schools Program participants.

2. Selection

- 2.1 Under the following principles, the Selection Committee must admit only those applicants who, in the light of the factors set out in paragraph 1, have, in the opinion of the Selection Committee, a strong likelihood of success in the course for which application is made.
- 2.1.1 The Selection Committee will take into account 11.1.R5(5) with respect to the consideration of applications from Indigenous Australians.
- 2.1.2 The Selection Committee must take account of any Academic Board Resolutions on Selection with respect to entry to particular courses.
- 2.1.3 The Selection Committee will take account of the assessment of applicants by a sub-committee nominated for the purposes of Access Melbourne.
- 2.1.4 The Selection Committee must have regard to the fact that Access Melbourne has been established by Council-
- (a) to develop reliable means for identifying applicants who have the potential ability to achieve success in courses at the University but who would not otherwise be selected; and
 - (b) to ensure that applicants from groups which might be regarded as under-represented among undergraduates at the University are selected in greater numbers, but must further have regard to the need to ensure that high academic standards are maintained in all undergraduate courses.
- 2.1.5 Applicants are considered in the light of the entire record of their academic career and such other written information which they may submit or may be required to submit.
- 2.1.6 In assessing the academic merit of applicants who have attempted the Victorian Certificate of Education (VCE) the Selection Committee must have regard to the formula adopted by VTAC.
- 2.1.7 Where applicants have not attempted the VCE, their qualifications must, as far as possible, be accorded such standing as will enable their academic merit to be compared with that of other applicants for selection for that course.
- 2.1.8 In establishing the relative likelihood of success of any applicant, the Selection Committee may take into account-
- (a) reports and recommendations from school principals, or in the case of non-school applicants, referees;
 - (b) internal school assessment;
 - (c) results and recommendations from other tertiary institutions;
 - (d) documented work experience or other experience which, in the opinion of the committee, may be relevant to the capacity of the applicant to succeed in the course;
 - (e) documented circumstances as related to paragraph 1.1.3 – 1.1.9, which may have affected the applicant in preparing for university entrance;
 - (f) such other matters as may be relevant in the opinion of the Selection Committee, after consultation with the sub-committee nominated for the

purposes of Access Melbourne by the Selection Committee in any participating faculty.

- 2.1.9 Where an applicant has attended for more years than are usual in the senior years of secondary school before or since qualifying for the VCE or its equivalent, Academic Board Resolutions on Selection may provide that any advantage which the applicant may have thereby received be taken into consideration.
- 2.1.10 The Selection Committee may, consistent with such Academic Board Resolutions on Selection as may be applicable, have special regard to evidence of an applicant's knowledge of such subjects as may be considered by the Selection Committee to be most relevant to success in the course for which application is made.
- 2.1.11 The Selection Committee may require applicants to attempt such tests as may be approved by the Selection Committee. An applicant who fails to attempt such a test, when required so to do, may be disqualified for selection.
- 2.1.12 Under Statute 11.1, the Selection Committee may require an applicant, as a condition of selection, to complete at a specified level of achievement a specified course or program of special assistance. Such a course or program may be provided by the University or by any other institution or institutions approved by the Selection Committee for the purpose.
- 2.1.13 The Selection Committee may conduct interviews to elucidate the matters referred to in paragraphs 1.1.3 – 1.1.9 or for such purposes as may be provided for in Academic Board Resolutions on Selection. An applicant who fails to attend such an interview, when required so to do, may be disqualified for selection.

5. Alternative Entry Pathways for International Students

A person is deemed to have qualifications equivalent to the Victorian Certificate of Education (VCE) for the purposes of satisfying Statute 11.1.4 if the person has-

- satisfactorily passed a program approved by the Academic Board and,
- satisfactorily completed secondary school recognised by the National Office of Overseas Skills Recognition (NOOSR) as equivalent to the penultimate year of the VCE

The full list of programs approved by the Academic Board for this purpose can be viewed at <http://www.futurestudents.unimelb.edu.au/>

6. Graduate Access Melbourne Entry to Graduate Courses

1. Eligibility

Applicants are eligible for admission as Australian Government Subsidised students under Graduate Access Melbourne in specified courses if they meet the criteria set out below.

- 1.1 Be an Australian or New Zealand citizen or an Australian permanent resident or a holder of a permanent humanitarian visa; and
- 1.2 Be eligible for one or more of the following categories:
- 1.3 Recognition as an Indigenous Australian
- 1.4 Previous status as a refugee or current holder of a humanitarian visa;
- 1.5 Rural or isolated background
- 1.6 Disadvantages socio-economic circumstances;
- 1.7 Disability or chronic medical condition;
- 1.8 Personal difficulties

2. Selection

- 2.1 Under the following principles, the Selection Committee must admit only those applicants who, in the light of the factors set out in paragraph 1, have, in the opinion of the Selection Committee, a strong likelihood of success in the course for which application is made.
 - 2.1.1 The Selection Committee will take into account 11.1.R5(5) with respect to the consideration of applications from Indigenous Australians.
 - 2.1.2 The Selection Committee must take account of any Academic Board Resolutions on Selection with respect to entry to particular courses.
 - 2.1.3 The Selection Committee will take account of the assessment of applicants by a sub-committee nominated for the purposes of Access Melbourne.
 - 2.1.4 The Selection Committee must have regard to the fact that Access Melbourne has been established by Council-
 - (a) to develop reliable means for identifying applicants who have the potential ability to achieve success in courses at the University but who would not otherwise be selected; and
 - (b) to ensure that applicants from groups which might be regarded as under-represented among undergraduates at the University are selected in greater numbers, but must further have regard to the need to ensure that high academic standards are maintained in all undergraduate courses.
 - 2.1.5 Applicants are considered in the light of the entire record of their academic career and such other written information which they may submit or may be required to submit.
 - 2.1.6 In establishing the relative likelihood of success of any applicant, the Selection Committee may take into account;
 - (a) reports and recommendations from school principals, or in the case of non-school applicants, referees;
 - (b) internal school assessment;
 - (c) Results and recommendations from other tertiary institutions;
 - (d) Documented work experience or other experience which, in the opinion of the committee, may be relevant to the capacity of the applicant to succeed in the course;
 - (e) Documented circumstances as related to paragraph 1.1.3-1.1.6, which may have affected the applicant in preparing for university entrance;
 - (f) Such other matters as may be relevant in the opinion of the Selection Committee, after consultation with the sub-committee nominated for the purposes of Access Melbourne by the Selection Committee in any participation faculty.
 - 2.1.7 The Selection Committee may, consistent with such Academic Board Resolutions on Selection as may be applicable, have special regard to evidence of an applicant's knowledge of such subjects as may be considered by the Selection Committee to be most relevant to success in the course for which application is made.
 - 2.1.8 The Selection Committee may require applicants to attempt such tests as may be approved by the Selection Committee. An applicant who fails to attempt such a test, when required so to do, may be disqualified for selection.
 - 2.1.9 Under Statute 11.1, the Selection Committee may require an applicant, as a condition of selection, to complete at a specified level of achievement a specified course or program of special assistance. Such a course or program may be provided

by the University or by any other institution or institutions approved by the Selection Committee for the purpose.

2.1.10 The Selection Committee may conduct interviews to elucidate the matters referred to in paragraphs 1.1.3 – 1.1.9 or for such purposes as may be provided for in Academic Board Resolutions on Selection. An applicant who fails to attend such an interview, when required so to do, may be disqualified for selection.

[Amendments approved by Academic Board 23/4/98, 25/6/98, 27/8/98, 29/9/98, by Council 5/10/98, 2/11/98, 7/12/98, by Executive Committee 21/12/98, by Council 29/3/99, 5/7/99, 6/9/99, 6/12/99, 3/4/00, 1/5/00, 3/7/00, 4/9/00, 2/10/00, 6/11/00, by Executive Committee 18/12/00, by Council 7/5/01, 2/7/01, 3/9/01, 5/11/01, 3/12/01, by Executive Committee 17/12/01, by Council 4/3/02, by Council 8/4/02, by Council 3/6/02, by Council 1/7/02, by Council 2/9/02, by Council 7/10/02, by Council 11/11/02, by Council 3/3/03, Edit. am. 13/3/03, by Council 7/4/03, by Council 12/5/03, by Council 11/8/03, by Council 13/10/03, by Council 10/11/03, s. 1(c)(viii) and ss. B,D,E and H am. by Council 15/12/03, by Council 12/7/04, by Council 13/9/04, by Council 4/10/04, by Council 8/11/04, by Council 13/12/04, by Council 7/3/05, by Council 11/4/05, by Council 9/5/05, by Council 11/7/05, by Council 5/9/05, by Council 10/10/05, by Council 14/11/05, by Council 12/12/05, by Council 6/3/06, by Council 3/4/06, by Council 5/6/06, by Council 10/7/06, s. 1(b)(ii) am effective 1/1/07, s. 6 made 17/03/08, s 3, 3.1, 3.2, am 17/03/08, s.1(b) (i)(ii), (c)(i)(ii)(iii)(iv), am 01/05/08]