

UNIVERSITY OF MELBOURNE
SELECTION PROCEDURES COMMITTEE
Guidelines for the Drafting of Resolutions on Selection

Governance

The determination of successful applicants for all University courses is governed by statute 11.1, *Entry Quotas and Admission*. Clause 11.1.3 states that 'the admission of any person to any course or the enrolment of any person for any subject or group of subjects must be in accordance with principles prepared by the Board and approved by a regulation of the Council.' The related regulation, *11.1.R3 Principles of Selection for Entry to Courses*, states that the 'University will select from those students likely to succeed in its courses.'

Role of the Selection Committee

Selection committees, appointed as prescribed under regulation 11.1.R3, identify eligible applicants and select those to be offered a place. There must be a selection committee for every course; a selection committee can be responsible for selection into more than one course. It is the responsibility of the selection committee to determine ranking and make decisions using available information about the applicant in accordance with the resolution.

Entry requirements

The entry requirements for all University courses are published as an attachment to regulation 11.1.R3 and are resolutions of the Academic Board. The *General Guidelines for Interpreting Resolutions on Selection*, published as an attachment to regulation 11.1.R3, explain the meaning of terms used to enable resolutions to be phrased succinctly, clearly and unambiguously. The principles below outline the principles for the drafting of resolutions on selection.

Publication of Entry Requirements

Entry requirements are published in:

- attachments to regulation 11.1.R3
- the University's course and subject handbook
- publicity materials for prospective students

The handbook and publicity materials may contain additional and/or explanatory information to provide advice on specific matters including portfolios, work experience and areas of prior study. No published material must contradict or abbreviate the entry requirements as published in the resolution on selection.

Principles

1. Resolutions on selection define minimum eligibility requirements for consideration for entry. They should not indicate criteria used by selection committees for ranking, nor should they state the kinds of students the course is seeking to attract. The selection resolution enables the selection committee to determine whether or not each applicant is eligible for entry. Resolutions on selection briefly state the minimum entry requirements for the course concerned; they 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. If a program assumes prior knowledge this must be specified, for example, by stating that an undergraduate degree must be in a cognate discipline. The resolution must also state where a particular standard of performance is required, for example H2A (75%) or

- equivalent. If work experience is a requirement or an alternate entry pathway, this should also be stated.
2. Where a performance hurdle is specified it should be stated in University terminology and followed by 'or equivalent'. Entry requirements must be specified such 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 will entry requirements waive particular entry requirements for a category of applicants.
 3. The resolution 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 and/or the handbook.
 4. Courses which require a standard of English for international students different to the University standard (published in regulation 11.1.R3, section 1) must specify this in the resolution. The different standard of English can be specific to a course or to a category of course for a given faculty. Course specific requirements should be embedded in the selection resolution. If it is generic to a category of courses, it can be framed as a paragraph in the relevant appendix to regulation 11.1.R3.

Standard Wording for Resolutions on Selection

The first clause of the resolution 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 then 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.

Examples of Resolutions on Selection

Undergraduate:

Bachelor of Commerce

[NEW GENERATION]

300 credit points

1. The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criterion –

- VCE Units 3 and 4 – a study score of at least 25 in each of English (any) and Mathematics Methods (either)

Middle-band:

- Consideration will be given to Access Melbourne applicants.

Postgraduate:

Master of Urban Design

150 Points

1 The Selection Committee will evaluate the applicant's ability to pursue successfully the course using the following criteria –

- a four-year undergraduate degree in architecture or landscape architecture with at least H2B (70%) average in the final year, or equivalent; or
 - a three-year undergraduate degree, plus a one-year postgraduate diploma in a relevant discipline with at least H2B (70%) average; or
 - a Postgraduate Diploma in Urban Design with a weighted average of at least H2B (70%), or equivalent;
- and
- a portfolio of recent design work, submitted in accordance with the requirements of the Selection Committee.
- 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.

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