ADMISSION TO THE BACHELOR OF PHILOSOPHY (HONS): PROCEDURES FOR SELECTION PROCESS

TRIM FILE REFERENCE: F37849

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<th>Date Completed</th>
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<td>1.0</td>
<td>Dr Kabilan Krishnasamy</td>
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<td>W/Prof Ian Reid</td>
</tr>
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<td>Education Policy Officer</td>
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<td>W/Prof Krishna Sen</td>
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DOCUMENT APPROVAL

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1. INTRODUCTION

By R89/10 Academic Council resolved to approve that the selection panel for ranking applicants for admission to the Bachelor of Philosophy (Hons) degree course comprise the following:

- Two members drawn from the Bachelor of Philosophy (Hons) Interim Board of Studies (one of whom will be the convener)
- Academic coordinator for Bachelor of Philosophy (Hons)
- Associate Director, Admissions Centre
- Representative from the School of Indigenous Studies

The Selection Committee is a standing committee of the Bachelor of Philosophy (Hons) Interim Board of Studies. The Bachelor of Philosophy (Hons) Interim Board of Studies had previously agreed that the composition of the selection panel should fundamentally remain unchanged, but it should have the capacity to invite representatives from relevant areas such as the International Centre and the Office of Student Diversity, within Student Services, when considering selection of international students and students from rural and low SES backgrounds.

The purpose of this paper is to outline the operational arrangements and procedures for selecting students for admission to the Bachelor of Philosophy (Hons) degree course by the selection committee.

2. MEMBERSHIP OF SELECTION COMMITTEE

It is proposed that the selection committee comprise the following members:

<table>
<thead>
<tr>
<th>Member of Bachelor of Philosophy (Hons) Interim Board of Studies as Convener</th>
<th>Winthrop Professor Ian McArthur (TBC)</th>
</tr>
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<tbody>
<tr>
<td>Member of Bachelor of Philosophy (Hons) Interim Board of Studies as a member on the selection panel</td>
<td>Professor Trish Todd</td>
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<td>Academic coordinator</td>
<td>Associate Professor Jenna Mead</td>
</tr>
<tr>
<td>Associate Director, Admissions Centre (Student Services)</td>
<td>Mr Wayne Betts</td>
</tr>
<tr>
<td>Representative from School of Indigenous Studies</td>
<td>Assistant Professor Jeromy Harvey</td>
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</tbody>
</table>

Invitees, as necessary, from

- International Centre
- Office of Student Diversity

Mr Garry Hendy
Dr Judy Skene

3. TERMS OF REFERENCE

The Terms of Reference for the selection committee are proposed as follows:

- To consider, rank and select applications, where relevant, for admission to the Bachelor of Philosophy (Hons) degree course;
- To advise the Bachelor of Philosophy (Hons) Interim Board of Studies on the ATAR cut-off for equity groups of students (i.e. Indigenous and students from rural and low-socio economic backgrounds);
- To develop, in consultation with relevant areas, a process for identifying and inviting highly capable Indigenous students and students from rural and low-socio economic backgrounds to apply for admission to the Bachelor of Philosophy (Hons);
- To refer to the Bachelor of Philosophy (Hons) Interim Board of Studies any appeals relating to admission decisions; and
- To provide an annual report to the Bachelor of Philosophy (Hons) Interim Board of Studies.

4. ADMISSIONS: Basis for selection for 2012 admissions

By R37/11 Academic Council resolved to approve that selection to the Bachelor of Philosophy (Hons) in 2012 be based on the ATAR score in conjunction with the agreed sub-quotas. The table below provides an overview of the decisions made by the University in regard to Admissions to the Bachelor of Philosophy (Hons) course for 2012.

Attachment C
<table>
<thead>
<tr>
<th>Admission of</th>
<th>Minimum Threshold</th>
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<td>Domestic students (with domestic</td>
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<td>30</td>
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<tr>
<td>Domestic students (with overseas</td>
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<td></td>
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<td>qualification)</td>
<td></td>
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<td>International student visa holders (with</td>
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<td>4</td>
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<tr>
<td>overseas qualification)</td>
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<td>International student visa holders (with</td>
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<tr>
<td>domestic qualification)</td>
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<td></td>
</tr>
<tr>
<td>Indigenous students</td>
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<td>3</td>
</tr>
<tr>
<td>Students from rural and low-socio</td>
<td>To be determined</td>
<td>3</td>
</tr>
<tr>
<td>economic backgrounds</td>
<td>by Selection</td>
<td></td>
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<td>Committee and</td>
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<tr>
<td></td>
<td>recommended to IBoS</td>
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<tr>
<td></td>
<td>B.Phil (Hons)*</td>
<td></td>
</tr>
<tr>
<td>Students completing Level 1 study</td>
<td>WAM of 80</td>
<td>10**</td>
</tr>
</tbody>
</table>

*At its meeting held on 5th May 2011, the Bachelor of Philosophy (Hons) Interim Board of Studies agreed the following:

- That a notional ATAR cut-off for the equity groups of students should be established only as a guide.
- Further, the ATAR cut-off for the equity groups of students should be based on analytical data relating to academic achievement and demographic characteristics of past cohorts of equity groups students who were successful in seeking admission at UWA. That the Institutional Research Unit be requested to provide this information and that the data be presented to the Bachelor of Philosophy (Hons) Interim Board of Studies for future consideration.
- It was remarked that advice should also be sought from the Office of Student Diversity within Student Services in relation to setting ATAR cut-off for students from rural and low SES backgrounds.

Also, by R89/10 Academic Council resolved to approve that a process be developed with the School of Indigenous Studies to identify and invite top Indigenous students and students from rural and low socio economic backgrounds to apply for admission to Bachelor of Philosophy (Hons) degree course.

**Not available until 2013, except for a few students who may wish to transfer from the Bachelor of Advanced Science course in 2012.

5. PROCEEDURES FOR SELECTION PROCESS

(i) Procedures for selecting domestic students

Period for making offers for Admission: Annual
Intake: December – January
ATAR minimum: 98.00
Mid-year intake: Nil
(ii) Procedures for selecting international student visa holders

Applications lodged by International student visa holders (with either domestic or overseas qualifications) → Applications assessed by International Centre → Academic Coordinator:
- Reviews applications
- Makes recommendation to the Selection Committee → Selection Committee considers recommendation and selects top applicants → Offers made by International Centre → Decisions* for implementation by International Centre

Period for making offers for Admission: Progressive
Intake: December – January
ATAR minimum: 98.00
Mid-year intake: Nil

(iii) Procedures for selecting equity groups of students

Applications from Equity groups of students processed by Admissions Centre → Rank list, based on agreed selection basis, generated by Associate Director, Admissions Centre → Selection Committee:
- Considers rank list which must include an indication as to whether applicants have met all eligibility requirements
- Establishes cut-offs
- Considers reserves → Offers made by Admissions Centre → Decisions* for implementation by Admissions Centre

Period for making offers for Admission: Annual
Intake: December – January
ATAR minimum: TBA
Mid-year intake: Nil

*All decisions will need to be made in time for students to commence their residential component which commences in February. A Report containing summary of all decisions to be prepared by the Academic Coordinator in consultation with relevant areas and to be presented for retrospective endorsement by the Bachelor of Philosophy (Hons) Interim Board of Studies at its meeting to be held in February.
The University of Western Australia

EXTRACT FROM MINUTES OF THE INTERIM BOARD OF STUDIES (BACHELOR OF PHILOSOPHY (HONS)) MEETING HELD ON THURSDAY, 1ST SEPTEMBER 2011 AT 1.30PM IN THE CHANCELLOR’S ROOM

3. ADMISSION TO THE BACHELOR OF PHILOSOPHY (HONS): PROCEDURES FOR SELECTION PROCESS– REF: F37849

By way of background, Academic Council resolved by R89/10 to approve that the selection panel for ranking applicants for admission to the Bachelor of Philosophy (Hons) degree course comprise the following:

- Two members drawn from the Bachelor of Philosophy (Hons) Interim Board of Studies (one of whom will be the convener)
- Academic coordinator for Bachelor of Philosophy (Hons)
- Associate Director, Admissions Centre
- Representative from the School of Indigenous Studies

At its meeting held August 2011, the Bachelor of Philosophy (Hons) Interim Board of Studies sought clarification in regard to the operational arrangements and procedures for the Selection Committee to undertake the role of selecting students for admissions to the Bachelor of Philosophy (Hons).

Members considered a paper that outlined the procedures for selecting students for admissions to the Bachelor of Philosophy (Hons) course and noted the following points in the ensuing discussion:

- It was agreed that the paper should include a statement in regard to appeals. It was suggested that the following statement be included in the footnote on page 4 of the paper: “Any appeals against selection decisions will be handled in accordance with the University’s appeals process”.
- Clarification was sought in regard to the process for selecting international students and it was confirmed that all recommendations from the International Centre via the Coordinator would be considered by the Selection Committee.
- It was confirmed that W/Professor Ian McArthur would be the convener of the Selection Committee.
- Confirmation would need to be sought in regard to the nominee from the School of Indigenous Studies.

Noting the above, the Bachelor of Philosophy (Hons) Interim Board of Studies,

RESOLVED – 7/11
To endorse the following aspects, as proposed in the paper:
- Membership of the selection committee (section 2);
- Terms of Reference for the selection committee (section 3); and
- Procedures for selection process (section 5)