

<b>Name of Policy</b>	<b>Development and Application of the Admissions Model</b>	
<b>Description of Policy</b>		
<input type="checkbox"/> New Policy		<input checked="" type="checkbox"/> Revision

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<b>Approved By</b>	Academic Board
<b>Officer Responsible</b>	Pro-Vice-Chancellor (Academic Affairs)
<b>Contact Officer:</b>	Academic Registrar

## DEVELOPMENT AND APPLICATION OF THE ADMISSIONS MODEL

### 1. Commencing student profile – undergraduate and postgraduate coursework courses

- 1.1 The net commencing student profile and the manner in which it is distributed among Faculties are outputs from the process outlined in the document *Allocation of Commonwealth Grant Scheme Places*, as approved by Core Planning Group.
- 1.2 The number of commencing places (separately nominated in both Commonwealth-supported and full fee-paying categories) to be available within each course will be determined by the Pro-Vice-Chancellor (Academic Affairs) after consultation with the relevant Faculty Dean. The Faculty Dean will undertake such prior consultation as is considered appropriate, but will normally consult with Heads of School within the Faculty and with Pro-Vice-Chancellors and Rectors regarding courses offered on campuses for which the latter have responsibility.
- 1.3 The approved allocation of commencing places provides the basis of the admissions model. It is recognised that during the admissions cycle circumstances may emerge or patterns may be identified which warrant adjustment of load between courses and/or campuses (and normally within one Faculty). Approval of the Pro-Vice-Chancellor (Academic Affairs) is required before effect is given to any variation in the allocation of commencing places.
- 1.4 In any circumstance when it is considered that the approved allocation for a course or courses should be varied, a justification for such variation should be provided to the Dean who, if he or she supports the proposal, will make a recommendation to the Pro-Vice-Chancellor (Academic Affairs). This is required regardless of the source of the proposal for variation.
- 1.5 Where a proposed variation involves transfer of places between campuses, both the relevant Pro-Vice-Chancellor(s) or Rector(s) with responsibility for affected campuses should be advised by the Pro-Vice-Chancellor (Academic Affairs).
- 1.6 Where major changes in relation to any course or campus are requested, the Pro-Vice-Chancellor (Academic Affairs) will seek the approval of the Vice-Chancellor.
- 1.7 Following the re-enrolment due date, a report on actual vs target continuing student load will be provided to the Pro-Vice-Chancellor (Academic Affairs) through the Executive Director, University Services. Consideration will then be given to any variation of the approved commencing student profile. The Pro-Vice-Chancellor (Academic Affairs) will normally consult with Deans or their nominees before approving any such variation.

## **2. Determination of the number of offers to be made**

- 2.1 The number of offers which need to be made in order to achieve the desired load in EFTSL will take into account factors such as the acceptance rate, rate of conversion of acceptances into actual enrolments, composition of the load in terms of full-time and part-time enrolments and the consequent conversion of head count into EFTSL, and likely attrition of both continuing and commencing students by the census date. (Applicants entering the University with credit and effectively moving into second year contribute to load and thereby affect the number of places available to students in first year.) A spreadsheet which uses historical data averaged over the preceding three years is then developed in order to predict the number of offers required to be made to produce the desired EFTSL.
- 2.2 A preliminary spreadsheet, based on the above, will be prepared by the Statistics Office and circulated to the Pro-Vice-Chancellor (Academic Affairs) and Deans for comment. Input will be sought from the Deans regarding any pipeline effects, 'local' or discipline-specific trends, resource issues or other factors which may warrant changing the calculations, and the final decision on the number of offers approved to be made. If considered desirable, a meeting will be held between the Deans or their nominees, Admissions, the Academic Registrar and the Statistics Officer to clarify any matters pertaining to the model.
- 2.3 If the commencing student profile is changed following review of continuing student re-enrolment data, commensurate changes to the admissions model may be made. Normally, the previously agreed algorithm<sup>1</sup> will be applied, but consultation will take place with the Deans or their nominees if any significant variation is required.
- 2.4 Admissions will use the approved model as the basis on which to make offers to qualified applicants.

## **3. Managing the admission cycle**

It is the responsibility of the Academic Registrar, through the Head, Student Business Services and the Admissions Manager, to manage the admission cycle.

Normally, the optimal outcome is achieved by making all, or the majority of, available offers in the earlier/main offer rounds; this normally results in a higher acceptance and enrolment rate than occurs in the case of offers made in subsequent rounds. However, if data indicate the potential for over-enrolment of commencing students in a particular course, or if necessary in order to maintain appropriate cut-off scores, it may be more appropriate in some cases to reserve some offers for subsequent offer rounds.

The number of places, if any, to be offered in the subsequent offer rounds will normally be limited to the number of offers reserved or surplus after the total approved number of offers made in the first/main offer round. However, if the acceptance rate from the first/main offer round deviates significantly from that on which the admissions model is based (in particular if the acceptance rate is lower than projected), the Admissions Manager will review the situation.

In any case where it is considered that the total number of offers for a course, as set out in the approved admissions model, should be increased, the Dean will make a

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<sup>1</sup> The algorithm incorporates adjustments for fee-paying, UniAccess and non-award student transfers (up to the 30% cap)(see Admissions Policy).

recommendation to the Pro-Vice-Chancellor (Academic Affairs), who will determine the matter, after consultation with the Executive Director, University Services.

#### **4. Process for allocation of Commonwealth-supported postgraduate places**

In any postgraduate coursework course for which both Commonwealth-supported and fee-paying places have been approved, the Admissions Manager will consult with the relevant Head of School regarding the order in which places should be offered.

#### **5. Review of progress**

Throughout the admission cycle the Admissions Manager, through the Head, Student Business Services, will provide regular updates to the Pro-Vice-Chancellors, Executive Director, University Services, Deans, Associate Deans (Teaching, Learning and International), Rectors and Heads of School – eg progressive updates on the number of applicants as reflected in TAC reports, progressive data on acceptance rates.

#### **6. Local communication**

On admission matters other than those affecting the approved profile or admissions model, consultation should occur between the Admissions Manager and the relevant Head of School or Course Co-ordinator, with advice (usually as an email cc) to the relevant Dean.