

S3 - STUDENT ADMISSIONS SUB-COMMITTEE TERMS OF REFERENCE POLICY



1 PURPOSE

The policy outlines the purpose and responsibilities of BBI's Student Admissions Sub-Committee.

2 BACKGROUND

BBI is committed to attracting and retaining students who fulfil its admission requirements. This policy has been implemented in order to ensure that its *Admissions Policy* is implemented effectively in achieving this goal.

3 SCOPE

The Student Admissions Sub-Committee (SASC) is established by BBI as a sub-committee of the Institute's Academic Board. Its scope includes the consideration of student applications to BBI's courses where admission is being considered based on Educational Disadvantage, Professional Entry, identified Alternative Entrance Schemes, or where the applicability of Recognition of Prior Learning (RPL) has been recommended by the Course Coordinator. Recommendations regarding successful or unsuccessful applications are made in accordance with the Institute's *Admissions Policy*.

4 DEFINITIONS

N/A

5 POLICY

Membership:

Membership of the Student Admissions Sub-Committee will consist of the following BBI standing members:

- Student Services Manager (Chair)
- Associate Dean, Quality Standards and Innovation
- Director, Student Engagement and Services
- At least one other member who may be recommended by the Sub-Committee and appointed by the Academic Board.

All members of the Student Admissions Sub-Committee will be voting members.

Secretariat will be provided by the Associate Dean, Quality Standards and Innovation.

Quorum:

Quorum of the Student Admissions Sub-Committee is 75% of membership.

Functions:

The functions of the Student Admissions Sub-Committee include:

1. Reviewing applications to BBI's courses where admission is based on Educational Disadvantage, Professional Entry or identified Alternative Entrance Schemes in accordance with its *Admissions Policy* and the relevant course *Admission Rules*.
2. Ratifying any decisions made regarding the applicability of Recognition of Prior Learning (RPL) as recommended by the Course Coordinator.
3. Making recommendation to the Academic Board regarding a student's success (or not) in fulfilling admission requirements and whether they should be offered a place in their selected course of study.

Meetings:

The Student Admissions Sub-Committee will meet as required.

6 RELEVANT LEGISLATION

N/A

7 KEY RELATED DOCUMENTS

- Admissions Policy
- Credit Transfer and Recognition of Prior Learning Policy

8 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean / Director, Student Engagement and Services
Approval Authority / Authorities	Executive Team / Academic Board
Date Approved	13/10/2016
Date of Commencement	13/10/2016 (Operational as at approval of ET)
Date for Review	24 months after approval
Amendment History	Nil
Key Stakeholders	Faculty & Sessional Academics / Students / Higher Education Partners