Admissions Policies Subcommittee Terms of Reference and Constitution

Governance reporting line: .... Reports to the Academic Quality and Standards Committee (AQSC).

Document owner: .... Academic Quality and Standards Committee.

1. Origin

The Admissions Policies Subcommittee (APSC) reports to the Academic Quality and Standards Committee (AQSC) and, on its behalf, considers the development, implementation, and review of the University's entry qualifications and student admissions policies for all levels of study, ensuring compliance with legislative and statutory requirements and alignment with the relevant aspects of the UK Quality Code.

2. Purpose

To establish, develop and monitor the University's student admissions policies for all levels of study, ensuring such policies comply with relevant legislative and statutory requirements and align with the relevant aspects of the UK Quality Code.

3. Responsibilities and activity

- To establish, develop and monitor the University's student admissions policies for all levels of study, ensuring such policies comply with relevant legislative and statutory requirements and align with the relevant aspects of the UK Quality Code.
- To periodically review the University's student admissions policies in order to ensure they are consistently implemented and remain current, fit for purpose, and support the achievement of the University's Mission and Strategy.

- To consider proposals for changes to admissions regulations and policies, reporting these proposals to the AQSC.
- To promote fairness and consistency in admissions policies and procedures.
- To set benchmark admissions criteria and requirements for both academic and English Language entry qualifications.
- To consider the strategic and cross-school implications of proposals from faculties to amend their entry requirements and report to the AQSC.
- To consider recommendations for the acceptance of new or revised qualifications or English language tests, their equivalency with already accepted qualifications, and any changes to those equivalencies, reporting to the AQSC.
- To report to the Widening Participation Subcommittee any matters relating to widening participation that may be of interest to the group.

4. Reporting arrangements

The Admissions Policies Subcommittee reports to the AQSC.

5. Constitution

- Chair: Faculty Admissions Controller
- Faculty Admissions Controller for each Faculty (in faculties with more than one Faculty Admissions Controller, the nominee will be determined by the relevant Associate Dean (Education)
- Director of the Doctoral College
- Two Academic Representatives of each Faculty (eg Admissions Tutors)
- Associate Director Admissions and Visas
- Associate Director Policy and Insight
- Deputy Director Global Recruitment and Admissions and Associate Director International
- Director of Global Recruitment and Admissions

- Secretary (in attendance)

Other relevant staff may be in attendance from time-to-time as appropriate to the business of the subcommittee, including:

- Associate Director of Student Recruitment, Marketing and Events
- Academic Registrar
- Admissions Manager
- Head and/or Deputy Head of Institutional Research (or nominee)
- Director of Student Services (or nominee)
- Residences Manager
- Director of Widening Participation and Social Mobility
- Admissions Operations Manager
- Admissions Team Leader – Environmental and Life Sciences, Medicine
- Admissions Team Leader – Engineering and Physical Sciences
- Admissions Team Leader – Social Sciences

6. Quorum and frequency

6.1 Quorum

The Admissions Policies Subcommittee will be quorate with one third of the membership plus one in attendance.

6.2 Frequency of meetings

The Admissions Policies Subcommittee will meet quarterly.

7. Resources

Secretariat support will be provided by Global Recruitment and Admissions.

8. Terms of Reference review

Date of last review: .... October 2022

Date of next review: .... October 2023

Annex 1 – Membership

Chair: Faculty Admissions Controller		Professor Andrew Hector
Faculty Admissions Controller for each Faculty (in faculties with more than one Faculty Admissions Controller, the nominee will be determined by the relevant Associate Dean (Education)	Arts and Humanities	Professor David Wheatley
	Environmental and Life Sciences	Professor Sarah Stevenage
	Engineering and Physical Sciences	Professor Andrew Hector
	Medicine	Dr Jane Wilkinson
	Social Sciences	Dr Jim Renshaw
Director of the Doctoral College		Professor Chris Howls
Two Academic Representatives of each Faculty (eg Admissions Tutors)	Faculty of Arts and Humanities	Mr Tim Metcalf
		Dr Darren Paffey
	Faculty of Environmental and Life Sciences	Mr Jim Bird
		Professor Amritpal Mudher
	Faculty of Engineering and Physical Sciences	Dr Stuart Boden
		Professor David Smith
	Faculty of Medicine	Professor Sally Curtis
		Dr Penny Nestel
	Faculty of Social Sciences	Mr Tom Chapman
		Dr Nick Wright
Associate Director Admissions and Visas		Dr Nicky Stecker-Doxat

Associate Director Policy and Insight	Ms Needee Myers
Deputy Director Global Recruitment and Admissions and Associate Director International	Ms Fiona Conlan
Director of Global Recruitment and Admissions	Mr David Winstanley
Secretary (in attendance)	Julia Furse

Other relevant staff may be in attendance from time-to-time as appropriate to the business of the subcommittee, including:

Associate Director of Student Recruitment, Marketing and Events	Ms Sally Crocombe
Academic Registrar	Ms Claire Atkins
Admissions Manager	Ms Alison Stanton
Head and/or Deputy Head of Institutional Research (or nominee)	Dr Christian Hoggard (nominee)
Director of Student Services (or nominee)	TBC
Residences Manager	Ms Trudi Vout
Director of Widening Participation and Social Mobility	Mr Gino Graziano
Admissions Operations Manager	Ms Stacey Garmendia
Admissions Team Leader – Environmental and Life Sciences, Medicine	Ms Charlotte Kershaw Mr Adam Hussey
Admissions Team Leader – Engineering and Physical Sciences	Ms Lesley Tupper
Admissions Team Leader – Social Sciences	Ms Sarah Hughes