

SWANSEA UNIVERSITY

TERMS OF REFERENCE - RECRUITMENT AND ADMISSIONS COMMITTEE (R&AC)

1. Reporting

The Recruitment and Admissions Committee reports to the Senate.

2. Occurrence

The Committee should meet at least once each term. Special meetings may be called by the Chair of the Committee. The Committee shall use email circulation or telephone/video conferencing as appropriate to progress its business effectively.

3. Composition

The Committee membership consists of:

Chair

University Education Committee (2 members)

Regulations, Quality and Standards Committee (2 members)

Programme Management Board (2 members)

Faculty of Humanities and Social Sciences (6 members)

Faculty of Science and Engineering (6 members)

Faculty of Medicine, Health and Life Science (6 members)

ELTS representative

'The College' representative

President of the Students' Union Students' Union

Education Officer

Associate director MRI

Head of Admissions

Head of Undergraduate Admissions

Head of Post Graduate Admissions

Head of Policy and Projects (Admissions Office)

Head of Future Student Experience

Head of International Development Office

Head of UK Student Recruitment

Secretary to Recruitment and Admissions Committee

There should be 'due regard' to the provisions of the Equality Act 2010.

4. Terms of Office

No time restrictions apply for Committee members, but review should take place on a yearly basis to ensure fair representation and continuity of membership.

5. Attendance

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

6. Quorum

One third of the membership of the Committee will form a quorum.

7. Purpose

The purpose of the Recruitment and Admissions Committee is to oversee admission to the University and to develop policies for the University relating to the recruitment and admission of new students.

8. Terms of Reference

8.1 The duties of the Committee shall be:

- To develop strategies for the recruitment of students;
- To oversee admission to the University;
- To review the admissions policy and principles of admission on an annual basis to ensure that they enable the University to achieve its aims;
- To monitor the admission of students to ensure that the policy and principles of admissions are properly implemented;
- To ensure that Admissions Tutors are trained;
- To encourage consistency in admissions decision-making, and to ensure that this takes into account relevant student-related equal opportunities policies, e.g. disability, race equality;
- To review and develop policies and procedures relating to widening participation;
- To advise the Planning and Strategic Projects Unit, on setting University targets for the admission of new students and specific targets for each College/department within the University;
- To liaise with, and refer matters of interest to, other Senate Committees.

8.2 *Other duties within their remit*

- To receive the details of the award of Sporting and Music Entrance Scholarships
- To allocate strategically to Colleges/departments Postgraduate Taught Bursaries.
- To administer Undergraduate Entrance Scholarships
- To make recommendations to Senate on matters relating to the admission of new Students

8.3 *Sub Committees/ Other Groups* *-Matriculation Panel*

- To maintain and review matriculation requirements for undergraduate and postgraduate programmes;

- To consider and resolve all special cases not complying fully with the undergraduate (where appropriate) and postgraduate matriculation regulations;
- To resolve all questions of the interpretation of the matriculation regulations which require judgement on an academic matter;
- To resolve all other matters referred to it by the Academic Board and make recommendations regarding future changes to the Academic Board.

To consider any other matters referred to the Committee by Senate.

8.4 *Effectiveness Review*

To review annually the effectiveness of the Committee against its terms of reference and propose any recommendations for change to Senate.

8.5 *Powers*

- i. To act with authority delegated by Senate and included in their Terms of Reference;
- ii. To set up such task and finish groups as are necessary to expedite the Committee's business;

Submitted for approval to Senate : ..February 2023

Approved by Senate: MNSEN 96. Minute 68

Next Review Date:October 2024