Terms of Reference and Membership for the Admissions Steering Group

Delegated powers

The Group is a sub-committee of the Executive Board and has delegated powers from Executive Board.

MEMBERSHIP

Ex officio:
Vice-President, Strategic Growth (Chair)
Director of Faculty Operations (FASS)/ Associate Dean (Education) (FASS)
Director of Faculty Operations (FEPS)/ Associate Dean (Education) (FEPS)
Director of Faculty Operations (FHMS)/ Associate Dean (Education) (FHMS)
Director of International Recruitment
Director of UK Recruitment and Admissions
Director of Planning and Organisation Performance
Director of Financial Planning and Analysis

Invited to attend as required (determined by the agenda):
Head of Market Insight and Data
Planning Analysts
Student Scheduling Manager
Head of Admissions
Head of Accommodation
Head of Marketing

In attendance:
Secretary to the Group

TERMS OF APPOINTMENT
All members are ex officio and remain members for the term of their appointment.

TERMS OF REFERENCE
Purpose:
To set and own the decision-making framework upon which admissions decisions are taken, balancing volume and quality to achieve the Institution's strategic goals. Inputs should be taken from a wide range of colleagues to support a data-led decision making approach.

Responsibilities:

1. To recommend to EB a pricing strategy for all courses and levels of study.
2. To recommend to EB a cost of acquisition strategy to include discounting and commissions.
3. To set entry requirements for all programmes and levels of study including English Language and subject-specific requirements.
4. To determine international and UK equivalencies for all programmes of study.
5. To approve the key dates in the academic cycle including deadlines, Open Days, Offer Holder Days etc.

6. To approve offer-making strategies e.g. contextual offers, offer incentives etc.
7. To use performance data to inform decision-making across the admissions cycle.
8. To agree assumptions underpinning the in-year intake forecasts.
9. To determine and apply acceptance criteria for confirmation and clearing.
10. To inform the accommodation allocation policy in support of recruitment objectives.

PROCEDURES

Quorum

The quorum for ASG shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

Every two months and as required (e.g. through Confirmation and Clearing week)

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Reporting Arrangements

ASG will report to Executive Board after every meeting on activities within its designated areas of responsibility.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action to approve variations to agreed plans. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.