

## Recruitment and Admissions Group

### Terms of Reference

		<b>This policy is effective from</b>	<u>September 2018</u>
<b>Approval body</b>	<u>College Management Team</u>	<b>Approval date</b>	<u>September 2018</u>
<b>Owner</b>	<u>Head of Academic Affairs</u>	<b>Next review date</b>	<u>March 2019</u>

## 1. Establishment

- 1.1. The Recruitment and Admissions Group is established to:
  - 1.1.1. Set up a channel for reporting and discussion of activities, policies and procedures relevant to the recruitment and admission of students to all credit bearing programmes in NCAD at undergraduate and postgraduate level.
  - 1.1.2. Ensure that recruitment and admissions policies and procedures reflect the vision and strategic goals of the College.
  - 1.1.3. Facilitate good cross college communication and sharing of best practice around issues related to the recruitment and admission of students.

## 2. Aims

- 2.1. To support the Admissions Office in the development of a College strategy for undergraduate and postgraduate student recruitment.
- 2.2. To support the Admissions Office in the planning and implementation of this strategy.
- 2.3. To support the Admissions Office in the development of a budget to support student recruitment.
- 2.4. To coordinate student recruitment activities across the College.
- 2.5. To review NCAD student recruitment and admissions data in terms of success against targets and effectiveness of the strategy.
- 2.6. To review external trends in demand for UG and PG programmes and consider the possible impact of these trends on NCAD student recruitment strategy, programme offers and new programme development.
- 2.7. To develop the College's approach to widening participation
- 2.8. To liaise with other College Boards and Committees to be informed of developments that will impact on future student recruitment and make recommendations that might positively impact on student recruitment & admissions.

## 3. Conduct of Business

- 3.1. The Group will be chaired by the Head of Academic Affairs & Research and supported by SS&A Admissions Office Staff.

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V1		N/A	N/A

- 3.2. The Committee will meet a minimum of 2 times in each academic year and will report to the College Management Team.
- 3.3. Meetings will be scheduled to align with events in the student recruitment cycle.
- 3.4. At the first meeting of each year the committee will agree in advance the outline schedule of work for the year.
- 3.5. The committee will report regularly to the operations meeting of CMT and will issue a written report once a year to be circulated to CMT and Academic Council.

## **4. Membership**

- 4.1. Membership of the group should include:
  - 4.1.1. The Head of Academic Affairs & Research
  - 4.1.2. The Student Services & Admissions Officer
  - 4.1.3. The Access Officer
  - 4.1.4. The Assistant Student Recruitment & Admissions Officer
  - 4.1.5. Heads of School (and/or a nominee)
  - 4.1.6. Head of First Year Studies (and/or a nominee)
  - 4.1.7. Head of CEAD
  - 4.1.8. Postgraduate programme coordinators