

Terms of Reference - Admissions Committee

Section 1 - Purpose

(1) The Admissions Committee is a subcommittee of Academic Board. It is the principal advisory committee of the Academic Board on issues relating to admission of students into coursework awards. To provide the Academic Board with oversight of admissions standards and processes of the University and its educational partners, the Committee will:

- a. develop, monitor, review and advise the Academic Board on University Rules, Policies, Procedures and Guidelines on applications, admissions and pathways for coursework students taking relevant internal and external benchmarks into account;
- b. advise the Academic Board on course specific admission requirements and course specific English language proficiency requirements taking relevant internal and external benchmarks into account;
- c. monitor, review, report and make recommendations to the Academic Board on the University's admission requirements, including those for English-language and academic proficiency, having regard to relevant internal and external benchmarks, recruitment pathways and student outcomes;
- d. monitor the implementation of recommendations in relation to admission that arose from internal or external reviews;
- e. review and monitor the delegations for admission decisions and associated credit determinations made above the threshold and/or recognition of prior learning determinations;
- f. identify, monitor, and report to the Academic Board on risks to the University's compliance with the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) and/or the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#), resulting from its admission processes;
- g. provide advice and recommendations to the Pro Vice-Chancellor (Academic Quality) on the equivalence of senior secondary study, English language test scores, courses, qualifications and professional experience that the University accepts as meeting its English language proficiency requirements and academic entry requirements, taking account of relevant internal and external benchmarks;
- h. make recommendations to the Academic Board and the Vice-Chancellor on articulation or entry agreements signed between the University and other education institutions;
- i. monitor and report to the Academic Board on any determinations made by the Pro Vice-Chancellor (Academic Quality) that a particular applicant meets the University's minimum English language requirements for a course or the minimum study requirements specified in the University's [Recognition of Prior Learning Policy](#);
- j. consider and report on any matter referred to it by the Vice-Chancellor, the Academic Board or the Chair, Academic Board; and
- k. make a standing report on its deliberations at recent meetings to each ordinary meeting of the Academic Board.

Section 2 - Composition

(2) The membership of the Admissions Committee is:

- a. Ex officio members
 - i. Chair: Pro Vice-Chancellor (Academic Quality)
 - ii. Deputy Chair (Teaching and Learning), Academic Board
 - iii. Executive Director, Global (or nominee)
 - iv. Vice President (Students) and Registrar (or nominee)
 - v. Director, Business Intelligence and Quality (or nominee)
 - vi. Dean, SCU College (or nominee)
- b. Appointed members
 - i. an Executive Dean appointed by the Chair
 - ii. a Lecturer (Level B) or Senior Lecturer (Level C) academic staff member appointed by the Chair

(3) The Director, Admissions will be an attendee at each meeting of the Admissions Committee.

Section 3 - Meetings

(4) Meetings and other business will be conducted in accordance with the [Standing Orders – Academic Board and its Committees](#).

Status and Details

Status	Current
Effective Date	24th September 2024
Review Date	24th September 2027
Approval Authority	Academic Board
Approval Date	19th September 2024
Expiry Date	Not Applicable
Responsible Executive	Thomas Roche Pro Vice-Chancellor (Academic Quality) +61 2 66269148
Head of Work Unit	Jess Oliver Director, Business Intelligence and Quality
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