

Admissions Qualifications Group (AQG)

Proposed Terms of Reference

1. Purpose of the Group

Reporting to the Recruitment and Admissions Management Group (RAMG), and the Teaching and Learning Group (TLG) the AQG will bring together representatives from each of the four Faculties and from the Directorate for the Student Experience:

- (a) to lead and advise the University's contribution to the national debate regarding qualifications and qualification reform as it relates to preparation for higher education and study;
- (b) to co-ordinate University-wide consultation and collate responses on behalf of the Vice-President (Teaching, Learning and Students) for submission to external exercises regarding qualifications for entry to higher education, conducted by national organisations such as HEFCE, UUK, the Russell Group, OFQUAL, the Department of Education;
- (c) to inform University policy and to establish internal procedures for the consideration of UK, EU and international academic qualifications for entry to undergraduate and postgraduate taught¹ study at the University.

2. Role of the Group

The Group will:

- (a) horizon scan and keep abreast of the debate and agenda nationally as it relates to qualifications in the context of preparation and suitability for progression to higher education and to report periodically on these matters to TLG and RAMG;
- (b) as directed by the Vice-President (Teaching, Learning and Students), co-ordinate University-wide consultations and collate responses for submission to external exercises regarding qualifications for entry to higher education;
- (c) examine and evaluate new and existing Level 3 (and some Level 2) qualifications² in the context of preparation and suitability for entry to The University of Manchester, provide recommendations to RAMG on the acceptability of these qualifications and recommend equivalences to support admissions staff in their offer making;
- (d) formulate statements and maintain guidance on the acceptability or otherwise of individual UK, EU and international academic qualifications ensuring this is published as appropriate for key stakeholders;
- (e) establish 'best practice' and provide guidance for the consideration of new UK, EU and international academic qualifications and setting of entry requirements, inviting external speakers from relevant national organisations to address the group where appropriate;
- (f) oversee the monitoring of entry requirements *via* progression data, to inform future admissions decisions.

The Group will meet three times annually. However, approval of new qualifications to be accepted for entry to the University may be sought through consultation with members *via* email.

3. Role of Members

Members will:

¹ The work of AQG focusses primarily on the qualifications for entry to undergraduate study. However, there may be occasions when it is required to consider qualifications for entry to taught postgraduate study.

² According to the Qualifications and Credit Framework / National Qualifications Framework for England and Northern Ireland.

- (a) attend scheduled meetings of the AQG and respond promptly on business conducted between meetings, ensuring that their Faculty/ DSE team is represented if attendance is not possible;
- (b) represent their respective constituencies through regular consultation and communication to both inform discussion and decision-making, and to ensure thorough dissemination of information and guidance on qualifications;
- (c) consult with and / or escalate business to senior colleagues in their area of responsibility, as appropriate, and to feed their views to the Group as necessary;
- (d) ensure that agreed actions are implemented;
- (e) represent the University at external events and meetings when required.

4. Membership of the Group

Prof Clive Agnew, Vice President Teaching, Learning & Students (Chair)
 Ian Bradley, Head of Academic Service EPS
 Dr Louise Walker, Director of Undergraduate Studies, School of Mathematics
 Lynn Trillo, Recruitment & Admissions Manager, School of Arts, Languages & Cultures
 Dr Thomas McCunnie, Admissions Tutor/WP Manager, School of Social Sciences
 Jingling Hu Marriot, Admissions Manager, Faculty of Life Sciences
 Dr Ruth Grady, Senior Lecturer, Faculty of Life Sciences
 Linda Harding, Recruitment and Admissions Manager, Manchester Medical School
 Alison Busby, Lecturer, School of Nursing, Midwifery & Social Work
 Charlie Cook, General Secretary, UoM Students' Union (until 01.07.15)
 Bernard Strutt, Head of Student Recruitment (UK/EU)
 Stephanie Lee, Head of Student Recruitment (Widening Participation and Outreach)
 Fran Halliwell, Senior International Officer / Dr Shaden Jaradat, International Officer
 Catherine Schofield, Head of Student Services Operations
 Tania Smith, Student Admissions Officer (Secretary)

Additional representatives will be invited to meetings as and when required by agenda items (for example postgraduate or planning items).

5. Administration of the Group

Tania Smith, Student Admissions Officer – Secretary

March 2015