VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

POLICY AND PROCEDURES

POLICY NUMBER:	POA111222000
PREVIOUS POLICY	POA100920000 *(updated 22/12/12 via minor amendments)*
	POA100818001 *(updated 20/09/10 via minor amendments)*
NUMBERS:	POA100818000 *(updated 03/06/09 via review)*
	POA090518000 *(updated 29/08/07 via minor amendments)*
	POA051219000 *(updated 06/06/07 via minor amendments)*
POLICY NAME:	Admissions
DATE APPROVED:	24 November 2011
POLICY TYPE AND CATEGORY:	Academic (Academic and Educational)
RESPONSIBLE OFFICER:	Principal officer responsible for Students
FIRST EFFECTIVE DATE:	21 December 2005

1.0 PURPOSE

This policy outlines the principles that will be followed in the admissions process at Victoria University. It applies only to award courses. The admission of postgraduate research students occurs through the Office of the Deputy Vice Chancellor (Research and Region) and is outside the scope of this policy.

2.0 BACKGROUND

The University's Strategic Plan Making VU 2016: A Statement of Purpose has as one of its outcomes for 2016 that students routinely report high levels of satisfaction with their student experience at VU. The admissions and enrolment process is one of the first exposures students have as a VU student and the University is committed to making these processes as student centered as possible so that they become a positive first experience for students.

This policy adopts a University-wide rather than a sector-specific approach to admissions and selection processes. Through this policy the University seeks to co-ordinate the diverse admissions and selection processes that currently operate in Vocational Education, Further Education and Higher Education and to ensure that they are consistent with the University's Strategic Plan.

3.0 DEFINITIONS

3.1 General

3.1.1 **Admissions Management Committee** – refers to a committee chaired by the DVC Planning, Marketing and External Affairs which comprises broad representation and is charged with providing advice to the SDVC on management of admissions related issues. Its Terms of Reference and composition are set out in Attachment 1.

3.1.2 **Award Course** – refers to a program of study leading to the award of a degree, diploma or certificate which, on completion, qualifies the student for an award from Victoria University.

3.1.3 **Non-award course (includes short courses)** - refers to any course offered by the University that does not lead to the award of a degree, diploma or certificate. These courses are generally short in duration and provide hobby, leisure or vocational enhancement. Normally, they are not assessed, but a Statement of Completion or Statement of Participation may be provided.

3.1.4 **Admissions** – refers to the broad process that may result in entry to a University award course. This includes the application process and the processes of establishing eligibility criteria and ensuring students meet them; as well as the selection and enrolment processes.

3.1.5 **Application** – refers to the process used by a potential student to provide the information required as the basis for selection.

3.1.6 **Eligibility** – refers to the criteria which must be satisfied in order that an applicant may be considered in the selection process.

3.1.7 **Selection** – refers to the specific process of choosing individual students from the eligible applicant pool through one of the entry modes described below.

3.1.8 **Selection Officer** – An officer of the University appointed to make students an offer of a place in the University for designated courses.

3.1.9 **Enrolment** – refers to the specific process which follows selection and a candidate's acceptance of a place at Victoria University.

3.1.10 **Articulating Student** – refers to an internal or external student who utilises Victoria University arrangements to move from one course to another or from one education and training sector to another. This includes students who progress along one of the formally recognised pathways or who undertake a dual sector award.

3.1.11 **Pathways** – refers to formally approved links between courses in different sectors or within the same sector. (Pathways website address: http://wcf.vu.edu.au/Pathways/)

3.1.12 **Student** – for the purposes of this policy refers to enrolled students and applicants for a student place.

3.1.13 **VTAC** – Victorian Tertiary Admissions Centre

3.2 Modes of Entry

3.2.1 **VTAC entry** – refers to all applicants who apply through the Victorian Tertiary Admissions Centre for courses listed in the VTAC guide. All undergraduate Higher Education courses and Vocational Education and Further Education courses at Certificate IV and above (full time only) will use the VTAC system. Exceptions must be approved by the Principal Officer responsible for Students.

The Portfolio Partnerships Program is designed to admit applicants who are required to demonstrate attributes as identified by the University. Such applicants are selected on the basis of a portfolio rather than by ATAR and are admitted through VTAC

3.2.2 **Direct entry** – refers to applications which are processed through the appropriate section within the Admissions and Enrolments Section and not through VTAC. Direct entry applies to:

- all postgraduate by coursework courses
- all offshore international students
- all full time and part time Vocational and Further Education courses at Certificate III level and below and all part time Certificate IV and above except for apprentices/

trainees, students who come in as an employee of an organisation with which we have a training agreement, secondary school students as part of VETIS, ESL and Adult Basic Education students and Industrial Skills students

- undergraduate applicants for courses after VTAC round 2
- mid year intake for Vocational, Further and Higher Education
- currently enrolled students seeking to apply to another VU course (internal course application); and
- specified undergraduate courses as approved by the Principal Officer responsible for Students.

- international onshore students are admitted through Victoria University International. (See Attachment 6)

3.2.3 **Alternative entry** – refers to applicants who apply and gain entry through a process which involves neither VTAC or Direct Entry. This applies to students and cohorts where:

- the duration of the course would make it administratively cumbersome
- the language and literacy levels of applicants could result in the application process being a barrier to admission
- there is a formal training plan, a memorandum of understanding, an agreement or letter of intent/contract. Examples include apprentices/ trainees, industry delivery and VETIS
- the University would be commercially disadvantaged in its relationship with external organisations if it imposed a formal direct entry application process. In these cases the requirement to conduct admissions on a sound academic basis remains the primary consideration.

Any additional categories will be subject to consideration by the Admissions Management Committee which provides advice to the SDVC.

4.0 KEY WORDS

Admission
Selection
Enrolment
VTAC
Direct Entry
Alternative Entry

5.0 POLICY

VU is committed to using its admissions policy to ensure that in selecting students it maintains the values of the University, and to maximize students' likelihood of success. Accordingly, the principles of the Admissions Policy are based explicitly around the values of the University.

5.1 *Knowledge and skills, and critical and imaginative inquiry for their capacity to transform individuals and the community*

5.1.1 Principle: Recognition that a diverse range of experiences and prior knowledge are indicators of a reasonable likelihood of success and the use of multiple entry modes and criteria to select students.

5.1.2 Principle: Commitment to consideration of applicants associated with partnerships of the University in the western region of Melbourne.

5.2 *Equality of opportunity for students and staff*

5.2.1 Principle: Prospective students seeking selection to the University's courses are treated equitably regardless of entry mode, within the parameters of the university's commitment

to encouraging diversity and articulation, its commitment to affirmatively considering its own students for further advancement and its commitment to cooperation and engagement with the western region.

5.2.2   Principle: Merit based selection using transparent procedures and criteria which are sufficient to ensure a reasonable likelihood of success.

5.3   *Diversity for its contribution to creativity and the enrichment of life*

5.3.1   Principle: Recognition of cultural and social differences and diverse experiences, to ensure the University's student population reflects the valuing of diversity within the Western region and the wider Australian community.

5.3.2   Principle: Use of multiple entry modes, including mechanisms for alternative entry to facilitate diversity in the student population.

5.4   *Co-operation as the basis of engagement with local and international communities*

5.4.1   Principle: Cooperation (between TAFE and Higher Education staff; between academic and service areas; and between Victoria University and its students, its local and its international partners) should characterize all levels of the admissions process.

5.5   *Sound environmental stewardship for future generations*

5.5.1   Principle: Admissions and enrolment processes which are as environmentally sensitive as and which minimize the use of paper and the need for students to travel to campus to be admitted and subsequently enroll.

5.6   *Integrity, respect and transparency in personal and collaborative action*

5.6.1   Principle: Transparency, through clear specification and adherence to entry criteria in student selection.

5.6.2   Principle: Integrity in the administration of this policy, in terms of fairness, respect for potential students and applicants and accountability to enable sound and transparent process and the absence of conflicts of interest.

5.7   The pursuit of excellence in everything we do

5.7.1   Principle: Excellence in timeliness and responsiveness of Admissions processes.

6.0   PROCEDURES

Role of the Admissions and Enrolments Section

6.1   The Admissions and Enrolments Section is responsible for receiving and processing information submitted by both direct applicants and VTAC applicants who are required to submit supplementary information as determined by Victoria University and published in the VTAC Guide

This will occur in one of three ways:

6.1.1   through the submission of Victoria University direct/ supplementary information forms
6.1.2   through the existing online application system
6.1.3   through the provision of offshore student data by offshore partners, faculties or TAFE

Admissions and Selection Procedures/ Guidelines

6.2   Admissions and selection procedures have been developed and are attached for:

6.2.1   Admissions Management Committee Terms of Reference (Attachment 1);
6.2.2   Management of Undergraduate Load, ATAR Scores and Quotas (Attachment 2);
6.2.3   Management of TAFE Government Funded Load (Attachment 3);
6.2.4   VTAC Entry – all categories, including the VTAC Special Entry and Access Scheme (SEAS) (Attachment 4);
6.2.5   Direct Admissions (includes Direct Entry and Alternative Entry) (Attachment 5);

   6.2.6 International Student Admissions (Attachment 6).

 6.3 The Admissions and Enrolments Section is responsible for the development and implementation of Guidelines for Selection Officers which includes information based on these procedures.

7.0 CONGRUENCE WITH LEGISLATION AND RELATED POLICIES

The Admissions Policy and associated procedures are congruent with the:

- Education Services for Overseas Students (ESOS) Act 2000;
- Victorian Tertiary Admissions Centre Regulations;
- Victoria University Enrolment Policy
- Victoria University Offshore Enrolment Policy
- Victoria University Student Charter

8.0 CONSULTATION

A working party consisting of representatives from GPPS, Faculties, TAFE Schools, Student Services, SLED, CCS and VU International developed the initial policy in 2005. For this major review in 2009 there was detailed consultation with the owners of each of the procedures to ensure that these reflect changes appropriate to the operating environment the University is facing today. The revised policy and procedures were also subjects to the standard consultation procedures for policy development and review. During this time very useful feedback was received and this has been incorporated.

9.0 REVIEW

The policy will be reviewed no later than the end of August 2012.

10.0 ACCOUNTABILITIES

 10.1 Responsibility for Implementation and Review
   The Senior Deputy Vice Chancellor is responsible for implementation and review of the Admissions Policy.
   Responsibility for implementation, compliance and review is specified for each procedure.

 10.2 Implementation Plan
   The implementation Admissions and Enrolments Policy will be overseen by the Admissions Management Committee and an admissions operational plan will be produced by the Admissions and Enrolments Section, who will also be responsible for the training of Selection Officers.

 10.3 Training Plan
   Training for Selection Officers will be undertaken by staff in the Admissions and Enrolments Section in line with 10.2 above.

 10.4 Compliance
   Compliance will be monitored through ongoing review by the Admissions Management Committee which provides advice to the SDVC.

 10.5 Effectiveness of this Policy
   The meeting of admissions targets in line with the principles of the Admissions Policy will be used to assess the effectiveness of this policy. The Admissions Management Committee will be responsible for advising the SDVC.

 10.6 Policy Adviser
   Manager, Admissions and Enrolments

Admissions Policy amendment

11.0 APPEAL PROCESS

11.1   Applicants who are dissatisfied with the outcome of an admissions decision are entitled to request the reasons for the decision through a review by the relevant selection officer, and are also subsequently entitled to lodge an appeal against the decision.

Seek a review of the application and the reasons for the decision

11.2   Prior to lodging an appeal, applicants must seek the reason for the decision for the unsuccessful application through a request to review the application. This is a request for a relevant selection officer to reconsider the application and supply the reasons for the decision in the response. In order to do this, applicants should provide details of the relevant course, any concerns they wish to raise about the decision and their contact information to admissions@vu.edu.au. The outcome of the review and the reasons for the decision should be provided to the applicant within ten University working days of receipt of the request.

11.3   Applicants may also seek advice from the Student Advisory Service for assistance with the preparation of the application for review and/or letter of appeal.

11.4   Students who are not satisfied with the reasons for the admissions decision, and can establish at least one ground of appeal as specified in 11.6, may lodge an appeal to the Principal Officer responsible for students within twenty University working days of receiving the reasons for the decision under 11.2.

Grounds of appeal

11.5   An appeal against the decision under 11.1 may be lodged in writing as a letter addressed to the Pro Vice-Chancellor, Academic and Students and sent via:

student.complaint.system@vu.edu.au

or

Pro Vice-Chancellor, Academic and Students
Victoria University
PO Box 14428
Melbourne
Victoria 8001

The letter must clearly address the ground or grounds of appeal in 11.6 and provide evidence to support the grounds as necessary.

11.6   The following are the grounds upon which an appeal against the admissions decision will be considered:
- There was a lack of procedural fairness in the review of the decision;
- New information can now be provided that is relevant to the original admissions decision and was not reasonably available at the time of lodging the review;
- Information can be provided that demonstrates that the review decision was manifestly unfair in all the circumstances.

11.7   The Principal Officer responsible for students will respond in writing to the request for review within fifteen University working days. This is the final decision and is not subject to review in any other University process.

11.8   Where the applicant is not satisfied with the outcome of the decision, an external review of the decision may be sought from the following external bodies as appropriate:
Ombudsman Victoria Tel: (03) 9613 6222

- The Commonwealth Department of Education, Employment and Workplace Relations (DEEWR)
- the Victorian Civil and Administrative Appeals Tribunal.

12.0 FORMS

Not required

ATTACHMENT 1

ADMISSIONS MANAGEMENT COMMITTEE
TERMS OF REFERENCE

1.   BACKGROUND

It is proposed that an ongoing committee be formed to manage the issues that arise annually in relation to admissions for Higher Education and TAFE. Each year there are a number of issues that arise in relation in and across the sectors which could beneficially be overseen by senior staff from across the University who have responsibility for different aspects of the admissions process.

2.   TERMS OF REFERENCE

The Admissions Management Committee will be responsible for advising the Principal Officer responsible for Students on the management of:

2.1   undergraduate load (including government funded and domestic fee paying places);
2.2   ATAR scores and quotas;
2.3   VE/FE government funded load;
2.4   campus load;
2.5   postgraduate HECS load
2.6   issues in relation to VTAC;
2.7   the development and oversight of alternative methods of entry across the University, e.g., the Portfolio Partnership Program;
2.8   articulation issues associated with admissions, e.g., reports on numbers of articulators;
2.9   compliance with the procedures associated with the Admissions Policy; and
2.10   the review of the Admissions Policy and Procedures
2.11   any matter referred to it by the Education and Students Management Advisory Committee.

3.   COMPOSITION

- DVC Planning, Marketing & External Affairs (Chair)
- Director, Student Connections
- Deputy Deans (or nominees)
- Associate Directors, VE/FE and/ or nominee(s);
- Manager, Admissions and Enrolments
- Admissions Coordinator
- Enrolments Coordinator
- General Manager, Marketing and Recruitment
- Director, Making VU
- A selection officer from each Faculty nominated by the SDVC after discussion with Executive Deans and Executive Directors

Depending on the nature of the particular business to be transacted at the Admissions Management Committee, the principal representatives may wish to be accompanied by, or represented by, officers from their organisational units who are most appropriate to undertake the business of that meeting.

4.   MEETING TIMETABLE

It is proposed that the Committee will meet as set out in the admissions procedures and as required.
See *Management of Undergraduate Load, ATAR Scores and Quotas – Procedures.*

ATTACHMENT 1

5.   REPORTING

This committee will provide advice to the Principal Officer responsible for Students on the issues listed under Section 2 and will report to Education and Students Management Advisory Committee.

ATTACHMENT 2

PROCEDURES

TITLE:	Management of Undergraduate Load, ENTER Scores and Quotas – Procedures
MANAGER(S) RESPONSIBLE FOR IMPLEMENTATION, COMPLIANCE AND REVIEW:	Principal Officer responsible for Students

1.0 DEFINITIONS

1.1 Eligibility score – lowest ATAR score to be eligible for consideration for a course at Victoria University.

2.0 KEY WORDS

Admissions
Load
ENTER
Quotas
Targets
Undergraduate

3.0 PROCEDURES

3.1 The University's eligibility score will be approved by VCAC based on a recommendation by the SDVC in June each year.

3.2 In early April each year QIP will make available to the Faculties student enrolments by course and year level. These will be based on uncleansed March 31 enrolment data. Based on historical data QIP will also provide student continuation rates to faculties. Faculties will be required to add new courses to be introduced in the subsequent year and allocate load to them from existing courses if new load is not available from sources outside the faculty. This load plan will be used as the basis of a distribution of resources to the faculties.

3.3 In September a meeting of the Admissions Management Committee (AMC) (see Attachment 1 for Terms of Reference and composition) will be convened by the SDVC to finalise/endorse the load targets for the following year and agree other processes (if necessary) and with respect to the following year's admissions and enrolments including any operational or other plans. Initial parameters such as minimum ATARs will be discussed and, where appropriate, agreed at this meeting. An annual Work plan will be prepared by the secretariat of the committee to highlight key dates and actions required.

3.4 A further meeting of this Committee will occur immediately prior to the University closedown in late December to refine the targets. This meeting will take into account the initial popularity poll data released by VTAC in October/ November, early round enrolment and re-enrolment figures. This meeting will propose minimum ATARs or any other admissions parameters for the forthcoming student admissions round.

3.5 Following receipt of change of preference data in early January and the outcomes of VTAC simulation data, two or three meetings of the AMC will be convened early to mid January and then a further meeting will be convened at the end of January/ early February. These meetings will consider potential load shifts and revisions to entrance requirements and will include consideration

of the likely impact on VE/FE load from Higher Education load shifts.

3.6   A review meeting of the AMC will be convened late in April to review the process and outcomes, including offer to enrolment conversion rates by category and to consider a report on the admissions and enrolment round. This report will be focused on improvements to be implemented in the next year.

3.7   AMC Meeting in April/ May if mid year admissions are of significant magnitude to warrant central coordination. Otherwise if these are minor top-ups they will be managed at Faculty level.

The table below summarises the process.

TABLE: Load Management Process for Undergraduate Admissions

April/ May	Sept/ Oct	Nov	Dec (late)	Jan/ Feb	April/ May
Student Load Plans agreed	Finalise load targets	Popularity polls	Re-enrolment and early round enrolment Data available	Change of preference data(early Jan)	AMC meeting end of April/ early May if required for mid year intake.
	AMC Meeting 1 Preliminary agreement on admissions parameters		AMC Meeting 2 Admissions parameters finalised	AMC Meetings 3 and 4 To oversee VTAC admissions rounds	
				AMC Meeting at end of April to review process and outcomes, with focus on improvements for following year.	

4.0   REVIEW OF PROCEDURES

The procedures will be reviewed with a review of the Policy by the end of 2011.

5.0   PROCEDURES ADVISER

Manager, Admissions and Enrolments.

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PROCEDURES

TITLE:	Management of TAFE Government Funded Load Procedures
MANAGER RESPONSIBLE FOR IMPLEMENTATION, COMPLIANCE AND REVIEW:	Deputy Vice-Chancellor (Vocational Education) and Director TAFE

1.0   DEFINITIONS

1.1   TAFE Government Funded Load – refers to General Profile (P) and Apprenticeship/ Traineeship (L) and, from time to time, other state government programs funded via the annual Performance Agreement with the Department of Innovation, Industry and Regional Development (DIIRD)/Skills Victoria.

2.0   KEY WORDS

Admission
Load

3.0   PROCEDURES

3.1   The DVC (VE) and Director TAFE negotiates the annual Performance and Funding Agreement with Skills Victoria, in August /September each year. This includes specific training targets. It is signed-off by the DVC (VE) and Director TAFE.

3.2   After consultation with the Faculty Executive Directors and the Dean of the VU College in September/ October, detailed internal program profiles are set for the following year.

3.3   The admissions process for the following year runs parallel to the development of a detailed program profile based on the previous year's experience of load.

3.4   In early December, the detailed program profile for each TAFE School/ Department is loaded into VUSIS.

3.5   Monthly reports are generated by Governance, Policy and Planning Services (GPPS) from Business Objects and provided to the DVC, Faculties and VU College for monitoring load.

3.6   Schools/Departments download Business Objects reports to monitor load on a regular basis, sometimes daily during peak periods.

3.7   Ongoing variations to the internal Program Profile are negotiated between the, DVC (VE) and Director TAFE and the Faculty Executive Directors, Dean of VUC as required.

3.8   The Office of the DVC (VE) and Director TAFE varies the Internal Program Profile, related reports and VUSIS targets on an ongoing basis as required and monitors and reports to the Faculties and VUC as necessary.

3.9   The University reports through the Office of the DVC (VE) and Director TAFE to Skills Victoria on a monthly basis.

The final report, submitted on the 15 January, is a report for the whole of the previous year.

ATTACHMENT 3

4.0   REVIEW OF PROCEDURES

The procedures will be reviewed no later than three years from commencement, with the option of being reviewed earlier if considered necessary.

5.0   PROCEDURES ADVISER

The Office of the DVC (Vocational Education) and Director TAFE

ATTACHMENT 4

PROCEDURES

TITLE: VTAC Entry Procedures

MANAGER RESPONSIBLE
FOR IMPLEMENTATION,
COMPLIANCE AND REVIEW: Director, Student Connections

1.0   DEFINITIONS

1.1   VTAC entry – refers to all applicants who apply through the Victorian Tertiary Admissions Centre for courses listed in the VTAC system. All undergraduate Higher Education courses and TAFE courses at Certificate IV and above (full time only) will use the VTAC system. . Any courses that will not form part of the VTAC system require approval by the Principal Officer responsible for Students by early August. Prior to each selection period courses that be withdrawn from the VTAC system must be approved by the Principal Officer responsible for Students by late October. TAFE courses at Certificate level 1-3 which may choose to opt into the use of the VTAC system at the discretion of the relevant Faculty Executive Dean

1.2   SEAS – refers to an umbrella program for special entry and access schemes conducted by participating tertiary institutions with course applications through VTAC.

1.3   Pi form – is a way for applicants to provide selection officers any information relevant to their application that is not provided as part of the standard VTAC on-line process

2.0   KEY WORDS

Admission
VTAC

3.0   PROCEDURES

VTAC Procedures

3.1   Victoria University will utilise VTAC which operates as a central clearing-house for undergraduate applications for universities, TAFE and some private providers in Victoria and some interstate institutions. Postgraduate pre-service education applicants are also administered through VTAC. The Admissions Management Committee may determine which courses are to be offered through VTAC.
Note: VTAC processes courses on behalf of institutions and notifies applicants of offers. VTAC is not responsible for institutional selection policy or decisions.

3.2   Victoria University participates on the VTAC Management Committee through the Vice-Chancellor or nominee.

3.3   The Manager of Admissions and Enrolments, or nominee, is the VTAC Liaison Officer for Victoria University.

3.4   The VTAC Liaison Officer is responsible for liaising with various organizational units within the University to ensure that all VTAC related procedures and policies including the provision of timely information for all VTAC publications (which includes course information), adherence to VTAC selection timetable, system rules and functional requirements are met.

3.5   The University must comply and adhere to the VTAC system rules, procedures and timetable.

3.6   All courses and awards must be approved by the Education and Research Board prior to publication in the VTAC system.

Selection for VTAC Courses

3.7   Faculty Managers will coordinate the provision of the names and contact details of all staff nominated as Primary and Auxiliary Selection Officers/Distribution Officers for the relevant selection period to Admissions staff in a timely fashion.

3.8   All Selection officers and any other staff who have access to the VTAC Omega system for selection purposes are required to attend scheduled training delivered by Admissions staff prior to each admission period. Access to the VTAC system is not available to staff who do not fulfil the training requirements.

3.9   Where selection staff need to access the VU online admissions system as part of VTAC selection processes, this will be provided once the appropriate authorisation and training has occurred.

3.10   Selection Officers will participate in all simulations for each VTAC Round where they expect to make offers. Participation in Early Round for Higher Education courses and Round 1 is mandatory for all VTAC courses and selection officers.

3.11   Selection Officers shall treat applicants from different social, racial, cultural and educational backgrounds equally in the application of selection criteria.

3.12   Selection officers shall be transparent and consistent in their decision making.

3.13   Selection decisions shall be made in a timely manner and consistent with the policies, rules and procedures of VTAC and the University.

3.14   Selection outcomes shall be made by an officer of the University expressly authorised to do so or by VTAC acting on behalf of the University.

3.15   Selection Officers shall not inform applicants of an offer made through VTAC before the scheduled date of release of VTAC offers.

3.16   Verbal offers of admission shall not be made or accepted as they are not formal offers and are not binding on either party.

3.17   The University shall reserve the right to withdraw an offer of admission and cancel the enrolment of any person where such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

Role of Admissions Staff

3.18   Admissions staff will provide training and support to VTAC selection officers on the use of the VTAC online system and where relevant to the VU online admissions system for admissions related duties.

3.19   Admissions staff will not make selection decisions on behalf of Selection Officers.

VTAC Special Entry and Access Scheme (SEAS)

3.20   Victoria University will consider applicants for selection in the VTAC Special Entry and Access Scheme (SEAS) as determined annually through the Admissions Management Committee.

VTAC SEAS Applicants

3.21   VTAC will centrally assess SEAS applications and assign a rating to indicate the level of impact suffered by the applicant. VU selection officers will accept this rating and allocate additional aggregate points as indicated in Table 1.

3.22   Victoria University will consider applications providing the applicant has lodged an application with VTAC and completed a VTAC SEAS form with appropriate supporting statements and/or evidence.

ATTACHMENT 4

Applicants from the following categories will be considered:

Category 1: **Location and Identity** including: (not scored by VTAC)
- mature age consideration
- Indigenous Australians
- applications from rural or isolated areas
- women and men in under-represented disciplines

Category 2: **Non-English Speaking Background** (not scored by VTAC)
Category 3: Difficult **circumstances** (scored by VTAC)
Category 4: Disadvantaged **financial background** (scored by VTAC)
Category 5: **Disability or medical condition**

3.23 V14, V16, and V22 category Current year 12 applicants who have nominated as VTAC SEAS applicants will be evaluated on the following terms. (Note: These refer to specific VTAC categories.)

3.23.1 For courses that select by ATAR and middle band the University minimum ATAR score for V14, V16 and V22 applicants is applied. These applicants may then be re-ranked in the middle band on the basis of their SEAS application and other relevant factors as published in the relevant VTAC course entry. Applicants in more than one category should be viewed on the basis of the combined effects of their claim.

3.23.2 For Non-year 12 VTAC applicants and those VTAC courses that do not select by ATAR and middle band, consideration of their SEAS categories should also take into account all stated selection mode information found in the course entry in the VTAC Guide.

3.23.3 Selection Officers may allocate additional aggregate points in the middle band for SEAS categories not scored by VTAC according to the following scheme:

Table: Manual Allocation of aggregate points for non-VTAC SEAS categories

SEAS Category	Margin to add to Aggregate
mature age consideration	1
Indigenous Australians	3
applications from rural or isolated areas	2
women and men in under-represented disciplines	2
Non English Speaking Background	2

"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."

ATTACHMENT 4

3.23.4   The following applies in the middle band re-ranking for SEAS categories that are scored by VTAC:

Table: Aggregate point compensation for categories of disadvantage

SEAS Rating	Margin to add to Aggregate
0	0
1	1
2	2
3	3
4	4
5	5

Selection Information – Supplementary Information

3.24   Where Victoria University VTAC courses require additional information to be submitted as part of the selection process the applicant will submit supplementary information as prescribed in the VTAC guide.

3.25   Information requested from the applicant will be consistent whether it is collected online or submitted via hard copy.

3.26   Admissions staff will enter basic personal data provided by applicants in hardcopy format into the student information system. All hard copy forms will be processed and provided to nominated distribution or selection staff for consideration in a timely fashion. Where this information is submitted on-line, it can be accessed directly by these staff.

VTAC System Requirements

3.27   Each year VTAC requires changes to the University student information system. Admissions staff, through the approved University process, will liaise with relevant staff to ensure that any VTAC system requirements are scheduled and delivered in a timely fashion in order to ensure consistent functionality and file structure for VTAC related activities. These currently include the Automated Results Transfer Service (ARTS), VTAC Offer file structure and Enrolment Returns file.

Onshore International Students and VTAC

3.28   Current Year 12 onshore international students are required to use the VTAC system to gain entry to university. Selection for these applicants will be by nominated selection officers for those courses that accept this cohort of applicants for consideration. These applicants must apply directly for admission to Vocational Education courses in the VTAC system.

Recognition of Other Learning

3.29   The University's Learning Pathways and Qualification and Linkages Policy and Procedures provide information and guidance on the application of RPL, including RPL for the purpose of admission.

Portfolio Partnership Program

3.30   The Portfolio Partnership Program (PPP) is an alternative entry scheme administered through VTAC and based mainly on submission of a portfolio of materials for which guidelines are provided. Some courses may conduct interviews as part of the selection process. The PPP is available as an entry mechanism for all undergraduate courses and all vocational educational courses offered through VTAC (with the exception of those for which current Year 12 applicants cannot satisfy course prerequisites, e.g. Graduate Entry programs). The PPP is described in Attachment # as a separate procedure (Currently in DRAFT).

ATTACHMENT 4

WEST + 5 Scheme

The WEST +5 Scheme is administered through VTAC. Under the scheme, the University may adjust upwards by 5 points, the aggregate score of applicants completing year 12 at schools located in the Western Region. Students at each secondary college in the Western Region Council areas of Brimbank, Hobson's Bay, Hume, Maribyrnong, Melton, Moonee Valley and Wyndham are eligible for this Bonus Scheme.

3.32   The scheme applies to:

Undergraduate courses: All courses (with the exception of Law courses and combined degrees with Law) listed in the [VTAC Guide](#) that select current year 12 (CY12) applicants on the basis of 'ATARAustralian Tertiary Admission Rank and a two-stage process with a middle-band of approximately 20%'. For these courses, the bonus will be applied to applicants within the middle-band.

Vocational Education and Training (VETVocational Education and Training) courses that select primarily on the basis of ATAR may also apply this bonus.

3.33   Eligible secondary schools

To qualify, students must successfully complete year 12 at one of the secondary schools from the council areas above and listed annually on the VU Website.

4.0   REVIEW OF PROCEDURES

The procedures will be reviewed no later than three years from commencement, with the option of being reviewed earlier if considered necessary.

5.0   PROCEDURES ADVISER

Manager, Admissions and Enrolments.

ATTACHMENT 5

PROCEDURES

TITLE: Direct Admissions Procedures (Direct Entry and Alternative Entry)

MANAGER RESPONSIBLE
FOR IMPLEMENTATION,
COMPLIANCE AND REVIEW: Director, Student Connections

1.0 DEFINITIONS

1.1 **Direct Admission** – refers to applicants who apply and/or are admitted to a course either by applying directly to the University's central admissions section or, in some cases, directly to Vocational Education/Further Education Faculties.

1.2 **Direct entry** – refers to applications which are processed through the appropriate section within the Student Connections Department and not through VTAC. Direct entry applies to:

- all postgraduate by coursework courses
- all offshore international students
- all full time and part time Vocational and Further Education courses at Certificate III level and below and all part time Certificate IV and above except for apprentices/ trainees, students who come in as an employee of an organisation with which we have a training agreement, secondary school students as part of VETIS, ESL and Adult Basic Education students and Industrial Skills students
- undergraduate applicants for courses after VTAC round 2
- mid year intake for Vocational, Further and Higher Education
- currently enrolled students seeking to apply to another VU course (internal course application); and
- specified undergraduate courses as approved by the Principal Officer responsible for Students.
- international onshore students are admitted through Victoria University International. (See Attachment 6)

1.3 **Alternative entry** – refers to applicants who apply and gain entry through a process which involves neither VTAC or Direct Entry. This applies to students and cohorts where:

- the duration of the course would make it administratively cumbersome;
- the language and literacy levels of applicants could result in the application process being a barrier to admission;
- there is a formal training plan, a memorandum of understanding, an agreement or letter of intent/contract. Examples include apprentices/ trainees, industry delivery and VETIS;
- the University would be commercially disadvantaged in its relationship with external organisations if it imposed a formal direct entry application process. In these cases the requirement to conduct admissions on a sound academic basis remains the primary consideration.

It also applies to entry schemes, such as the Portfolio Partnership Program, which are designed to allow competition for admission by applicants who are required to demonstrate attributes as identified by the University. Selection for these students is through a process endorsed by VTAC.

Any additional categories will be considered by the Admissions Management Committee.

2.0   KEY WORDS

Admissions
Direct Admission
Direct Entry
Alternative Entry

3.0   PROCEDURES FOR DIRECT ENTRY

Applications Processes

3.1   Admission into a course requires the completion and submission by the applicant of the appropriate application form within the specified submission dates.

3.2   All applications other than those for entry through VUI will be processed centrally through the Admissions and Enrolments section of the University.

3.3   All applicants are required to submit an application by the closing date provided in the Course Index.

On-line Applications

3.4   3.3 Applicants will have the opportunity for applicants to apply for courses using a web based admissions system. Courses may opt for on-line applications only.
Exemptions from using the on-line admissions system for any admissions period will be approved by the Admissions Management Committee.

Opening and Closing Dates

3.5   Opening and closing dates for the major and mid year admissions periods will be considered by the Admissions Management Committee on an annual basis, in consultation with faculties taking into account load management considerations. Closing dates will be published on the VU website before the commencement of each admission period.

Internal Course Applicants

3.6   The Admissions section will process all internal course applications. Currently enrolled Victoria University students are eligible to apply as internal applicants for courses in the following semester. This includes applications for courses that are published in the VTAC Guide. This is consistent with VTAC Rules.

Direct Entry Applicants seeking Special Consideration of Their Circumstances.

3.7   Application processes will allow applicants to nominate in a category or categories for special consideration for selection where they believe their life circumstances have affected their ability to reach their full educational potential. Victoria University application forms will clearly elicit this information from applicants, with a request for substantiation where appropriate.

Victoria University will consider applicants for categories which are consistent with those recognised in the VTAC SEAS program. The University's Direct Admission Special Consideration form will adopt the definitions for special consideration as defined under the VTAC SEAS program. See Attachment 4, Clause 3.22 for a list of the categories.

3.7.1   Factors for Consideration:

1.   the recency of the condition - for example, recent illness will be a more significant factor for a school leaver than one suffered two years ago.

2. the **duration** of the condition - problems extending over a long time period of time (such as isolation and lack of resources) may have more significance for learning than a short, albeit more severe, condition.

3. the **timing** of disruption - problems encountered during different life stages may impact more severely than at other times.

4. the **nature and severity** of the condition - while many school leavers suffer anxiety and high levels of stress during their final year (often resulting in fatigue and other debilitating illnesses), selection officers need to bear in mind the comparative nature of many such problems to other life events.

5. The extent to which it can be assumed that the applicant has gained the **actual knowledge**, especially in prerequisite studies, to succeed at higher education. Whilst a record of low academic achievement may have resulted from a severe disadvantage, the selection officer must satisfy him/herself that the applicant has a sufficient knowledge base to undertake a particular course.

Applicants in more than one category should be viewed on the basis of the combined effects of their claim.

Admission System Training

3.8 All staff who require access to the University's Admissions systems in order to perform their duties will be required to undergo appropriate training before access is provided. This training will be inclusive of University policies on privacy and conduct.

Processes for Application Management for an Admissions Period

3.9 Faculties advise the Admissions Section on the courses that will be active for direct entry prior to each admissions period.

3.10 At the same time Faculties nominate the primary and auxiliary selection officers and distribution officers for initial distribution of applications.

3.11 The Admissions Unit publishes the list of courses designated as active for direct entry, indicating course, campus, load combinations, method of application and initial closing date. The online information should be consistent with the hard copy application information. All courses and awards must be approved by the Education and Research Board prior to publication for direct admission.

3.12 After receiving applications, the Admissions Unit enters key information on the VUSIS applications module and acknowledges the application.

3.13 The application is forwarded to the nominated selection or distribution officer.

3.14 Direct entry applications for undergraduate and Vocational Education courses for which admission is possible through VTAC may only be considered after the pool of VTAC applicants has been exhausted.

3.15 Selection officers are responsible for making equitable and consistent selection decisions in accordance with their published selection criteria.

3.16 Selection officers are responsible for advising applicants of the decision no later than ten business days from the closing date.

3.17 Faculty Managers and TAFE School Executive Officers will coordinate the provision of the names and contact details of all staff nominated as Primary and Auxiliary Selection Officers/Distribution Officers for the relevant selection period to Admissions staff in a timely fashion.

3.18 All Selection officers and any other staff who have access to the VU admissions system for selection purposes are required to attend scheduled training delivered by Admissions staff. Access to the system is not available to staff who do not attend training.

3.19 Selection Officers shall treat applicants from different social, racial, cultural and educational backgrounds equally in the application of selection criteria.

"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."

ATTACHMENT 5

3.20   Selection officers shall be transparent and consistent in their decision making.

3.21   Selection decisions shall be made in a timely manner and consistent with the policies, rules and procedures of the University.

3.22   Selection outcomes shall be made by an officer of the University expressly authorised to do so.

3.23   Verbal offers of admission shall not be made or accepted as they are not formal offers and are not binding on either party.

3.24   The University shall reserve the right to withdraw an offer of admission and cancel the enrolment of any person where such an offer was made on the basis of incomplete or inaccurate information supplied by the applicant or a certifying authority.

Direct Entry for courses after VTAC closes

3.25   All direct applicants will have their status confirmed on the VTAC system by Admissions staff to determine whether they are eligible to be considered for direct application.

3.26   All direct applications for active VTAC courses will be forwarded to the relevant distribution/selection officer.

3.27   All VTAC direct applications received by admissions in hardcopy will have the relevant section of the application photocopied and retained by Admissions for processing after the pool of VTAC applicants has been exhausted.

3.28   Selection officers are not permitted to action any offers to VTAC direct applicants until Admissions is formally advised that they have exhausted their pool of VTAC applicants.

3.29   The applicant data will be entered onto the system by Admissions staff after this advice is received and applicants will receive acknowledgement.

3.30   Offers are made to these applicants according to University selection procedures and the university admissions policy. Letters advising selection outcome are sent by Faculties directly to the applicants.

Recognition of Prior Learning

3.31   The University's Learning Pathways and Qualification and Linkages Policy provide information and guidance on the application of RPL, including RPL for the purpose of admission.

4.0   PROCEDURES FOR ALTERNATIVE ENTRY

Entry without University Application

4.1   As per the definition in Section 1.3, Faculties will implement a system of alternative entry and selection relevant to the characteristics of the student cohorts, consistent with the principles and definitions of the University's Admissions Policy and ensure admissions, student and enrolment details are entered onto the Student Management System in line with procedures for admissions and enrolment.

Approval for such alternative entry arrangements should be given by the Director, Student Connections.

Entry Schemes for Identified Groups (e.g., the Portfolio Partnership Program)

4.2   Faculties who have had proposals for alternative entry schemes endorsed by the Education and Research Board and any significant expansions or variations to an existing alternative entry scheme will be referred to the Admissions Management Committee for consideration.

4.3   The Admissions Management Committee will consider the selection requirements for alternative entry programs. It will also advise on the monitoring of these programs.

4.4   Annual reports will be produced in order to monitor and review the success of alternative entry programs, including number of students selected and student progress. The Admissions Management Committee will consider these reports and make recommendations based on the information provided.

Recognition of Prior Learning

4.5   The University's Learning Pathways and Qualification and Linkages Policy provide information and guidance on the application of RPL, including RPL for the purpose of admission.

5.0   REVIEW OF PROCEDURES

The procedures will be reviewed no later than three years from commencement, with the option of being reviewed earlier if considered necessary.

6.0   PROCEDURES ADVISER

Manager, Admissions and Enrolments

PROCEDURES

TITLE: International Students Admissions Procedures

MANAGER RESPONSIBLE
FOR IMPLEMENTATION,   Vice-President (International)
COMPLIANCE AND REVIEW: Director, Student Connections

1.0   DEFINITIONS

1.1   **International onshore student** – An international onshore student is a student who is not a permanent resident or citizen of Australia and is studying in Australia. Students holding New Zealand citizenship or refugee status are regarded as local students.

1.2   **International offshore student** – An international student who is enrolled in a Victoria University award or non-award course that is conducted at an offshore site.

1.3   **Education Services for Overseas Students (ESOS)** – The ESOS Act and regulations set out requirements with which CRICOS-registered providers must comply.

2.0   KEY WORDS

Admissions
International students

3.0   PROCEDURES

These procedures have been drafted to apply to both onshore and offshore students who are not studying in online mode. Where there are differences in the processes, these have been indicated.

Authority to Admit Students

3.1a   Onshore Students

To obtain delegated authority to admit students Victoria University International consults with Faculties to make offers in relation to particular courses. Associate Deans (International) in consultation with course coordinators agree on a set of criteria against which offers can be made. They notify Victoria University International who can then make offers. This set of criteria is then sent to the Faculty Boards of Study for confirmation.

These criteria are entered in the Victoria University International Entrance Requirements. Victoria University International is responsible for maintaining the Entrance Requirements for international onshore students. The Victoria University International Entrance Requirements lists Victoria University's courses, the most common student source countries and the qualifications that are used to gain admission to Victoria University.

The listing is approved for each area by the Heads of Faculty (including advice from the Faculty Board of Study) and Associate Directors and is formally approved by the International Committee.

This document is reviewed by Victoria University International in consultation with the Faculties every two years. Additions to the Entrance Requirements are approved by the Executive Deans (including advice from the Faculty Board of Study) and Associate Directors.

3.1b   Offshore Students

The admission of offshore students is managed directly by Faculties. The offshore requirements are broadly comparable with the minimum Year 12 equivalent as outlined in the International Entrance Requirements, taking into consideration local factors that may influence specific selection decisions. Specific percentages/gradings will be defined by Associate Deans (International) in consultation with course coordinators and offshore partners and will be reported to the Faculty Board of Study.

Application Process

3.2   Applications are invited all year round for all future intakes for onshore and offshore students.

3.3a   Onshore Students

Onshore applications received are entered on the International Admissions module.

3.4a   Onshore Students

Applications are assessed internally by Victoria University International staff against criteria set down in the Victoria University International Entrance Requirements.

If Victoria University International has delegated authority to make offers for the particular course and the applicant meets the stated criteria, then an offer is made.

If the applicant does not meet the stated criteria, Victoria University International will contact the relevant course coordinator for advice. Course coordinators will be contacted based on guidelines for marginal applicants as determined in the International Entrance Requirements.

If the applicant does not meet the criteria for marginal applicants, the application will be rejected. If the application is rejected, where appropriate, the applicant will be offered a formally approved pathway (as per the pathways website) into the course or an alternative course.

The criteria and range for marginal applicants will be determined by each Faculty for their courses. Marginal applicants will be equivalent to or above the minimum entrance requirements stated in the International Entrance Requirements.

3.3b   Offshore Students

Offshore applications will be entered on the University's student system.

3.4b   Offshore Students

Offshore applications are assessed by Victoria University Faculties in conjunction with the offshore partner against the agreed criteria (See 3.1.b above). An offer is made where the applicant is assessed as meeting the stated criteria by the Faculty or the offshore partner where the partner is authorized by the University to admit students. Where the application is assessed as marginal, the same process of consultation between offshore partners and Faculties occurs.

As with onshore students, the criteria and range for marginal applicants will be determined by each Faculty for their courses in line with the minimum entrance requirements agreed (See 3.1b).

3.5   Where the Victoria University International or the offshore partner does not have authority to admit students to a particular course, the application is assessed for academic equivalence of the minimum entry requirements and is referred to the Faculty School for a decision.

"The current official version of this policy is maintained on the Victoria University Central Policy Register and downloading and printing of this policy will produce an uncontrolled copy which may not be current."

ATTACHMENT 6

For onshore students where an applicant does not meet the minimum entry requirements, after an assessment of academic equivalence, Victoria University International will reject the application on behalf of the University. If the application is rejected, where appropriate, the applicant will be offered a suitable formally approved pathway (as per the pathways website) into the course or an alternative course.

For offshore students where an applicant does not meet the minimum entry requirements, after an assessment of academic equivalence, VU Faculty, in conjunction with the offshore partner, will reject the application.

English Language Assessment

3.6   At the same time as onshore and offshore applications are assessed against academic criteria, they are also assessed for English language competency based on IELTS, TOEFL, VU-ELI Placement Test or English as the medium of instruction.

Course requirements for English Language Assessment are included in the International Entrance Requirements and also in the International Course Guides which are signed-off by the Faculties.

Additional evidence of English language proficiency above the specified minimum levels may be required.

Onshore students who do not meet the English requirements from their submitted English result are, where appropriate, offered an English course that precedes their academic course. Where the number of weeks of English to be offered is not clear, Victoria University International will seek the advice of Victoria University's English Language Institute before offering an English course.

Recognition of Prior Learning (RPL)

3.7   With respect to credit transfer, where a formally approved pathway exists, including offshore programs with other institutions, and there is authority from the University , Victoria University International/ offshore partner makes an offer which includes the amended duration for the course.

For onshore students, where no formally recognised pathway exists, the applicants' documentation, as per the University's Learning Pathways and Qualification and Linkages Policy, is sent to the Faculties Schools for assessment and a determination regarding credit transfer. After receiving a response, if an offer is made to the applicant, the offer will be made with a shortened duration to the course where appropriate.

Selection

3.8.   Onshore and offshore applications are assessed on their individual merit against the set criteria. They are not assessed against a pool of other applicants.

3.9a.   Onshore Students
Once successful onshore applicants have received letters of offer, completed an International Student Offer Acceptance Form and a deposit has been made, Victoria University International issues a Confirmation of Enrolment which enables students to apply for a student visa and to enrol at a time designated by the Faculty.

3.9b   Offshore Students
For offshore applicants the process up to the point of enrolment is managed by the offshore partner in conjunction with the Faculty. The student's selection is confirmed when an offshore student accepts the offer and, if required prior to enrolment, pays the enrolment fee to the partner. The student must complete a preprinted Victoria University Offshore Enrolment Form. Final approval of enrolments resides with the relevant Victoria University course coordinator, who is required to sign the enrolment form as part of the quality assurance process.

After the Offshore Enrolment Form is processed, Graduation and Offshore Student Administration issues an Enrolment Confirmation.

Timelines

3.10a **Onshore Students**

Victoria University International accepts applications and payments from students until the final date for enrolment.

With respect to VE/FE courses, which have varying start dates, the decision to allow students into the course after the course start date is taken by the course coordinator/ Head of Department.

After a Confirmation of Enrolment has been issued, Victoria University International changes the successful applicants' status to 'accepted' and they are moved to a VUSIS module (Front Desk).

3.10b **Offshore Students**

Study periods for commencing offshore programs are managed by the offshore partners in negotiation with the Victoria University course coordinator.

Onshore International Students and VTAC

3.11 Current VCE onshore international students are required to use the VTAC system to gain entry to university. Selection for these applicants will be by nominated selection officers for those courses that accept this cohort of applicants for consideration. These applicants can apply directly for admission to VE/FE courses shown in the VTAC system.

Internal Reports

3.12 Faculties have access to the International Applications module and to the VUSIS module which enables them to run reports as required on the status of onshore and offshore applications, offers and acceptances at any time.

3.13 Victoria University International produces weekly statistics on onshore applications, offers and acceptances which are available on request.

3.14 Victoria University International produces a census report at the end of each semester which includes:

- Higher Education onshore applications and acceptances;
- Higher Education enrolments by country,
- Higher Education enrolments by level of study;
- Higher Education intakes by semester by course;
- VE/FE onshore enrolments;
- VE/FE intakes by semester by VE/FE courses;
- Study abroad and exchange enrolments;
- Offshore enrolments.

Hard copies of these reports are provided to Principal Officers, Heads of Faculty and other senior international staff in the faculties. Electronic copies are available on request.

4.0   REVIEW OF PROCEDURES

The procedures will be reviewed no later than three years from commencement, with the option of being reviewed earlier if considered necessary.

5.0   PROCEDURES ADVISERS

Associate Director, International Recruitment and Admissions

This section currently Under Review in light of the currently approved "Smoothing the Pathways" strategy

TITLE:	Attachment 7: Admission Procedures for Articulation
MANAGER RESPONSIBLE FOR IMPLEMENTATION, COMPLIANCE AND REVIEW:	Pro Vice-Chancellor (Institutional Services)

1.0   DEFINTIONS

Articulating Student – unless otherwise stated, this procedure relates to students that progress from a TAFE that have entered into an articulation agreement with Victoria University (VU) or from a VU Vocational Education (VE) or Further Education (FE) course to a course in Higher Education (HE). This includes students who progress along one of Victoria University's formally recognised pathways.

Admission Criteria – are criteria, such as completion of a particular qualification (including, if applicable, meeting a quantitative criterion such as a specified Cumulative Weighted Average (CWA)[1]), that provide the basis for an equitable and transparent admission process for students who wish to articulate. Course Admission Requirements should include all registered pathways and are expected to include relevant admission criteria.

Bands – quantitative Admission Criteria enable articulating students to be grouped into 'bands' such as:

Band 1 – students who meet the admission requirements and meet the specific selection criteria that define the 'hurdle' for band 1 status, for example 75% CWA .

Band 2 – students who meet the admission requirements but do not meet the specific selection criteria that define the 'hurdle' for band 1 status[2].

Provisional Bands – students may be provisionally placed in one or other band based on progress to date.

In cases where a hurdle only relates to single unit requirements, e.g. 70% or higher in Mathematics unit, it is preferable not to use this as a condition for admission into the course but, instead, use it as a condition for specified pathways credit, such as a first-year mathematics unit in the example given.

Quotas – If intake numbers are limited, hurdles may be needed to provide a cut-off point that can be used to control intake numbers in the same manner as VTAC entry on the basis of a tertiary entry score. These may be lowered below the published threshold but not increased above it during the selection process.

2.0   KEY WORDS

Admissions
Articulation
Articulating Student
Band
Pathway

3.0   PROCEDURES

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[1] $CWA = \dfrac{\sum (\text{Nominal Hrs for each Unit} \times \% \text{ Mark for the Unit})}{\text{Total Nominal Hrs for all Units}}$ (%)

[2] Some pathways may choose to have, as one a single criterion for entry, successful completion of the departure course. In this case, band 2 has been merged into band 1 and entry is <u>guaranteed</u> for all those that successfully complete the departure course.

ATTACHMENT 7

3.1   Procedures for students articulating under the band arrangements

    3.1.1   These procedures apply to articulation between VE and HE courses where there is a registered pathway, with or without credit, and associated admission requirements that document the selection criteria. Students that articulate from VE into HE on an individual basis must be selected in a manner that is consistent with the procedures described herein in the context of approved pathways.

    3.1.2   From August, pathways are promoted and VE/FE students asked to apply for relevant HE courses commencing semester one in the following year.
Within VU, application is to be made using A122 – Victoria University Internal Course Application form. External students covered by an Articulation Agreement should use A121-Direct Admission / Supplementary Information Form.

    3.1.3   August – November, HE to make conditional offers. Offers advise that:

        Band 1 applicants will have their offer confirmed by the end of December for early January enrolment. Applicants in Band 2 will be considered with VTAC round 1 applications. HE Faculties reserves the right to lower the Band cut-off.

    3.1.5   In addition to accepting applications, HE may choose to make conditional offers to directly to cohorts of students.

    3.1.6   Timely applications close in November on the date chosen each year for direct entry.

    3.1.7   Immediately following the release of semester 2 results, VE/FE liaise with HE to ascertain the final Band 1 cut-off and generate a list of all students that have applied and/or have been made offers and their Bands.

    3.1.8   On the basis of the list, HE Schools send out letters to confirm their offer to successful Band 1 students and to invite them to accept the offer by enrolling on a date to be advised early in January of the following year. All unsuccessful recipients of conditional Band 1 offers are to be advised by letter or email of Band status and selection process and automatically included in the Band 2 selection process.

    3.1.9   Early in the New Year:

        Band 1 students enrol.

        Band 2 applicants are considered with VTAC round 1 and are advised of the outcome.

    3.1.10   A report is to be prepared by the relevant HE School detailing the number of offers made, the number accepted and the final number of students enrolled in the relevant pathway degree course via the pathway. This will be provided on an annual basis as soon as possible after 31 March to the ESMAC.

3.2   VU HE to VU VE articulation

    3.2.1   These students will be treated on an individual basis for the purpose of selection and the application process will be via internal course application.

3.3   External VE to VU HE articulation

    3.3.1   These students may apply through VTAC or via Direct Entry where applicable and the relevant procedures will apply.

3.4   External HE to VU VE

    3.4.1   These students may apply through VTAC or via Direct Entry where applicable and the relevant procedures will apply.

3.5   Dual Sector Awards

    3.5.1   For Concurrent, Sequential and Multiple - Entry - Exit awards the student is selected once for the program and is assured progression as long as they continue to meet the criteria to remain eligible to stay in the course.

    3.5.2   The conditions that apply to all exit, entry and re-entry points must be included in the course admission requirements.

4.0   REVIEW OF PROCEDURES

The procedures will be reviewed no later than three years from commencement, with the option of being reviewed earlier if considered necessary.

5.0   PROCEDURES ADVISER

Director CAPS