




DOCUMENT TYPE	P	
ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	006	
Policy Database Document Reference Number 111006P		

ADMISSIONS POLICY

Purpose/ objectives	This policy outlines the principles and framework for the admission of students into the University's undergraduate and postgraduate coursework programs.
Scope/ Application	<ul style="list-style-type: none"> • All local and international applicants for admission into the University's undergraduate and postgraduate coursework programs. • Higher Degree by Research and Professional Doctorate applicants can access admissions information from www.latrobe.edu.au/research and are not covered by this policy.
Policy Statement	<p>The University's admission policy and practices are designed to put into effect the following principles:</p> <ul style="list-style-type: none"> • Admission offers are made to applicants who are judged to have the background and abilities to have a reasonable expectation of success in the program to which they are made an offer and who are likely to benefit from university study. • Admission offers are made broadly on merit based on demonstrated achievement, especially academic achievement, but may also take account of other factors such as demonstrated commitment and specific achievements. • The University will publish, for the benefit of prospective applicants, the course selection criteria to be applied in each course of study. • The University seeks to provide access to persons who have experienced educational or social disadvantage and to address the under-representation of specific community groups in university education. • The University seeks to engage with and serve its communities, including the residents of the regions in which the University is located. <p>To be considered for admission to the University, applicants must:</p> <ul style="list-style-type: none"> • be eligible for admission to the University, as defined in the Application and Selection Procedures, Regulation 18.1 or published from time to time in the Handbook; and • have lodged an application for admission to the University or via a Tertiary Admission Centre; and • have satisfied any course prerequisites or additional selection criteria established for entry to a particular course; and • be at least 16 years of age by 31 December in the year prior to admission; • demonstrate an adequate command of English, where a course of study is given in the English language <p><u>Deferment</u></p> <p>The University will allow commencing undergraduate students to defer their studies for one year except in those courses where permitting deferral would impact on the course or student.</p> <p>The University will normally not allow commencing postgraduate or non-AQF award course students to defer their studies.</p>

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Supporting Procedures	Admissions Procedures – Application and Selection Admissions Procedures – Special Entry and Access Schemes Admissions Procedures – Deferment
Responsibility for implementation	Deans Faculty Selection Coordinators
Responsibility for monitoring implementation and compliance	Admissions Retention and Success Committee
Status	New policy incorporating Academic Board decisions and material from relevant Regulations as listed below: Regulation 18.1; Minimum age Academic Board June 2004; Consideration of disadvantage Academic Board August 2003, November 2004; Regional bonus Academic Board June 2004; Adult entry Academic Board April 1993, March 2003, October 1995; Not meeting normal entry requirements Academic Board March 2004; Deferment Academic Board October 1995, August 2005.
Key stakeholders	Admissions Retention and Success Committee Curriculum, Teaching and Learning Committee Academic Board.
Approval Body	Academic Board 19 November 2008 Minute 428.3.4
Initiating Body or person(s)	Admissions Success and Retention Committee
Definitions	Not applicable
Related legislation	Statute 18 Admission to Courses and Admission to Status Regulation 18.1 Admission to Courses and Admission to Status
Related Policy and other documents	Advanced Standing, Articulation and Credit Transfer Policy
Date Effective	November 2008
Next Review Date	November 2012

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Keywords	Admissions, age limit, English requirement, consideration of disadvantage, adult entry scheme, deferment
Owner/Sponsor	Deputy Vice-Chancellor
Author	Admissions Retention and Success Committee
Contact person	Manager, Admissions, Examinations, Graduations and Timetabling