

**SELECTION PROCEDURES COMMITTEE**  
**A COMMITTEE OF THE ACADEMIC BOARD**  
**COMPOSITION AND TERMS OF REFERENCE**

**1. Membership**

President of the Academic Board or nominee  
Vice-President of the Academic Board or nominee  
A chairperson appointed by the President  
Deputy Vice-Chancellor (International)  
Director, Centre for the Study of Higher Education or nominee  
Director, International  
Associate Director, Admissions  
Manager, Scholarships, Bursaries and Fees  
A faculty Academic Service Officer, or equivalent  
Academic Secretary or Academic Governance Officer  
One member nominated by the Academic Programs Committee  
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  
The President of UMSU or nominee and one additional nominee  
The President of GSA or nominee and one additional nominee  
Up to two 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 enquiry.  
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. Chair and Deputy Chairs**

Academic Board must appoint a person to chair the Committee. In consultation with the Chair, Academic Board must also appoint one person from the Committee to act as Deputy Chair and also one person designated as the Committee's Scholarship and Awards Coordinator.

**3. Quorum**

A quorum for the committee is 30% of the current membership.

**4. Terms of Reference**

- 4.1 To advise and make recommendations concerning the selection of students into courses, subjects or groups of subjects for which enrolment is or may be restricted, including but not limited to
- policies, procedures and guidelines;
  - Academic Board Resolutions on Selection;
  - appropriate communications with the Victorian Tertiary Admission Centre, the Victorian Curriculum and Assessment Authority and other bodies administering senior secondary school programs or equivalent programs;
  - pathways to award or non-award courses, including pathways with guaranteed entry;
  - Access programs;
  - English language standards.
- 4.2 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.

4.3 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 processes for scholarships, awards and prizes;
- the academic progress of recipients of coursework scholarships.

The Committee may delegate 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.

4.4 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**

The Selection Procedures Committee will report to the next meeting of the Board after each meeting of the committee.

## **6. Secretariat**

The Academic Secretary, or nominee, will provide secretariat support to the committee.

## The University of Melbourne

### Selection Procedures Committee

#### Schedule of Approved Delegations in Matters Related to Coursework Scholarships, Awards and Prizes

This schedule contains matters previously listed in Terms of Reference and is to be read in the context of the prevailing Terms of Reference. The Committee may revise these delegations as necessary, and will report any such revisions to the Academic Board.

1. The Committee delegates to the Committee's Scholarship and Awards Coordinator the following responsibilities:
  - (a) To approve out of session on behalf of the Committee new or revised coursework scholarship proposal from Faculties, Graduate Schools or the Advancement Office or Melbourne Scholarships, referring to the Committee those cases that create precedents or that do not clearly meet current guidelines.
  - (b) To approve on behalf of the Committee offers to applicants for coursework scholarships and awards nominated by Melbourne Scholarships, referring to the Committee those cases that create precedents or that do not clearly meet current guidelines.
2. The Committee delegates to a selection panel of not less than four people appointed by the Committee, the selection of applicants for coursework scholarships on behalf of the Selection Procedures Committee in accordance with the policies of the Academic Board. The selection panel will be convened when required by the Committee's Scholarship and Awards Coordinator. Its other members, appointed by the Chair in consultation with the Committee's Scholarship and Awards Coordinator, will be two members of the Committee and up to two members from Melbourne Scholarships, subject to the requirement that academic staff members are in the majority on the selection panel.
3. If the Committee's Scholarship and Awards Coordinator is unable to undertake the delegated responsibilities, then the role will be undertaken by the Chair of the Committee.
4. The Committee delegates to Melbourne Scholarships routine applications from recipients of undergraduate and graduate coursework scholarships for variations to their scholarship status.
5. Actions taken under delegated authority as described above are to be appropriately documented and are also to be reported in summary form to the Committee.
6. Actions taken under delegated authority concerning selection of students for scholarships or awards are subject to the Board's requirements concerning conflict of interest. Perceived conflicts of interest must be documented and resolved and annual written declarations confirming that either no conflicts of interest have arisen, or that any conflicts that have arisen have been resolved, are required.

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, 4/12/2014, 28/05/15.