



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.

REVISION HISTORY:

Revision Reference No.	Approved/Rescinded	Date	Committee/Board	Resolution Number	Document Reference
Establishment	Approved (delegated Authority)	11 October 2006	ASC	ASC 43/06	01054/06
Amended (Name Change)	Approved	6 April 2011	ASC	ASC 08/11	Attachment 1 to 00426/11
Revised	Recommended Noted	6 June 2013 28 June 2013	ASC Academic Board	ASC 21/13 AB104/13	Attachment 1 to 00515/13 Attachment 1 to 0065/13
Revised	Noted	5 June 2014	ASC	ASC 28/14	Item 10.2, ASC 04/15, 5 June 2014
Amended	Approved	24 April 2015	Academic Board	AB 68/15	Item 11.3, AB 03/15, 24 April 2015
Administrative Amendments		7 July 2015	ASC Secretary, Secretariat		Formatting corrections and Update section 3: work area Curtin English
Administrative Amendments		16 May 2017	ASC Secretary, Secretariat		Update section 3 work area Admissions Office