

## Terms of Reference

### International Advisory Group

August 2018

#### **Purpose:**

To advise and guide the strategic international development of UCAS, specifically in relation to:

- Informing, advising and progressing the development of UCAS' International Strategy
- To note and discuss policy and operational issues that affect international education, providing a forum for feedback and resolution
- Act as a channel of communication and consultation to assist the promotion of best practice in relation to international applications
- Ensure that UCAS' external relations and operational activities, in respect of international applications, are continually reviewed and remain relevant and pertinent to current imperatives that affect the operation of International and European admissions.
- Act as a channel of communication and consultation in order to facilitate the transition from existing processes to new ones.

The group will meet a minimum of twice a year, and a maximum of four times a year.

#### **Membership:**

The International Advisory Group aspires to represent the views of the UK international education sector. The membership of the Group will comprise representatives drawn from a range of Higher Education providers and, where and when relevant, sector bodies. Representation from Higher Education providers will reflect the variety in geography, admissions process and mission group membership across the UK.

- Membership of the Group is expected to comprise between 14 and 19 members.
- Members will be appointed for a maximum term of three years. Extensions may be considered in cases of long-term leave.
- Opportunities for new members will be made available on the UCAS website and communicated through the appropriate channels.
- Members of the Group who miss two consecutive meetings are at risk of automatic resignation from the Group through non-attendance.
- The Group elects its own Chair from the HEP representatives that have served a minimum of one year. The elected member will serve a maximum of two years as Chair.
- The election for Chair will be held following the incumbent Chair's penultimate meeting. Nominations should be proposed and seconded by Group members and the nominees should indicate their willingness to serve prior to nomination.

- Members of the group will be listed on the Groups and Forums sections of UCAS web pages, along with terms of reference and meeting minutes.
- Membership of the Group will be reviewed by the Chair and UCAS Group Owner on an annual basis to ensure that membership remains representative and appropriate.
- Membership belongs to individual members on the Group, and alternative representation is not permitted, without prior approval from the Groups Chair.
- If a member moves to another provider, the Chair and UCAS Group Owner will discuss agreed continuation of membership.

**External Representation:** (Unless specified each institution / organisation is represented by a single member)

**HE Provider members**

Chair	Welsh HEP
English HEPs (x3)	Scottish HEP
N. Irish HEP	Arts Institution

**Sector body members**

BIS	BUILA
UKCISA	FEI (AoC)
British Council	UUK
Funding councils	NUS

**Responsibilities:**

- Members are expected to act as representatives of the sector, and to actively seek the views of colleagues and peers, and present these at meetings.
- Members are expected to feedback to the sector through their own networks and user groups.
- The Chair of the International Advisory Group will be expected to submit a report to the Annual Review Meeting and the UCAS Annual Admissions Conference.
- UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:
  - Minutes are circulated four weeks after each meeting and subsequently published on the UCAS website
  - Agendas and papers are received ten working days prior to meetings
  - Events are calendared 6 months in advance, where possible.
  - Catering will be covered by UCAS
  - No provision for attendees T&S will be made, unless for exceptional circumstances that are agreed in advance (such as presenting on behalf of the group at conferences).
- The International Advisory Group can establish sub-groups and short-life working groups. Membership of these groups will go beyond the International Advisory Group, to include others with expertise or special interests who can contribute to the work of the Group.
- The work of any sub-groups and working groups will be a standing item on the International Advisory Group agenda where relevant, and reports will be received on progress and issues. Terms of reference and membership of the Sub-Groups should be provided to the International Advisory Group for information and comment.