

GENERAL GUIDELINES FOR THE INTERPRETATION OF RESOLUTIONS ON SELECTION

1. English language requirements

(a) Unless otherwise stated, all applicants must meet the standard English language requirements of the University of Melbourne (Regulation 11.1 R3 Attachment A Academic Board Resolutions on Selection-English Requirements (See www.unimelb.edu.au/ExecServ/Statutes/r111r3attachA.html)).

(b) For a number of courses, more stringent English language requirements apply, and these are stated in the corresponding Resolution on Selection.

(c) Where a Resolution on Selection indicates a less stringent English language requirement than the standard one, additional English language study may be prescribed as part of the course, and in such cases, successful completion of the additional English language study is a requirement for completion of the course. For courses of 100 credit points or less, such additional English language study may lengthen the course and incur additional fees.

(d) In the appendices for each Faculty and School reference to English language requirements are prescribed in terms of IELTS scores. The computer and internet based equivalences for this test and the TOEFL equivalence may be found at the following website which also included specific requirements of some faculties. www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html

2. Work or professional experience

(a) Where a period of work or professional experience is listed, the stated period refers to full-time work or professional experience. Applicants whose work or professional experience is part-time will require an appropriately lengthened period to ensure equivalence to the stated period of full-time experience.

(b) Unless otherwise explicitly stated, prescribed work experience must be completed before applicants can commence studies in the course for which they are applying.

3. Definition of an undergraduate degree

An undergraduate degree is defined as a degree of at least three years duration when studied full-time, or equivalent, from a recognized university

4. Definition of an honours degree

An honours degree is defined as a degree of at least four years duration awarded with a formal grade of honours. This grade may be awarded on the basis of overall performance in the degree (as in the Bachelor of Engineering) or on the basis of performance in a designated honours year undertaken after completing the requirements of an underlying degree (as in the Bachelor of Arts, Bachelor of Commerce and Bachelor of Science).

5. Additional information

(a) Where a Resolution on Selection states that the “Selection Committee may conduct” auditions, interviews or tests, the Selection Committee has the discretion to determine whether auditions, interviews or tests are required of all applicants, or only for selected applicants, to elucidate any matters referred to in the Resolution or to assist in selection.

(b) Where a Resolution on Selection states that the “Selection Committee may call for” additional material (such as folios or references), the Selection Committee has the discretion to determine whether additional material is required of all applicants, or only for selected applicants, to elucidate any matters referred to in the Resolution or to assist in selection.

6. Performance levels for previous qualifications

(a) Where a performance level is specified (for example, “at least H2B (70%)”), the standard refers to an appropriately weighted average mark across all successfully completed subjects in the previous qualification, unless otherwise stated.

(b) Where the grade structure of the previous qualification does not correspond to University of Melbourne grade structures, the Selection Committee will determine a level of performance deemed equivalent to the specified level.

7. Access Melbourne

The selection from among those applicants eligible for consideration under the appropriate Resolution on Selection will be made by the Selection Committee with due regard to the directions of the Academic Board concerning the Access Melbourne program, and any minimum or guaranteed scores for entry to the course approved by the Academic Board.

8. Guaranteed scores

The selection from among those applicants eligible for consideration under the appropriate Resolution on Selection will be made by the Selection Committee with due regard to any minimum or guaranteed scores for entry to the course that have been approved by the Academic Board.

9. Exemption from usual entry requirements

The selection of applicants who do not meet criteria stated in the appropriate Resolution on Selection is only possible with the permission of the Academic Board. The right to seek such permission from the President of the Academic Board rests with the Selection Committee, not with the applicant, and permission cannot be granted unless a convincing argued case appropriate to the individual applicant is presented.

10. Program

The term program is used to cover a recognised coherent cluster of subjects within a course for which there are particular structural requirements specified (e.g. compulsory core subjects, sequencing of subjects). The term is used to cover majors, streams and interdepartmental programs.

11. Stream

A stream is either (a) a combination of subjects giving students a qualification in a particular area of a degree course, often designed to satisfy requirements of a professional institute, e.g. civil engineering stream in Bachelor of Engineering course, building stream in Bachelor of Planning and Design course; or (b) a combination of subjects defining different ways in which a student can meet the requirements of a course.

12. Combined Course

A combined course is an approved program in which two degree courses are undertaken concurrently and where faculties have determined, by means of granting reciprocity of credit for specified subjects, that the requirements of the two degrees may be completed within less than the total time for each degree.