

Governance

University Admissions Committee (UAdC)

The Constitution of the University Admissions Committee.

This committee operates in accordance with the [UWA Principles for the Operation of Committees](#) and [UWA Rules for the Operation of Committees](#). Members must act in accordance with the [University Committee Members' Code of Conduct](#).

Constitution

1 Committee of the Academic Board

The University Admissions Committee is a standing committee of the Academic Board.

2 Role

- (1) The role of the Committee is to —
 - (a) make recommendations to the Academic Board/Academic Council on policy and strategic matters relating to—
 - (i) admission to the University; and
 - (ii) the University's relationship with external stakeholders such as the Department of Education (WA), the School Curriculum Standards Authority, the Tertiary Institutions Services Centre, other universities (including partner institutions) and all school systems;
 - (b) decide and provide approval on matters relating to entry standards including—
 - (i) entry requirements to demonstrate English Language Competency;
 - (ii) recognition of overseas qualifications;
 - (iii) admission standards for entry into courses leading to professional qualifications;
 - (iv) recognition of external onshore or offshore academic programs as entry pathways
 - (v) articulation of entry agreements between the University and other educational institutions or local providers approved by the University;
 - (c) decide and provide approval on matters relating to ATAR including—
 - (i) establishment of ATAR entry point of courses in a given year in line with UWA's strategic priorities and operational plans;
 - (ii) movement of places between TISC codes and between sub-groups in response to the quality of the applicants and the demand for places;
 - (iii) adjustment of quotas of undergraduate courses, where relevant in consultation with key stakeholders in schools, finance, marketing and admission;
 - (d) have oversight of the UWA College Admissions Committee;
 - (e) consider and report on any matter referred to it by the Academic Board or any other relevant committee; and
 - (f) provide an annual Admissions report to Academic Board.

3 Membership

- (1) The Committee comprises:
 - (a) the Deputy Vice-Chancellor (Education) as Chair;
 - (b) the Chair of the Academic Board or nominee;
 - (c) the Pro Vice-Chancellor (Academic Excellence) or nominee as deputy Chair;
 - (d) the Pro Vice-Chancellor (Global Engagement) or nominee;

- (e) the Pro Vice-Chancellor (Indigenous Education) or nominee;
- (f) the Pro Vice-Chancellor (Diversity, Equity and Inclusion) or nominee;
- (g) the Director of Student Life or nominee;
- (h) the Chief Marking Officer or nominee;
- (i) the Director UWA College or nominee;
- (j) the Academic Secretary;
- (k) the Associate Director (Admissions) or nominee;
- (l) the Manager, Curriculum Management or nominee;
- (m) five Heads of Schools or nominee elected by the College of Schools;
- (n) three UWA academic staff members elected by and from the Academic Board;
- (o) the Guild President or nominee;
- (p) the President of the Postgraduate Students Association or nominee; and
- (q) up to two co-opted members if required for balance or specific expertise.

- (2) The Committee includes the following standing invitees to provide specialised admission expertise and knowledge:
 - (a) the Manager, Admissions (Specialist); and
 - (b) the Manager, Admissions (Assessment).

4 Terms of office

- (1) The term of office of members appointed under 3(1)(m), (n) and (q) is three years.
- (2) Members appointed under 3(1)(m), (n) and (q) are eligible to be appointed for a maximum of two terms.

5 Quorum

- (1) The quorum for the committee is half the number of members plus one.

6 Decisions

- (1) All matters are decided by a majority of the members present and voting.
- (2) Each member has a vote.
- (3) The chair of the meeting has an ordinary vote and a casting vote.
- (4) Invitees or standing invitees do not have a vote.

7 Frequency of meetings

- (1) The committee meets as and when required during the period from February to November.

DOCUMENT CONTROL:

Version	Date	Description of version	Approval Reference	TRIM
01/2023	21 June 2023	New	(AB 03/23) – R28/23	F23/1313
02/23	07 July 2023	Drafting	(ABLC CR 01/23) – R01/23	F23/1313