

## **A19 MSD Quota Subject Policy**

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### **1. Overview Purpose and Scope**

The University encourages maximum flexibility for students in terms of their course and subject choices. Imposing quotas (a limit to the number of students who can enrol in a particular subject) is strongly discouraged. However, in limited circumstances as set out in this policy, quotas may be set. This policy applies to subjects in the Melbourne School of Design.

### **2. Policy**

Core subjects in any course will not have quotas.

Elective subjects will usually have quotas applied only in the following circumstances:

- Where there is limited capacity in the required teaching facilities.
- Where the equipment required for teaching is limited.
- Where there are limited teaching staff available for the subjects.

Selection decisions regarding allocation of places in quota subjects must be made in accordance with Academic Board approved selection requirements for individual subject.

Students cannot usually undertake a quota subject in their commencing (first) semester.

### **3. Procedures**

Subject Coordinators must advise the Environments and Design Student Centre by March 31 of the year preceding the offer of the subject of their intention to impose a quota. Subject quotas, including Academic Board approved selection requirements, must be announced in the University Handbook.

Requests for quotas will be referred to the MSD Graduate Committee as appropriate and forwarded to the Secretary of Academic Board for final consideration.

In instances where quota subject selection is based on academic merit, the weighted grade average of the course in which the student is currently enrolled will be used to rank the applicants. The process for calculating the weighted grade average accords with the University GPA Calculation Procedure (UOM0415)

In instances where quota subject selection is based on a range of criteria, the Environments and Design Student Centre will defer to the Subject Coordinator for advice in regards to ranking. In such cases, ranking needs to be consistent, defensible and recorded.

Students will be advised whether they have been allocated a place in a quota subject by email within one week of the advertised closing date for selection (as per the MSD website). Successful students will not need to take any further action. Unsuccessful students will be withdrawn from the subject by Student Centre staff and advised they may need to enrol in another subject to replace the quota subject.



#### 4. Tools

This policy should be read in conjunction with the University GPA Calculation Procedure (UOM0415).

#### 5. Responsibilities

Authorised by the MSD Graduate Committee. The Student Centre Manager is responsible for general oversight of this policy on behalf of the Committees.