




DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ACADEMIC	1	
TEACHING AND LEARNING	1	
INCOMING STUDENT	1	
NUMBER	007	
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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>Applicants may be regarded as eligible for admission to an undergraduate course if they have:-</p> <ul style="list-style-type: none"> • satisfactorily completed the Victorian Curriculum and Assessment Authority Victorian Certificate of Education (VCE) including Units 3 and 4 English. Any of the four VCE English subjects – English, Literature, English Language or English as a Second Language – is acceptable provided that Unit 3 and Unit 4 are completed in sequence and in the same calendar year, or • gained qualifications equivalent to the point above recognised as such by the Victorian Tertiary Admissions Centre (VTAC) or equivalent. This covers interstate, International Baccalaureate and overseas qualifications and qualifications obtained under previous conditions, including 																				

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	<p>compensation or concessional arrangements, or</p> <ul style="list-style-type: none"> gained a Victorian Curriculum and Assessment Authority Statement of Equivalent Qualification to the VCE, or have completed an equivalent qualifications and/or vocational experience and attained the required entrance standard set by the University. This may include bridging/preparatory courses, TAFE and other post-secondary qualifications, or have satisfied entrance requirements of an Alternative Entry scheme approved by the University including Aboriginal and Torres Strait Islander access scheme <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.
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 have an IELTS (International English Language Testing System – academic) or TOEFL (Test of English as a Foreign Language) score or another test acceptable to the University as detailed in the course entry in the University Handbook or University Course finder <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</p>

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	<p>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>
5. Exceptional cases or waiving general entry requirements	<p>Provision is made to admit students who may not meet the standard 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 makes a recommendation to the Dean of the Faculty. A record of all applicants under this category should be maintained by the Faculty.</p>
6. Publication of selection criteria	<p>For each course, full details of the relevant selection criteria will be published in the University Handbook around October each year. The University may from time to time publish selection criteria for the following year in publications (ie VTAC Guide/UAC Guide 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>
7. Re-admission of former La Trobe University student	<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>
8. Suspension or exclusion from a higher education provider	<p>An applicant who is suspended or excluded from La Trobe University or any other higher education provider will only be considered for admission if the period of their suspension or exclusion has been served before the commencement of study.</p>
9. Appeals	<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 1964, the existing Student Grievance Procedures will apply for this purpose.</p>
Status	New, but incorporating existing University procedures.
Approval Body	Academic Board 19 November 2008 Minute 428.3.4
Initiating Body	Admissions Success and Retention Committee

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