



**UK Business College: Admissions Panel Terms of Reference;**

**Amendments effective from September 2023: For Inclusion within Governance Framework**

<p><b>Primary Aims</b></p>
<p>The Admissions Panel reviews all applications to study at the College that require discretionary contributions from senior academics and those with particular expertise; it considers chiefly matters relating to applicants with special educational needs, safeguarding concerns, other cases which fall outside of the standard admissions procedure.</p> <p>The Admissions Panel additionally considers appealed decisions of refusal.</p>
<p><b>Reference to External Reference Points</b></p>
<p>The Revised UK Quality Code for Higher Education, and all applicable UK legislation, including:</p> <ul style="list-style-type: none"> <li>i. The Equality Act (2010)</li> <li>ii. The Data Protection Act (1998)</li> <li>iii. Rehabilitation of Offenders Act 1974</li> </ul>
<p><b>Reporting to</b></p>
<p>Admissions and Marketing Committee</p>
<p><b>Chair</b></p>
<p>Director of Admissions and Marketing, or a delegated Senior Admissions Officer</p>
<p><b>Membership</b></p>

The Committee's membership shall vary in accordance with the expertise required for cases under discussion.

All meetings will be attended by an Admissions Officer; at least one of the following must also be present: the College's Principal, and/or the relevant Academic Dean, and/or a Senior Academic Staff member for the programme being recruited to.

The Chair may additionally invite following to contribute as required Head of Registry and Student Support; Course Leader(s); Academic Interviewers, Finance Officer(s); Student Support Officers; the College's Legal Advisor.

#### **Quorum**

Meetings will be quorate only with the Chair, an Admissions Officer and a relevant Senior Academic for the programme being recruited to (as described above) in attendance.

#### **Frequency**

The panel will meet at least twice per semester, and may be also convened by the Chair on an ad-hoc basis as required.

#### **Primary Responsibilities & Duties of the Admissions Panel**

The primary responsibilities of the Admissions Panel are to.

1. administer the College's admissions policy in respect of applicants with special educational needs, safeguarding concerns, other cases which fall outside of standard admissions procedure;
2. ensure decisions of admissions falling outside the standard process are made with the benefit of appropriate expertise and sound judgement;
3. consider applications for advanced standing with specific credit and direct entry to any stage other than Stage 1;
4. consider applications with prior criminal convictions;
5. promote fairness, consistency and transparency in the UKBC's recruitment and admissions practices;
6. monitor compliance in relation to the Admissions Policy, relevant Programme, Quality Assurance statements and external Codes of Practice;
7. receive and consider appeals against admissions decisions;
8. provide copies of its minutes and an annual report (if required) to the Admissions and Marketing Committee;
9. periodically review its terms of reference, composition and effectiveness.