

Quality Code for Higher Education

Terms of Reference for Academic Staff

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Originator: Higher Education & Skills
Approval by: Higher Education Learning & Teaching Committee

Date for Review: July 2017

Description: This document sets out the College's commitment to equality of opportunity in making admissions decisions

NOTE: Where the awarding body has different requirements this will take precedence over the College's Code of Practice (CoP)

Responsibilities: Head of Student Services
Curriculum Leaders

Applications for exemptions to: Higher Education Learning & Teaching Committee

Report Exemptions to: Higher Education Learning & Teaching Committee

Links to UK Quality Code for HE: [Chapter B2](#)

The terms set out below relate to the admissions process for Higher Education students.

1. Consider and progress in a timely manner all UCAS and other applications for the relevant programme/s and to make decisions according to the applicant's apparent ability to benefit from higher academic study, within the programmes available, in accordance with the equal opportunities policy.
2. Facilitate local interviewing or visits and operate such events in an open and fair manner.
3. Recommend offers in a timely and clear manner to the Student Services, operating within the College policies for the recognition of qualifications, enrolment guidance and other relevant policies.
4. Deal with international enquiries and applications rapidly in order to maximise returns from those competitive markets.
5. Attend appropriate training and become familiar with use of the computer admissions system.
6. Provide and review in response to market trends, entry requirements and any other information when required for publication in internal, UCAS or other advertising opportunities thus assisting in the promotion of the College.
7. Be available for consultation on College Open Days/Visit Days/other recruitment activities and to represent their Department at such events, or in their absence, to appoint another subject specialist.
8. Be available to answer applicants' queries or to make alternative arrangements within the department to enable a rapid and meaningful response to be provided at all times.
9. Provide timely updates on entry requirements and Entry Profiles to students.