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## TERMS OF REFERENCE

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### Purpose

The Admissions Sub-Committee advises the Academic Standards and Policy Committee and the Undergraduate and Graduate Studies Committees of the Academic Board about resolutions, policy and procedures relating to admissions to award courses at the University of Sydney. The Sub-Committee receives and comments on reports about:

- assessment of prior learning undertaken for the purpose of granting credit for units within a course of study or toward the completion of a qualification;
- conduct of such assessment according to institutional policies;
- recording results and advising students of outcomes in a timely fashion; and
- consistency with the:
  - *Coursework Policy 2014*
  - *Coursework Credit Procedures 2015*
  - *University of Sydney (Higher Degrees by Research Rule) 2016*
  - *Go8 Credit Transfer Agreement*,
  - individual Faculty, University School or school credit requirements.

### Terms of Reference

1. To advise the Academic Standards and Policy Committee on:
  - resolutions, policy and procedures relating to all student admissions to the University; and
  - issues relating to admissions not based solely on the Australian Tertiary Admissions Rank (ATAR).
2. To make recommendations to the Academic Standards and Policy Committee or, if deemed appropriate by the Admissions Subcommittee, to either or both of the Undergraduate Studies Committee or the Graduate Studies Committee, about:
  - English language requirements for admission to award courses;
  - recognition of institutions, programs and courses for the purposes of admission;
  - approval of admissions criteria in addition to the ATAR;
  - approval of preparatory programs of study in prior learning;
  - approval of special admission schemes;
  - confirmation of academic selection criteria for international students set by Deans or Heads of School and Deans of University Schools; and
  - University-wide credit transfer policy for coursework.
3. To provide academic oversight of admissions, credit and recognition of prior learning in relation to domains 1.1, 1.2 and 2.2 of the [Higher Education Standards Framework \(Threshold Standards\) 2015](#).
4. To provide academic oversight in relation to the AQF qualifications pathways.
5. To oversee and approve the publication of admissions advice.
6. To exercise all reasonable means to provide and receive advice from the University Executive and its relevant subcommittees.
7. To provide regular reports on its activities to the Academic Standards and Policy Committee.

8. To consider and report on any matter referred to it by the Academic Board or its committees, the Vice-Chancellor, or the Chair of the Academic Board.

## **Constitution**

### **Ex Officio Members**

the Chair of the Committee

the Chair of the Academic Board

the Chairs of the Undergraduate Studies and Graduate Studies Committees

the Deputy Vice-Chancellor (Education) or nominee

the Director, Student Recruitment, or nominee

the Director, Admissions, or nominee

the Head, Widening Participation, or nominee

the Director, Planning and Information Office, or nominee

the President of the Students' Representative Council, or nominee

the President of the Sydney University Postgraduate Representative Association, or nominee

### **Appointed members**

Where possible the Academic Board shall, on the advice of the Chair of the Academic Board, appoint the following annually:

- one undergraduate and one postgraduate student member of the Academic Board; and
- three Deans, or their nominees.

### **Co-opted members**

The Sub-committee may co-opt up to four members. Co-opted members may be selected from the members of the Academic Board or the wider University community or may express interest directly to the Chair of the Sub-committee, but must have an interest or experience in issues considered by the Committee. The term of office of members co-opted by the Sub-committee shall be specified at the time of co-option and such members shall have all rights and privileges of other members.

## **Frequency of Meetings**

The Sub-Committee shall meet as required.

## **Quorum**

A quorum for a meeting of the Sub-Committee shall be four members.



## HESF Domains

The [Higher Education Standards Framework \(Threshold Standards\) 2015](#) domains relevant to this committee include:

### 1 Student Participation and Attainment

#### 1.1 Admission

1. Admissions policies, requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.
2. The admissions process ensures that, prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:
  - a. all charges associated with their proposed studies as known at the time and advice on the potential for changes in charges during their studies
  - b. policies, arrangements and potential eligibility for credit for prior learning, and
  - c. policies on changes to or withdrawal from offers, acceptance and enrolment, tuition protection and refunds of charges.
3. Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

#### 1.2 Credit and Recognition of Prior Learning

1. Assessment of prior learning is undertaken for the purpose of granting credit for units of study within a course of study or toward the completion of a qualification, such assessment is conducted according to institutional policies, the result is recorded and students receive timely written advice of the outcome.
2. Credit through recognition of prior learning is granted only if:
  - a. students granted such credit are not disadvantaged in achieving the expected learning outcomes for the course of study or qualification, and
  - b. the integrity of the course of study and the qualification are maintained.

### 2 Learning Environment

#### 2.2 Diversity and Equity

1. Institutional policies, practices and approaches to teaching and learning are designed to accommodate student diversity, including the under-representation and/or disadvantage experienced by identified groups, and create equivalent opportunities for academic success regardless of students' backgrounds.
2. Specific consideration is given to the recruitment, admission, participation and completion of Aboriginal and Torres Strait Islander peoples.
3. Participation, progress, and completion by identified student subgroups are monitored and the findings are used to inform admission policies and improvement of teaching, learning and support strategies for those subgroups.