



## MHSc Admissions Committee Terms of Reference (TOR)

<b>A. PURPOSE</b>	<p>The purpose of the Master of Health Science (MHSc) Admission Committee is to set evaluation guidelines, to evaluate applications, and to decide upon applications for admission to the Master of Health Science Program. The MHSc Admission Committee is also responsible for upholding the values and high standards of the MHSc program, and for ensuring that admission is offered to the most deserving of applicants.</p>
<b>B. COMPOSITION</b>	<p>The committee consists of at least 4 members, including the MHSc Program Director and the MHSc Associate Program Director, who review the completed applications to the program.</p>
<b>C. TERM</b>	<p>3-year term.</p>
<b>D. QUORUM</b>	<p>A quorum consists of 3 members.</p>
<b>E. DUTIES</b>	<p>The Committee will meet for a 2-hour meeting in February or March, and depending on the size of the second round of admissions, possibly again in April or May. Members will review and evaluate assigned application files prior to the meeting. After the admissions meeting, feedback is collected from Committee members about how the process went and how to make improvements for the following year.</p> <p>Members may vote to forgo the meeting if a clear consensus is reached after the independent evaluations.</p>
<b>F. PROCEDURE</b>	<p>Each application that meets the minimum admissions criteria will be made available to Committee members.</p> <p>Each application is evaluated by two members and their scores are averaged. Scores are sent for statistical analysis in preparation for the meeting. At the meeting, the first reviewer provides a synopsis of the application and the second reviewer provides further commentary if they so choose. Members may alter their score during the meeting after discussing an applicant with the Committee. After discussion, the average of the final scores determines the final ranking for each applicant.</p> <p>If a clear consensus is reached from the Committee members after the independent evaluations (prior to a meeting), members will be sent the</p>



initial rankings and can approve the rankings to be final in lieu of a meeting.