

# UNIVERSITY OF MELBOURNE

## SUBJECT QUOTAS

Statute 11.1 (Entry Quotas and Admission) provides, in section 2(1)(c) that:

*“The Council may, after consultation with the Board, decide the number of persons who may in any year... be enrolled for a subject or group of subjects taught in the University.”*

Academic Board guidelines (December 1991) on the setting of subject quotas state that:

- (a) quotas will not be permitted for first year subjects unless a persuasive case is made
- (b) where there is a history of quotas being set in particular subjects, approval will be given although existing quotas must be re-approved on an annual basis
- (c) proposals for quotas with inter-faculty effects must be supported by the written agreement of all faculties

At Planning and Budget Committee July 1997 meeting, it was determined that the setting of subject quotas should normally be based on the capacity of teaching facilities such as in a laboratory class, or where safety and related issues may be involved in fieldwork necessitating limited numbers

### 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 forwards a request to set a subject quota to the Academic Secretary using the attached 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 and reports the decision to the following meeting of Academic Board and Council.
- The Academic Secretary advises the Faculty/Course Standing Committee of the decision.

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 and Subject Quotas Affecting other Faculties or Course Standing Committees

Because of the flexibility in student choice of subjects, major changes in the intake quotas for a specific course may have a significant impact on the student numbers outcome for another Faculty/Course Standing Committee. Such proposed changes must be discussed with the Deputy Principal (University Planning) in the first instance for a full assessment of the impact to be determined, and advice to be provided to the relevant faculties and to the Senior Vice-Principal. (It should be noted that intake quotas for operating grant undergraduate courses are subject to approval by the Planning and Budget Committee and by the University Council.)

Such proposed major changes to intake quotas that are associated with major proposed changes to a course structure submitted to the Academic Programs Management Committee should be directed to the University Planning Office at the same time.

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(ies)/Course Standing Committee(s) before the requested changes are submitted to the Academic Secretary.

1 April 2008

**UNIVERSITY OF MELBOURNE**

**SUBJECT QUOTA APPROVAL FORM**

*This form is to be completed in respect of all subjects (or groups of subjects) for which quotas are sought. The form is to be signed by the Dean of the responsible Faculty and the Associate Dean (Undergraduate/Postgraduate), whichever applies, or, in the case of New Generation undergraduate degrees, by both the Chair of the responsible Course Standing Committee and the Dean of the custodial Faculty, and submitted to the Academic Secretary for consideration by the Deputy Principal (University Planning) and the President of Academic Board.*

1. Faculty / Course Standing Committee responsible for the subject(s):

\_\_\_\_\_

Faculty Contact Officer: \_\_\_\_\_ extn: \_\_\_\_\_

2. Subject Code(s): \_\_\_\_\_ Subject Title(s): \_\_\_\_\_

*Where a quota is proposed for more than one subject, please attach a list and answer the following questions in respect of each subject.*

3. Quota to be imposed: \_\_\_\_\_ Semester & year: \_\_\_\_\_

4. Please indicate, in the space below, why the quota is necessary, using the following reasons:

- a. Availability of laboratory facilities is limited and not able to be increased
- b. Availability of clinical training facilities is limited and unable to be increased
- c. Availability of other teaching facilities is limited and unable to be increased (if so, please specify)
- d. Availability of external placement opportunities is limited and unable to be increased
- e. Availability of research supervision is limited and unable to be increased
- f. Availability of professional supervision is limited and unable to be increased (if so, please specify)
- g. Availability of specialist staff is limited and unable to be increased
- h. Availability of staff to manage activities of more than minimal risk is limited and unable to be increased (if so, please specify)
- i. Availability of teaching resources (eg experimental materials, musical instruments, etc) is scarce and unable to be increased (if so, please specify)
- j. Other (please specify)

\_\_\_\_\_  
\_\_\_\_\_

5. Please indicate the enrolment options that will be available to students who miss out on a quota place in the subject:

\_\_\_\_\_  
\_\_\_\_\_

5. Please indicate the process of selecting students into the subject(s):

\_\_\_\_\_  
\_\_\_\_\_

**Recommended:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Dean of Faculty (or nominee)

**Recommended:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Chair, Course Standing Committee (or nominee) for New Generation Degrees  
**OR** Associate Dean (Undergraduate/Postgraduate, whichever applies)

**Endorsed:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Deputy Principal (University Planning)

**Approved:** \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
President of Academic Board