

La Trobe University
Academic Board

ADMISSIONS COMMITTEE

Establishment

This committee was established as a standing committee of the Academic Board on 12 June 2013 (*Academic Board minute 465.3.2*). Constitution and terms of reference revised and approved 8 October 2014 (*refer minute 476.4.2*), 8 March 2017 (*refer minute 494.4.3*), 8 August 2018 (*refer minute 505.3.2*), 12 September 2018 (*refer minute 506.3.4*), 14 November 2018 (*refer minute 508.4.5.1*) and 10 April 2019 (*refer minute 511.9.6*).

Membership

Composition	Member	Appointment status
A Nominee of the Academic Board (Chair)	Professor Suzanne Young	Appointed
B Deputy Vice-Chancellor (Education) or nominee	Dr Carol McKinstry	Ex-Officio
C Four Academic Board nominees: academic staff members with experience in admissions - two from each College		
o College of Arts, Social Sciences and Commerce	Professor Amalia Di Iorio Vacant	Nominated
o College of Science, Health and Engineering	Dr Sonia Reisenhofer Dr Hossam Aboel Naga	
D Executive Director, Student Services and Administration	Dr Richard Frampton	Ex-Officio
E Pro Vice-Chancellor, International or nominee	Ms Wendy Martinec	Ex-Officio
F Executive Director, Quality and Standards or nominee	Ms Amanda Carr	Ex-Officio
G Two student nominees: nominated through a collaborative process involving each of the five (5) University Campus Student Union/Associations and with due regard to gender and location	Ms Olga Novak	Nominated
H Pro Vice-Chancellor, Indigenous Strategy and Education or nominee	Ms Renee Sleigh	Co-opted

In attendance		
Composition	Member	Appointment status
A Executive Director, Planning and Governance	Dr Paul Ramage	In attendance
B Director, Centre for Higher Education Equity and Diversity Research	Dr Andrew Harvey	In attendance

Term of office

The Committee may co-opt any member of the University community where particular expertise is required. The term of membership will be one year (renewable).

Role / Terms of Reference

Purpose

As enunciated in the Terms of Reference.

Terms of Reference

1. To consider and advise the Academic Board on the University's entrance requirements, including pre-requisites and English language requirements, for undergraduates and postgraduate coursework programs and monitor compliance with policies and procedures related to student admissions.
2. To approve and monitor new and existing course level articulation and credit transfer arrangements with TAFE and other domestic and offshore providers.
3. To consider admissions and selection policy matters related to the University's relationships with external stakeholders such as UAC, VTAC and DIICCSRTE.
4. To monitor the application and success of special entry access schemes.
5. To receive reports on external domestic and transnational pathways.
6. To monitor student admissions, retention, progression and success rates at course, college and campus levels as well as other cohorts identified by the Committee.
7. To provide reports to the Deputy Vice-Chancellor (Education) and Academic Board on retention, progression and success rates.
8. To make recommendations to the Board, on the development, adoption, implementation and review of relevant policies and guidelines.

Reporting

The Committee will report to the Academic Board after each meeting.

Quorum

A quorum for a meeting of the Committee will be a third of the membership plus one.

Deputy Chair

The Deputy Chair is normally appointed by the Committee from among academic members of the Committee and in the absence of the Chair, will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings to speak to the Report of the Committee.

Frequency of meetings

The Committee will normally schedule meetings four times per year.

List of any sub-committees

None

Secretariat

Clarissa De Silva
Governance and Policy Services

Contact person

Clarissa De Silva
Governance and Policy Services
Email: admissions.committee@latrobe.edu.au

27 March 2020