

ADMISSION RECORDS POLICY

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Responsibility for review:	University Teaching and Learning Committee
Related policies or other documents:	Admissions Rules, University of New England Privacy Statement

The Admissions Rules as amended by the Academic Board at its meeting on October 11, 2004 now contain a provision which requires an electronic record to be kept of the admission decision in respect of each student.

The provision referred to reads:

2.10 Electronic records are retained in a systematic fashion of the basis for admission in respect of each student.

This policy is intended to clarify the intended uses of and required contents for such a record.

Principles:

- 1. Privacy Principles:** The collection of information and the keeping of records under this Policy must comply with the *University of New England Privacy Statement* and the *Privacy and Personal Information Protection Act 1998 (NSW)*.
- 2. Purposes for collection of information:** In keeping with the principles laid down in these documents the information to be collected under this policy is collected for a lawful purpose that is directly related to and reasonably necessary for the purposes of a function or activity of the university, specifically to determine whether a particular applicant should be admitted to study at the University of New England, to respond as required to the demands of the Commonwealth and to allow the University to consider and from time to time adjust its admission standards in the light of the performance of cohorts of students with a particular qualification.
- 3. Information required:** The information required under this policy is as follows:
 - information about the previous Academic Pathway followed by the applicant, including prior course, prior institution and the date upon which the course was completed;
 - information about the basis for admission, including the relevant reference number from the Admissions and Credit Register, the admission type, and the admission score;
 - information about the basis upon which the English Language requirement for admission was fulfilled to be recorded by the clause number of the English language policy, and where relevant by the overall IELTS score;
 - information about the agent making the admission decision if that agent is external to the university;
 - information about any scholarship held by the applicant or about the applicant's source of funding.