

# Selection Procedures Committee

## 1. Composition

### Ex Officio members

- President of the Academic Board or nominee
- Vice-President of the Academic Board or nominee
- Deputy Vice-Chancellor (International)
- Academic Secretary or Academic Governance Officer
- Director, Centre for the Study of Higher Education or nominee
- Associate Director, Office of Admissions
- Executive Director, International
- Manager, Scholarships, Bursaries and Fees
- A faculty Academic Services Officer, or equivalent
- The President of UMSU or nominee and one additional nominee
- The President of GSA or nominee and one additional nominee

### Elected members

- Five members of the Board elected by the Board for a term of three years
- Three members of the academic staff, not being members of the Board, elected by the Board for a term of three years
- Up to four 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 inquiry
- 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. In consultation with the Chair, Academic Board must also appoint two persons from the Committee to act as Deputy Chairs, one of whom will be the committee's scholarships and awards coordinator.

## 3. Quorum

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

## 4. Terms of Reference

4.1 To advise and make recommendations to the Academic Board on:

- policies, procedures and guidelines on the selection and admission of students into courses, and subjects for which enrolment is or may be restricted;
- minimum entry requirements for consideration for selection into courses and programs;
- issues relating to admissions not based solely on the Australian Tertiary Admission Rank (ATAR) or academic achievement levels;
- pathways to award or non-award courses, including pathways with guaranteed entry;

- English language standards required for admission to coursework courses;
  - recognition of institutions, programs and courses for the purposes of admission;
  - approval of admissions criteria in addition to the ATAR;
  - approval of preparatory programs of study in prior learning;
  - approval of special admission schemes, including Access programs; and
  - credit transfer policy for all coursework courses.
- 4.3 To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate and graduate coursework studies to ensure they are supporting the University's strategic objectives.
- 4.4 To conduct reviews and undertake other quality assurance activities as appropriate to ensure that the University maintains high international academic standards in its courses, selects only from among applicants those likely to succeed in its courses, and selects in a manner consistent with Board policies and procedures concerning access, equity and conflict of interest.
- 4.5 To advise and make recommendations concerning coursework scholarships, awards and prizes, including but not limited to
- policies, procedures and guidelines;
  - proposals for new or revised scholarships, awards and prizes;
  - selection of candidates for scholarships, awards and prizes;
  - the academic progress of recipients of coursework scholarships.
- 4.6 The Committee may recommend the Board approve delegations of decisions that do not create precedents and that clearly meet current guidelines approved by the Committee to the Committee's Scholarship and Awards Coordinator, and may delegate routine decisions concerning the administration of scholarships for which academic judgment is not required to the Melbourne Scholarships.
- 4.7 To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor, Academic Board committees or the President of the Academic Board.
- 4.8 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.

## **5. Reporting**

- 5.1 The Selection Procedures Committee must report to the next meeting of the Academic Board after each committee meeting.
- 5.2 The committee must provide an annual report on its activities under its terms of reference to the Academic Board.

## **6. Secretariat**

The Academic Secretary, or nominee, will provide secretarial 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, 11/4/13, 5/8/13, 4/12/14, 28/5/15