

Guidelines for the Drafting of Resolutions on Selection

- 1.1 Resolutions on Selection define and state briefly the minimum eligibility requirements for consideration. Unless explicitly stated, meeting these minimum requirements does not guarantee that the applicant will be selected.
- 1.2 Resolutions on Selection do not list all possible pathways into a program, but should specify types of pathways. For example, if the minimum requirement for entry to a postgraduate program is an undergraduate degree, it is not necessary to specify that an honours degree is also acceptable.
- 1.3 If a program assumes prior knowledge this must be specified, for example, by stating that an undergraduate degree must be in a cognate discipline.
- 1.4 Where a performance hurdle is specified it should be stated in University terminology and followed by 'or equivalent', for example, H2A (75%) or equivalent.
- 1.5 If work experience is a requirement or an alternate entry pathway, this should be stated.
- 1.6 Resolutions on Selection should not indicate criteria used by selection committees for ranking, nor should they state the kinds of students the course is seeking to attract.
- 1.7 Entry requirements must be specified in such a way that they can be applied consistently. Particular categories of applicant must not be asked to meet requirements that are different from other categories of applicant, nor may entry requirements be waived for a particular category of applicant, unless a substantiated argument that the arrangements are consistent with equity in selection only from among students likely to succeed is accepted by the Board.
- 1.8 The Resolution on Selection must specify where additional evidence is required, such as a portfolio of prior work, however it should not specify the nature of the portfolio. The resolution must be worded such that the Selection Committee determines the nature of the portfolio by stating that 'the portfolio must be submitted in accordance with the requirements of the Selection Committee'. The requirements for the portfolio, or additional evidence, would be published separately in brochures on a web site and/or the [Handbook](#).
- 1.9 If a course requires a standard of English that differs from the University standard (published in the [Principles of Selection into Courses Policy](#)), this must be specified in the Resolution on Selection for the course, or in a paragraph that precedes the Resolutions on Selection for a suite of courses, with the same non-standard English requirement.
- 1.10 No applicant may be selected into a combined course unless the applicant is eligible for selection into each of the component courses

2 Standard wording for Resolutions on Selection

- 2.1 The first clause of the Resolution on Selection for all courses is a standard clause:
'1 The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criteria [criterion]-'

This is followed by the criteria for eligibility, set out as a series of dot points. For postgraduate courses, there is then typically a final clause that is standard, and it is generally numbered 2:

- '2 The Selection Committee may conduct interviews and tests and may call for referee reports or employer references to elucidate any of the matters referred to above.'

These two clauses empower the selection committee to make determinations and to seek further information if it is required.

3 Approval of Resolutions on Selection

- 3.1 Resolutions on Selection must be submitted in accordance with [Course Approval and Management Procedures](#).
- 3.2 New and proposed changes to Resolutions on Selection are considered by the Selection Procedures Committee and are recommended to the Board for approval. Following approval by the Board the [Resolution on Selection](#) is published on the Board's web page.

*Approved by Academic Board December 2010
These guidelines came into effect on 1 January 2011*