

Programme Admissions Tutor

Each Faculty Admissions Controller will ensure that every programme (or group of programmes) has a nominated and appropriately trained Programme Admissions Tutor who will provide academic oversight for the admissions criteria and selection processes for that programme (or group of programmes) in consultation with the Faculty Admissions Controller and in keeping with the policies of the University. In some cases, it may be necessary for Programme Admissions Tutors to be in possession of an enhanced Disclosure and Barring Service criminal record disclosure. The role will have responsibility for:

- a. Working with the Faculty Recruitment and Admissions Team Leader on the annual establishment of selection criteria;
- b. Agreeing exceptions to the selection criteria with the Faculty Recruitment and Admissions Team Leader or Head of University Admissions;
- c. The application of a fair selection policy, including in cases where criteria-based selection is not utilised;
- d. The maintenance of agreed turnaround times for admission decisions;
- e. Keeping abreast of, and implementing, University Regulations and policies relating to the recruitment and admission of students. This will include, for example, the handling of applications from individuals declaring a disability and who may require significant adjustment or additional support. (S)He will liaise with the Admissions Controller and Enabling Services to establish whether the necessary adjustments are reasonable and to co-ordinate relevant communications with the applicant;
- f. Working with the Faculty Admissions Team Leader in the co-ordination of visit days, selection interviews (or similar);
- g. Liaison with Faculty Admissions Controller regarding attendance at on or off campus recruitment and admissions events;
- h. Working closely with the Faculty Recruitment and Admissions Team Leader, Marketing Officer and others in the preparation and approval of programme information for both print and online uses;
- i. The induction and training of Admissions Selectors, where utilised.