

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: Head of Admissions or nominee
- Two representatives from Admissions
- Two Programme Leaders and/or Admissions Tutors
- A representative from Student Support
- Head of Quality or nominee
- Other members as co-opted by the Committee

The meetings will normally be chaired by the Head of Admissions or nominee.

Quorum

4 members

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: 14th December 2017