

**SCHOOL OF ORIENTAL AND AFRICAN STUDIES
STUDENT RECRUITMENT SUB-COMMITTEE**

MINUTES

Thursday 3 November 2005

Members

Professor Peter Robb (Chair)

Professor Tom Tomlinson *

Professor Stephen Chan

Mrs Sue Yates

Mr Andrew Keeble*

Mr Guy Craft

Mr Mushtaq Ahmed

Professor Michael Hutt

Mr Terry Harvey

Mr David Atkins

In attendance:

Ms Lesley Waldron (Secretary)

Mr Michael Sherry

Ms Marva de la Coudray

* Those marked with an asterisk were unable to attend

1. The minutes of the meeting held on Thursday 25 May 2005 were **APPROVED**.

2. **Matters Arising**

i. *Minute 20: English language requirements (also minute 11 & 2b)*

Peter Robb AGREED to ask Associate Deans at LTPC to give feedback to Sue Yates on the effects of changes to TOEFL entry requirements.

ii. *Minute 21 (iii): Overseas Qualifications*

David Atkins AGREED to communicate updated guidelines to relevant academics within SOAS and make them available on the intranet. Feedback from academic staff would be encouraged.

iii. *Minute 26: Agents Agreement*

Belated feedback on the agency agreement from solicitors has delayed the process of establishing work with overseas consultants for recruitment purposes.

3. **Membership and Terms of Reference**

It was AGREED to expand the Student Recruitment Committee to include admissions issues in the Terms of Reference and that this should be reflected in the title of the Committee. It was AGREED that the Head of Student Recruitment and the Head of Marketing should be members of the Committee. The Committee discussed the academic membership of the Recruitment Action Group, and AGREED that the membership of this should continue to include the Deans, who would deputise to Associate Deans when appropriate. The Recruitment Action Group would be chaired by the Head of Admissions and Student Recruitment.

4. Report on Admissions

The Chair noted that the 2005 intake was at record levels and congratulated all involved

i. Undergraduate

David Atkins suggested that over recruitment in certain departments could be addressed by changing the nature of offers, to enable more flexibility at Confirmation. However, overseas student numbers, while higher than the previous intake, did not reach the target. Terry Harvey noted that the joint degrees with UCL and Kings were significantly down.

ii. Postgraduate

Intake for taught Masters Programmes had not met targets. Stephen Chan reported a decline in applications from some overseas markets to Law and Social Sciences Faculty. The Committee noted that this reflected the national picture. Postgraduate Research numbers had significantly decreased, particularly overseas students.

The Committee AGREED to look at the Centre for International Studies and Diplomacy as a model for more integrated admissions, and to continue to support improved communication with applicants and turnaround times on applications. The Committee also AGREED to examine other forms of Research Degree (Part-present) and at mechanisms to pass rejected research applications across faculties where appropriate.

iii. IFCELS

The undergraduate foundation course had a significant increase this year. Sue Yates reported that there would be market research into the postgraduate foundation diploma and its continued relevance in a changing marketplace.

iv. Target setting

The Committee AGREED that recruitment and financial target setting would be addressed separately.

v. Recruitment from School of Languages

Guy Craft suggested that the Committee consider internal recruitment from Language courses particularly those on diploma and certificate programmes.

5. Reference for postgraduate applicants

The Committee received a proposal from David Atkins that email references be accepted to improve procedures for postgraduate applications. The Committee AGREED.

6. Widening Participation Strategy

The Committee received a verbal report from Marva de la Coudray on priorities for the Widening Participation Strategy.

7. Access agreements and targets for 2006

The Committee received an update from the OFFA working group.

8. Strategic Priorities 2006 -7

The Committee received an updated draft of the priorities for Student Recruitment for 2006-7 and AGREED that this could be passed to Executive Board.

9. Date of next meeting

The next meeting will take place on Thursday 23 February at 9am, Room 100.