1. Review of 2017 UAC Admissions

This meeting was to review the 2017 UAC Admissions cycle. 2017 was the first year with UAC assessing applicants in the school and even though there were a few teething problems in the beginning of the cycle, the process seemed to work well overall with minimal issues arising with the S2 2017 intake. It was still important to review the cycle and discuss issues that arose during the year. The following issues were raised for discussion.

1. **Cleanup of Applications** – usually prior to the start of semester there needs to be a cleanup of applications where all those applicants without an outcome are checked and considered. It’s also an opportunity to consider the applicants without any degrees or those who only hold PG qualifications to see if these applicants can be considered for an offer as long as they meet the school’s entry requirements. Phillip asked admissions whether this can be included in the cycle and that the school is sent these applicants 1 month before the commencement of semester. Admissions confirmed that this is a separate process specific to SPHCM which would not be included in the UAC Assessors Manual. Phillip would put together some criteria when looking at these applicants and forward this to Admissions.

   **Action Points:** Phillip to put together some criteria of applicants to be considered in the “cleanup” and liaise with Monika regarding this.

2. Applicants appearing on multiple applicant reports. Some applicants appear on pass file and then refer files which is confusing.

   **Action Points:** Vanessa to provide examples to Monika of this for further investigation.

3. All applicants who have studied with SPHCM and the degree is complete or incomplete should be referred to the school. Similarly all applicants who declare themselves as Indigenous should be referred to the school. The school would like to see these applicants and ensure they do not get lost in the system and that they are captured when they apply.

   **Action Points:** Monika to look into this further and advise the school of the outcome.
4. Not all applicants appear on the new applicants spreadsheet which means they do not get the welcome email we send to all new applicants about the application process. This is a problem that has occurred previously.
   **Action Points:** *Monika to look into this further and advise the school of the outcome.*

5. There seems to be an issue of change of preferences and these applicants being sent to the school. When applicants add a higher preference they are not being picked up.
   **Action Points:** *Monika to look into this further and advise the school of the outcome.*

6. Phillip raised the issue of English waivers for overseas qualified doctors. These are applicants who have registered with the Australian Medical Board of Australia and who are required to meet their English language requirements which are actually higher than those set by UNSW. There needs to be a more streamlined approach for these applicants. Phillip advised the committee that the faculty is losing applicants over this and the issue needs to be addressed. Andrew advised that admissions will be looking at English shortly and there should be a representative from Medicine on this working group.
   **Action Points:** *Phillip to follow up with Admissions.*

7. **AOB**
   Admissions staff confirmed that with the introduction of UNSW3+ in 2019 the admissions cycle will run from April to April.

   Phillip also advised that the school would no longer be running a Summer School under UNSW3+ and the last Summer intake for new students will be in 2017/2018.

There being no further business the meeting closed at 3.00pm.