



ADMISSIONS COMMITTEE– TERMS OF REFERENCE AND COMPOSITION

Responsibility of the Committee

The Admissions Group is a sub-committee of the Academic Board and is responsible for:

1. Reviewing and developing admissions policy and practice.
2. Setting benchmark admissions criteria and requirements, including the documentary evidence required to evidence fulfilment of those criteria.
3. Overseeing the implementation of procedures for the accreditation of prior learning.
4. Providing advice to the Quality and Standards Committee regarding the approval of articulation agreements.
5. Monitoring and reporting to the Quality and Standards Committee on the operation of approved articulation agreements.
6. Promoting fairness and consistency in admissions policy and reviewing implementation.

Composition

- Chair: Registrar
- Head of Admissions or nominee
- Business Development Director
- Admissions Advisor (Applications Team)
- Admissions Advisor (Agent Team)
- Two Heads of School and/or Admissions Tutors
- A representative from Student Support
- Head of Quality or nominee
- Head of International Students and Apprenticeship Compliance
- A representative from Marketing
- A representative from Compliance and Training Team
- Other members as co-opted by the Committee

Quorum

50% of membership

Frequency

Quarterly meetings. Where timely decisions are needed outside of the quarterly meetings, iQuality will be used to enable the group to reach decisions.

Last approved by Academic Board: September 2020