TO MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Sub-Deans’ Group will be held on Friday 7 September 2007 in the Senate Room from 9.30 to 11.00am.

AGENDA

1. UPDATE FROM ACADEMIC COUNCIL
Sylvia will provide an update on the Academic Council meeting held on 5 September 2007.

2. REVISED APPLICATION PROCESS FOR HONOURS STUDENTS (EXTERNAL APPLICANTS)
Kabilan Krishnasamy has provided the attached proposal, which recommends some minor changes in the business process for administering Honours applications for external students. Kabilan will speak to the item.

   (For discussion)

3. READMISSIONS 2008 (STUDENTS PREVIOUSLY ENROLLED AT UWA)
Kabilan Krishnasamy has advised that, from this year onwards, the readmission application process will be administered by Student Administration instead of the Admissions Centre.

   (For noting)

4. STATUS WORKSHEETS
Donna Wallace has advised that Status Worksheets are not required for studies completed at UWA as these studies are included in the student’s record.

5. ANY OTHER BUSINESS
Revised Application Process for External Honours Students

Since the 2006/2007 admissions exercise, applications for Honours study from applicants who had completed their undergraduate degree at other institutions have been handled by direct application to the University, rather than through TISC (Tertiary Institutions Service Centre). The key features of this change are that:

- there are no application fee payable by the student; and
- offers are not confined to TISC offer rounds.

While this direct application process has helped to eliminate unqualified applicants from lodging applications to the University, there exists a need to refine the existing system for administering the internal workflow for external Honours applications.

One particular issue that requires some attention relates to the point of lodgement of applications for processing.

The direct application process is where applicants first make contact with relevant discipline area to arrange supervision before lodging an application to the Faculty via the School. The Faculty assesses the application and then forwards the application to the Admissions Centre for the generation of an offer. This may be visualised as follows:

![Diagram](Diagram.png)

However, the lodgement of applications to the School/Faculty, instead of the Admissions Centre is problematic.

Since the Admissions Centre only receives applications after they have been approved by the relevant School and Faculty, there is currently no central record of the progress of particular applications. As a result, Admissions Centre staff members are unable to answer applicants’ enquiries as to the status of their application.

Further, a number of applications are being held up for too long at the School level, before being forwarded to the next stage of approval. On some occasions, incomplete applications are forwarded to the Admissions Centre on the understanding that missing components will be sent by the applicant via the proposed honours coordinator/supervisor. But this has proven to be less than effective since there is no follow-up process if the applicant fails to provide the necessary documentation. In some cases, honours supervisors may have received the documentation but may not have forwarded them due to various reasons.

While there exists a need for an external applicant to make contact with a school in the first instance for supervisory support and approval, this paper suggests that applications be lodged centrally for further processing. In this way, the University will be able to maintain a register of all applications received and also turnaround times can be monitored and expedited if necessary.
The proposed flow of application could be presented as follows:

Step 1: Application Pack
- Applicant downloads an Honours application pack, containing information on the process and application form
- Application pack consists of a combined application form for both end-on and external honours applicants

Step 2: Arrangements for Supervision
- Applicant contacts School honours coordinator to discuss project options and for advice on supervision
- School Honours coordinator / Head of School sign honours application form
- Signed Application form is returned to the student

Step 3: Submission of Application to Admissions Centre
- The applicant submits application to the Admissions Centre with original or properly certified copies of applicant’s academic transcripts
- Admissions Centre will also check that the application form has been endorsed by the school or honours coordinator. If not, the applicant will be contacted and advised accordingly.
- Admissions Centre acknowledges receipt of applications
- Applications will be entered on Callista to generate a student number/ application number
- Admissions Centre forwards school-approved applications and rank sheet to Faculties

Step 4: Faculty Assessment
- Faculty assesses application
- Faculty forwards (by fax or e-mail) rank sheet indicating both successful and unsuccessful applicants to Admissions Centre

Step 5: Admissions Centre Processing
- Admissions Centre records successful / unsuccessful applications on Callista
- Generates offers and sends offer packs to successful applicants
- Notifies unsuccessful applicants