



## Terms of Reference for the Admissions Committee

### 1. Objectives

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.

### 2. Responsibilities

- to recommend selection criteria and establish transparent assessment processes;
- to oversee College recruitment and admissions processes;
- to disseminate information about national and institutional developments that impact recruitment and admissions practices; to relevant staff.
- to provide training on key topics and share best practice to ensure front-line staff can fulfil their role competently and in a manner consistent with the admissions policy;
- to agree and to update the admission protocols;
- to consider any non-standard applications;
- to consider any appeals from applicants;
- to establish entry criteria for the admission of candidates on the basis of previous experience to the undergraduate and the postgraduate courses;
- to consider applications for entry on the basis of relevant experience;
- to advise Programme Development and Programme Revalidation Working Groups as necessary on admissions protocols and criteria as part of the College's Programme Design and Revalidation-Review Committee processes; and
- to supervise the implementation of the 'Protocols for entry on to Higher Degrees on the Basis of Relevant Experience'.

### 3. Reporting

The Admissions Committee reports regularly to the Academic Board.

### 4. Membership

The Committee consists of the following members

Vice Principal (Director of Ministry Formation and Training) – (Chair)

The Director of Admissions;

The Admissions Registrar;

The Senior Registrar- Assistant Registrar  
Vice Principal (Academic Director)

## 5. Meetings

The Admissions Committee is a standing committee convened by the Academic Board.

The committee will normally meet three times in an academic year, but further meetings will be called when necessary.

The minutes of the Admissions Committee shall constitute a formal record of its meetings and decisions.

The meeting is normally called by the Director of Admissions who sets the agenda.

The minutes of the meeting are recorded by the Admissions Registrar.

### 1) Quorum

Three members including the Director of Admissions, one of the Vice Principals to chair and either the Senior Registrar or Assistant Registrar.

### 2) Subcommittees

There are no subcommittees of the Admissions Committee.

<b>Document control box</b>			
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