



Admissions Committee Terms of Reference

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Staff member responsible for update	Chair of Admissions Committee

Amendment History

Version	Revision Summary	Date Approved	Author
060/21	Updated responsibilities. Chair changed to Director of Admissions. Dean of MF and Head of R&T added as members; Quorum updated.	18/11/21	Gov Group



Admissions Committee Terms of Reference

Objectives

1. The objective of the admissions committee is to monitor and implement the Admissions Policy; ensuring that it is reviewed regularly and that admission procedures are fair, consistently applied and compliant with the College's Admissions Policy.

Responsibilities

2. The responsibilities of the Admissions Committee are:
 - a. to monitor selection criteria and establish transparent assessment processes;
 - b. to oversee the College's admissions process;
 - c. to disseminate information about national and institutional developments that impact recruitment and admissions practices to relevant staff;
 - d. to identify training needs and ensure that staff receive training on relevant changes to the legal and regulatory framework surrounding admissions, so that they can fulfil their role competently and in a manner consistent with the admissions policy;
 - e. to agree and update the admission protocols;
 - f. to consider any non-standard applications;
 - g. to consider any appeals from applicants;
 - h. to consider applications for entry on the basis of relevant experience;
 - i. to advise other committees and working groups on admissions protocols and criteria as required;
 - j. to assess the impact of the Admissions Policy, its monitoring and implementation, ensuring that it is reviewed regularly and best serves our applicants and the College's aims in the light of changing circumstances.
 - k. to send policy recommendations made by the committee to the Senior Management Team prior to any action being taken, so that resource and management implications can be assessed.

Reporting

3. The Admissions Committee reports to each Academic Board through its minutes and the Chair.

Membership

4. The Committee has the following as its members:
 - The Director of Admissions (Chair)
 - The Admissions Registrar
 - The Senior Registrar or their deputy (Assistant Registrar)
 - Academic Director
 - Dean of Ministerial Formation and Development
 - Head of Regulation and Transformation

Meetings

5. The Admissions Committee is a standing committee convened by the Academic Board.
6. The Committee will normally meet three times in an academic year, but further meetings will be called when necessary.
7. The minutes of the Admissions Committee shall constitute a formal record of its meetings and decisions.
8. The meeting is normally called by the Director of Admissions who sets the agenda.
9. The minutes of the meeting are recorded by the Admissions Registrar, who acts as Secretary for the Committee.

Quorum

10. Three members, including the Director of Admissions, either the Academic Director or the Dean of Ministerial Formation and Development and either the Senior Registrar or Assistant Registrar constitute a quorum.

Subcommittees

11. There are no subcommittees of the Admissions Committee.