(A) TERMS OF REFERENCE

To determine the criteria and procedures for admission to the course for the degrees of Bachelor of Medicine and Bachelor of Surgery, according to the regulations of the University.

To select from qualified applicants, candidates for admission to the course.

To consider any matter which is referred to the Committee and which relates to admission to the course for the degrees of Bachelor of Medicine and Bachelor of Surgery.

To report to the Academic Board of the Otago Medical School and the Academic Board of the Division Health Sciences.

(B) COMPOSITION AND MEMBERSHIP

Ex officio composition and membership

Pro-Vice-Chancellor, Division of Health Sciences/Dean of the Otago Medical School (Convenor)

MB ChB Programme Director (or nominee)

Dean, Otago School of Biomedical Sciences (or nominee)

Dean, University of Otago, Christchurch (or nominee)

Dean, Dunedin School of Medicine (or nominee)

Dean, University of Otago, Wellington (or nominee)

Pro-Vice-Chancellor, Division of Humanities (or nominee)

Pro-Vice-Chancellor, Division of Sciences (or nominee)

Dean from the Division of Health Sciences who is not a Dean of the Otago Medical School

Divisional Associate Dean (Academic), Division of Health Sciences

Associate Dean (Medical Admissions), Otago Medical School

Divisional Associate Dean (Māori), Division of Health Sciences
Divisional Associate Dean (Pacific), Division of Health Sciences

Divisional Associate Dean (International), Division of Health Sciences

Liaison Office Representative

Manager Health Sciences Admissions, Division of Health Sciences

Director Policy and Programmes, Division of Health Sciences

Manager, Otago Medical School

Director of Health Sciences First Year

**Non ex officio composition and membership**

Two members not on the staff of the University, recommended by the Otago Medical School Academic Board.

Community Representative:
For the purposes of this Committee, a community representative is defined as one who:
- has no professional or research affiliation to University of Otago, and
- is not a registered health practitioner, and has not been a registered health practitioner at any time during the five years preceding the date of appointment, and
- is not involved in conducting health related research, or employed by an organisation whose primary purpose relates to health, and
- has a primary professional or academic interest in a non-medical area, and
- may not otherwise be construed by virtue of employment, profession, relationship, or otherwise, to have a potential conflict or bias with the work of the Committee.

Rural Representative:
For the purposes of this Committee, a Rural Representative is defined as one who:
- is either a health practitioner or community member.

Members, other than those *ex officio*, will normally be appointed for a period of three years.

To include in attendance:
Secretary - Admissions Officer, Division of Health Sciences

**MEETINGS**

(i) The Committee shall meet at least twice per year.
(ii) Normal meetings of the Committee shall be called by the Convenor who may also call additional meetings as deemed necessary
(iii) Half the membership of the Committee should constitute a quorum.