




DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	007	
Policy Database Document Reference Number 111007D		

ADMISSIONS PROCEDURES – APPLICATION AND SELECTION

Parent Policy Title	Admissions Policy																								
Associated Documents	Admissions Procedures – Special Entry and Access Schemes Admissions Procedures – Deferment																								
Preamble	La Trobe University is committed to ensure that its admissions policies and procedures support its mission and functions. Part of this commitment is the formulation of these procedures which will provide a framework to ensure that admission of students is supported by fair, transparent, consistent and timely procedures.																								
General	These procedures apply to all local and international applicants for admission into the University’s undergraduate and postgraduate coursework programs. Higher Degree by Research and Professional Doctorate applicants are not covered by these procedures.																								
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1. General entry requirements – undergraduate	<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 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; and 																								

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	<ul style="list-style-type: none"> demonstrate an adequate command of English, where a course of study is given in the English language as approved annually by Faculty Boards.(refer to English language procedures). <p>Note – The University does not recognise the Victorian Certificate of Applied Learning (VCAL) Senior Level as meeting general University entrance requirements</p>
2. General entry requirements – postgraduate	<p>Applicants may be regarded as eligible for admission to a postgraduate course (excluding research awards) if they</p> <ul style="list-style-type: none"> have qualified for a Bachelor degree at La Trobe University or for an equivalent qualification from an approved higher education provider; or provide appropriate evidence of general and professional qualifications or vocational experience that satisfies the University that the applicant possesses the capacity to pursue graduate studies; and have satisfied any course prerequisites or additional selection criteria prescribed for a particular course and approved annually by Faculty Boards .
3. General entry requirements – non-AQF award courses	<p>Applicants may also be eligible for admission to a non-AQF award course, subject to the applicant satisfying any subject prerequisites or additional selection criteria established for entry to a particular non-AQF award. Non-AQF award admissions provide applicants with the opportunity to try university studies or to undertake professional and personal development. Non-AQF award courses are an option for applicants if they have missed out on gaining a place at university and wish to make themselves more competitive for university entry.</p>
4. English language requirements	<p>To ensure admissions processes are consistent across the University and that all applicants have the required English skills to perform well in their studies, applicants (for courses conducted in the English language) must comply with the following English standards:-</p> <ul style="list-style-type: none"> Applicants must possess a standard of English language proficiency equivalent to that demonstrated by satisfactory completion of a Unit 3 and 4 sequence in one of the VCE English studies or Applicants must provide evidence of English language proficiency through a test score from an internationally recognised English language testing system or another measure acceptable to the University as detailed in the English Language Entry Procedures (Schedules 1 and 2) <p>Any person offered a place at La Trobe University may also be required to sit an English language test and/or further oral examination to satisfy the above requirements. An applicant found to be below the necessary standard may be required to undertake a remedial English language course conducted by the University concurrently with his or her course or may have his or her provisional offer withdrawn.</p> <p>For courses setting VCE study score prerequisites in English studies, the prerequisite score for English (ESL) is 5 points higher than the requirement for English, English Language or Literature.</p>

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<p>5. Exceptional cases or waiving general entry requirements</p>	<p>Provision is made to admit students who may not meet the admission criteria or general entry requirements but, on the basis of other considerations, are persons who have a high probability of success in university study and whose admission is considered to bring benefits to the both the University and the applicant.</p> <p>For an applicant to receive an admission offer under this category, the relevant Selection Officer or La Trobe International makes a recommendation to the Dean of the Faculty. A record of all applicants under this category should be maintained by the Faculty.</p>
<p>6. Publication of selection criteria</p>	<p>For each course, full details of the relevant selection criteria will be published in the University Handbook around October each year following annual review and approval by the Faculty Boards. The University may from time to time publish selection criteria for the following year in publications (ie Victorian Tertiary Admissions Centre Guide/Universities Admissions Centre Guide, Undergraduate and Postgraduate International Handbooks or other relevant information sources for applicants).</p> <p>In the case of a dispute, information published in the University Handbook will override information in all other publications.</p>
<p>7. Re-admission of former La Trobe University students</p>	<p>Students who wish to re-enrol in a course after they have ceased study in that course, and if they have not taken a formal "Intermission/Leave of Absence", must apply formally for readmission via the application method used for new applicants (ie either lodging an application for admission to the University or via a Tertiary Admission Centre).</p>
<p>8. Suspension from a course</p>	<p>An applicant who is suspended from a course or from the University will only be considered for admission if the period of their suspension will have been served before the commencement of study.</p>
<p>9 Exclusion from a higher education provider.</p>	<p>An applicant who has been excluded from a course at La Trobe University or any other higher education provider for reasons of academic or general misconduct may be considered for a place in another course. They normally will not be considered for a place in the same course from which they will be excluded, or substantially similar course, unless they can demonstrate rehabilitation.</p>
<p>10. Appeals</p>	<p>Should any applicant or student consider that they have been disadvantaged by the application of this procedure, he or she should have an avenue for appeal. Even though applicants are not yet students of the University as defined by the La Trobe University Act 2009, the existing Student Grievance Procedures will apply for this purpose.</p>
<p>11. Authorisation to make offers</p>	<p>In the interest of improving the efficiency of direct application processing and providing a better offer turnaround service to applicants, faculties are able to authorise other entities within and outside the University to make offers on their behalf. This is to be done only in accordance with faculty-approved admission and selection criteria (academic and English) which are reviewed</p>

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	and approved annually by Faculty Board. These entities currently include La Trobe International, La Trobe Melbourne and ACN (Sydney).
Status	Revisions endorsed by Academic Board 8 June 2011 [Minute 449.4.3]. Prior approval: Academic Board 19 November 2008 Minute 428.3.4 New (14-01-2009) but incorporating existing University procedures.
Approval Body	Academic Board
Initiating Body	Admissions Success and Retention Committee
Definitions	Admission offer: offer of a place in course Applicant: person seeking an offer of admission to the University, Course: a set of subjects or a higher degree by research program that will normally lead to an award of the of the University.
Date Effective	November 2008
Next Review Date	November 2014
Keywords	Admission, selection, application, language requirements,
Owner/Sponsor	Senior Deputy Vice-Chancellor and Vice President (International and Development)
Author	Admissions Success and Retention Committee
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