

GUIDELINES: SUBJECT QUOTAS

PROCEDURES FOR THE SETTING OF SUBJECT QUOTAS

The procedure for gaining approval to set a subject quota is as follows.

- The Faculty/Course Standing Committee must forward a signed request to set a subject quota to the Academic Secretary using the subject quota approval form.
- The Academic Secretary checks that all supporting documentation has been provided and refers it to the Deputy Principal (University Planning)
- The Deputy Principal (University Planning) reviews the request in the context of any previous quota for the subject, the proposed changes, and the likely impact on student choice of subject
- The Deputy Principal (University Planning) forwards the request to the President of the Academic Board with a recommendation on whether the request should be approved
- The President of the Academic Board makes a decision on behalf of the Board forwards the decision to the Academic Secretary
- The Academic Secretary advises the faculty/Course Standing Committee and, where the subject quota request is approved, the student system of the decision.
- The decision, where the subject quota has been approved is reported to the following meeting of Academic Board.

The existence of **first year quotas** must be made known to VCE and other student groups through inclusion in specific course entries in the University Handbook and VTAC Guide where possible.

MAJOR CHANGES IN COURSE & SUBJECT QUOTAS AFFECTING OTHER FACULTIES OR COURSE STANDING COMMITTEES

Although a subject quota change (either increase or decrease) would not normally impact on other faculties, the effect of a Faculty/Course Standing Committee adding, increasing, decreasing or deleting quotas on several subjects at one time may have a serious impact on student choice of subjects in another faculty/Course Standing Committee. In these instances, the proposed changes must be discussed and agreed with the other faculty (or faculties)/Course Standing Committee(s) before the requested changes are submitted to the Academic Secretary.