UNIVERSITY ADMISSIONS COMMITTEE

Terms of Reference

Commencement Date: 24 April 2015

1. Establishment

The University Admissions Committee (UAC) is a sub-committee of the Academic Services Committee (ASC). The Academic Services Committee is a standing committee of the Academic Board.

2. Terms of Reference

UAC assists the ASC in performing its functions by:

2.1 Providing advice and recommendations to the Academic Board on:

   (a) University policies relating to academic services, including the admission, qualifications credit for recognised learning (CRL), and English language requirements;

   (b) The minimum academic and English language requirements for admission to Curtin University;

   (c) Monitoring the consistency and compliance to policy, and review of the recognised standards of credit for recognised learning (CRL).

2.2 Providing advice and recommendations to the Deputy Vice-Chancellor, Education (or Academic Registrar) on:

   (a) The equivalences of academic and English language qualifications which are acceptable for admission to the University;

   (b) Standard lists of academic and English language qualifications which are acceptable for admission to the University;

   (c) The UAC Quality Assurance audit reports;

   (d) The requests from Faculties (and other Areas) for exceptions to the University’s policies on CRL for individual applicants;

   (e) Monitoring consistency and compliance with CRL policy for articulation and credit transfer agreements;

   (f) Determining requests from Faculties (and other Areas) for exceptions to the agreed minimum entry standards for individual applicants.
3. **Membership**

3.1 Director, Admissions and Scholarships (Chair and Convenor);

3.2 Manager, Admissions Office;

3.3 The Director, Student Engagement, or delegate, from each Faculty;

3.4 The Deputy Vice-Chancellor International, or delegate, from Curtin International;

3.5 Director, or delegate, from Curtin Teaching and Learning;

3.6 The Guild President, or delegate;

3.7 One senior representative from an offshore campus (as required);

3.8 One academic staff member with expertise in the testing of English language proficiency;

3.9 The Director, or delegate, Curtin English;

**Attendees**

Executive Officer – Senior Admissions Officer, Qualifications, Admissions Office;

Senior Admissions Officer, CRL, Admissions Office;

One representative from the Future Students Centre;

Other co-opted attendees as required and invited through the Chair.

4. **Quorum**

The quorum for a meeting of the University Admissions Committee is to be not less than one half of the total number of members.

5. **Meeting Schedule**

5.1 Meetings shall be convened monthly or as otherwise determined;

5.2 Recommendations shall be forwarded to the Academic Services Committee;

5.3 The Committee shall provide a monthly report to the Academic Services Committee on matters considered during the preceding period (excluding confidential student details).

6. **Review**

The Terms of Reference and the composition of the University Admissions Committee are to be reviewed annually.
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