

Admissions Decisions Committee: Membership and Terms of Reference

There shall be an Admissions Decision Committee (ADC)

Membership

The Admissions Decisions Committee shall comprise:

1. a Chair, who is the Director of Teaching and Learning, or their nominee
2. One or more rotating faculty members, appointed by the Director of Teaching and Learning
3. Chief Executive Officer
4. Admissions Manager (non-voting)
5. Secretary (non-voting)
6. Representative of Registry, appointed by Registrar (non-voting)

Quorum

The Committee shall be quorate if at least four voting members are present, one of whom must be the Chair. The Chair may nominate a stand-in in the event of his/her absence; this nominee must be a member of the faculty.

Frequency

The Committee shall meet as required, normally after a series of Selection Days.

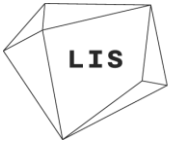
Terms of Reference

1. The Admissions Decisions Committee shall be responsible to the Academic Council for:
 - (a) conducting structured interviews at Selection Day, alongside other senior LIS staff and academic staff;
 - (b) Reviewing individual applications holistically and on a case-by-case basis following Selection Day, and making admissions decisions, ensuring that all candidates are assessed fairly, against the same entry criteria, and in line with the School's Admissions Regulations;
 - (c) Ensuring admissions procedures are fair, consistently applied and compliant with the School's Admissions Regulations, that any assessment methods are reliable and valid, and that staff are sufficiently trained to conduct assessments;
 - (d) Recording reasons for decisions on offers and ensuring their secure storage, in line with Data Protection Regulation, and LIS's Privacy Notice and Data Protection Policy.

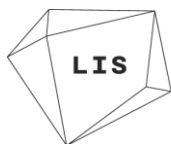
Authority

2. The Admissions Decisions Committee reports to the Academic Council.

Voting



3. It is expected that decisions of the Committee will be reached by consensus and after due deliberation. However, if a resolution cannot be achieved by consensus, a decision shall be made on the basis of a majority of those attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair shall have a casting vote.



Version Control

Name of policy/procedure:	Admissions Decision Committee Membership and Terms of Reference
Document owner:	Head of Admissions
Date Originally Created:	08/2019
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	Admissions Regulations and Procedures for Staff Academic Council Membership and Terms of Reference

Version Control				
Version	Author	Date & Approval	Brief summary of changes	Effective
1	Hannah Kohler (Director of Admissions and Student Support)	13/08/2019	Original draft	
2	Academic Council	18/11/2019	Requires update given decision to pursue NDAPs	
3	Hannah Kohler (Director of Admissions and Student Support)	01/03/2020	Minor wording changes	
4	Academic Council	16/03/2020	Approved	
5	Hannah Kohler (Director of Strategy and Special Projects/ Acting Admissions Lead)	13/11/2020	Changes to composition of ADC given changes in organisational roles and to facilitate more effective decision-making (reduction in number of members)	
6	Hannah Kohler (Director of Strategy and Special Projects)	23/02/2021	Update of voting rights, update on frequency of meeting, and provision for Chair to nominate a stand-in	
7	Hannah Kohler (Director of Strategy & People)	17/11/2021	Update of membership and voting rights	2021-2022
8	A. Redford, Head of Quality	Academic Council: 13/09/2022	Update of membership and voting rights	2022-2023 onwards