

# S3 - STUDENT ADMISSIONS SUB-COMMITTEE TERMS OF REFERENCE POLICY

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## 1 PURPOSE

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

## 2 BACKGROUND

BBI-TAITE 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-TAITE as a sub-committee of the Institute's Academic Board. Its scope includes the consideration of student applications to BBI-TAITE's courses where admission is being considered based on Educational Disadvantage, Professional Entry, or identified Alternative Entrance Schemes,. 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-TAITE standing members:

- Registrar (Chair)
- Academic Dean
- 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 Registrar

### **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-TAITE'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. 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, Director of Student , Services and Operations/Registrar
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	26/09/17 – Policy amended to remove reference to RPL which is covered in the “Credit Transfer and Recognised Prior Learning Policy”. <b>REVIEWED 03/12/2018</b> 03/12/2018 – References to Director of Student Services and Operations amended to Registrar; Registrar included in Implementation Officers.
Key Stakeholders	Faculty & Sessional Academics / Students / Higher Education Partners

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