



School of Veterinary Medicine and Science Admissions Committee - Terms of Reference

Purpose

Acting on behalf of the Dean of the School of Veterinary Medicine and Science, the Admissions Committee has responsibility for the design, development, implementation and review of processes associated with admissions, including:

- To advise the Dean of School on all strategic issues relating to admissions
- To review the effectiveness and appropriateness of the admissions process in selecting a diverse body of students who have the potential to possess the knowledge, skills and behaviours required to be a competent veterinary surgeon
- To provide advisory input into the design and ongoing refinement of the Undergraduate Admissions Process

Main Activities

- Review the operations of the preceding year's Admissions
- Approve the process for the forthcoming Admissions rounds
- Consider views of the student body raised through appropriate channels e.g. LCF
- Consider views, where received, from previous graduates and employers in respect of the appropriateness of the School's admissions process
- Prepare a response for submission to, and approval by, the Dean of School, to relevant issues raised at both Faculty and University level with regard to admissions by action of the Chair
- Prepare a response for submission to, and approval by, the Dean of School, to relevant issues raised by external bodies such as RCVS, EAVEE and HEFCE with regard to admissions by action of the Chair
- Contribute to the school's submission for any relevant quality reviews by action of the Chair

Membership

- Sub-Dean for Admissions (Chair)
- Deputy Sub-Dean for Admissions
- Admissions Officer (Secretary)
- Head of Admissions
- Associate Professor in Epidemiology and Farm Animal Health and Chair Athena Swan Self-Assessment Team
- Clinical Associate Professor in Dairy Health and Production
- Clinical Assistant Professor in Farm Animal Health and Production
- Clinical Assistant Professor in Equine Internal Medicine
- Clinical Associate Professor, Senior Tutor for year four and five
- Lecturer, Senior Tutor for Preliminary Year and year one
- Teaching Associate, Preliminary Year Course Convenor and Senior Tutor for year two and three



- Associate Professor of Veterinary Education, Sub Dean for Teaching, Learning and Assessment, Deputy APVC for Education and the Student Experience, FMHS
- Dean of School - ex-officio
- Head of Operations - ex-officio
- Five lay members - three from local schools and two veterinary practitioners

Methods of working

- Voting is done when at least 30% of members are present
- Receives regular reports from the TLA Committee and Postgraduate Committee
- At the discretion of the Chair receives reports from relevant Campus and University Committees
- Makes recommendations to the Dean of School and School Management Team

Role of Chair

- Chair of the Committee represents the school at relevant University and external meetings
- Chair holds the casting vote when Committee ballots are tied
- Chair will refer issues raised by the Committee with financial, staffing or infrastructure implications, or regarding overall school strategy, to the School Management Team for approval

Frequency of Meetings

- The Committee meets once a year

Format

- All items for the agenda and papers for circulation at meetings should be sent to the secretary no later than seven days before the meeting is due to take place
- Papers should be presented in 10 point verdana font
- The Secretary will normally send minutes to all members of the TLA Committee within seven days of a meeting taking place

Useful links

- [Admissions website](#)
- [Quality Manual](#)
- [School website](#)