

UNIVERSITY OF MELBOURNE

Selection Procedures Committee

A committee of the Academic Board

Composition and Terms of Reference

1. Membership

President of the Academic Board or nominee

Vice-President of the Academic Board or nominee

Pro Vice-Chancellor, (Teaching, Learning and Equity) or nominee

Vice Principal and Academic Registrar or nominee

Director, Centre for the Study of Higher Education or nominee

Executive Director, Office of Admissions

Director, International or nominee

Five members of the Board elected by the Board for a term of three years

One member nominated by the Academic Programs Committee

Three members of the academic staff, not being members of the Board, elected by the Board for a term of three years

A Faculty or Graduate School, Manager nominated by the President, Academic Board

The President of UMSU or nominee and one additional nominee

The President of GSA or nominee and one additional nominee

Up to two members appointed by the Board on advice from the Committee for a term not exceeding two years.

Up to three members appointed by the Committee for the duration of a particular enquiry.

Up to two additional members, not being members of the Academic Board, nominated annually by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership.

2. Chairperson

Academic Board must appoint a person to chair the Committee. Academic Board must also appoint a Deputy Chairperson, in consultation with the Chairperson.

3. Quorum

A quorum for the committee is 30% the current membership.

4. Terms of Reference

4.1 From time to time to make recommendations which might amend these terms of reference or provide for specification of delegated authorities or provisions by which the Committee might regulate its own affairs.

(a) Selection

4.2 To make recommendations concerning procedures for the selection of students into the University and into courses, subjects or groups of subjects for which enrolment is or may be restricted and in particular to make recommendations concerning amendments to the Principles of Selection and Academic Board Resolutions on Selection. To make recommendations concerning the acceptability of new or amended VCE or other subjects or courses for university entrance purposes.

- 4.3 To act for the Board on the receipt of communications from VTAC and other relevant agencies and to make recommendations thereon as appropriate.
- 4.4 To review annually admissions under Statute 11.1.5 and to make such comments and recommendations as the Committee sees fit.
- 4.5 On the initiative of the Committee or on referral from the Board to investigate and make recommendations concerning any matters pertaining to selection. To ensure that the selection policies and procedures of the University lead to the selection of students of the highest quality, to monitor annually the quality of the intake and, where appropriate, to make recommendations to the Academic Board. In doing so the Committee shall take into account national and international best practice.
- 4.6 To advise the Academic Board on the operation and quality assurance of Access programmes.
- 4.7 To advise faculty and graduate school selection committees in their development of criteria for identification and ranking of applicants for selection into Access programmes.
- (b) Pathways**
- 4.8 To consider proposals that involve guaranteed entry into any award or non-award course of the University of Melbourne in order to identify and select students of the highest quality.
- 4.9 To consider equivalence of entry levels from different preparatory and school programs and in particular on proposals under Regulation 11.1 R3 Section 7.2(d) and 9.1(d).
- 4.10 To consider equivalence in content and assessment of subjects required as prerequisites for entry into any award or non-award course of the University of Melbourne and on English language competence as a prerequisite for admission.
- 4.11 To develop standards and protocols for the approval, conduct and monitoring of:
- course proposals to facilitate the selection of students who may undertake part of their course in lieu of a prerequisite subject or in lieu of achieving a specified entry standard;
 - courses offered by institutions other than the University of Melbourne which articulate with University of Melbourne award or non-award courses.

5. Reporting

The committee will report to Academic Board after each meeting.

6. Secretariat

The Academic Secretary, or nominee, will provide secretariat support to the committee.

Academic Board approval, meeting dates: A.B. 25/11/88, 21/9/89, 23/3/89, 22/11/90, 26/3/92, 26/8/93, 21/4/94, 23/6/94, 22/9/94, 26/9/96, 23/9/98, 18/2/99, 24/6/99, 24/2/00, 24/8/00, 22/11/01, 20/2/03, 24/3/05, 22/2/07, 01/02/08