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**Terms of Reference: Course Recruitment Groups (CRG)**

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<b>Date of Approval:</b>	November 2012, Academic Council
<b>Last Reviewed:</b>	March 2014
<b>Date for Review:</b>	September 2015
<b>Version Number:</b>	V2.0
<b>Chair:</b>	Relevant Course Leader
<b>Secretary:</b>	Admissions Tutor

**Context**

The Course Recruitment Groups keep under review the course admissions policy and practice, including matters related to Widening Participation, student numbers, and makes recommendations accordingly to the Senior Management Team. It promotes fairness and consistency in the University College of Osteopathy's (UCO's) Admissions Policies.

**Terms of Reference****The role of Course Recruitment Groups is:**

1. To consider applications for admission and allocate places in accordance with the UCO's admission policy for the course.
2. To keep the UCO's Admissions Policies under review and make recommendations to the Widening Participation and Admissions Strategy Group for amendments.
3. To keep the Senior Management Team informed on numbers of places offered or refused.
4. To keep all course information for admission to the course under review and amend as necessary.
5. To assist the Admissions Tutor in providing the necessary information for any appeal, and select a group member to represent the Course Recruitment Group at any appeal hearing.
6. To be involved in the annual consultation, on the draft admissions policy, with the course team.
7. To ensure compliance with the UCO's policies and procedures in the co-ordination of admissions.

**Frequency of meetings**

At least twice per term.

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### Rolling Agenda Items

- Screening of applications to the course.
- Agree offers to made to applicants based on recommendations from the I&E Team.
- Agree feedback to applicants as to why they have been unsuccessful.
- Constant reflection on the admissions process/cycle and student offers/numbers.

### Composition and Conditions of Membership

- Course Leader
- 2 Course Team Members
- Student Support Manager
- Admissions Tutor

Individuals serve as a condition of their role and membership is on a rolling basis. Other members may be invited to attend as appropriate.

### Quorum

The Chair or alternate Chair to be appointed by the Chair

One Course Team Member

Admissions Tutor

### Reporting and Subcommittees

#### Reports to:

- Course Teams;
- Communicates with the Widening Participation & Admission Strategy Group and;
- Makes recommendations to the Senior Management Team.

#### Receives reports from:

N/A

### Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Mar 2014	Administrative – Amendments to committee titles to reflect current committee structure and role titles to reflect current roles.	Committee Chair
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair