

## Terms of Reference

### Postgraduate Advisory Group

February 2014

#### **Purpose:**

To provide UCAS with a robust and representative voice of its members active within the postgraduate market. The group will be a two-way approach; strategic and operational, which will feed requests and obtain feedback from UCAS within the postgraduate market. To enable consultation with the sector and to advise and make recommendations to UCAS on proposed changes to products and services relating to the UCAS postgraduate scheme.

The Postgraduate Advisory Group will:

- Represent sector interests and ensure that the impact of changes are anticipated and adequately communicated to institutions.
- Consider and help prioritise changes to be made to UCAS products and services which are required by internal or external imperatives.
- Advise on objectives and key success factors for future formal projects conducted by UCAS which interface with admissions processes conducted in member institutions.
- Assist in reinforcing the understanding within UCAS of the way in which changes made have an effect on processes, procedures and practices operated by member institutions.
- Consider the costs and benefits of implementation across the sector of what will potentially emerge from changes and/or projects.
- Act as a key channel of communication and consultation in order to facilitate the transition from existing processes to new ones and improved understanding between UCAS and member institutions.
- Contribute significantly to the dialogue with directors of management systems and/or other systems administrators and user groups connected with such posts.

## **Membership:**

Membership of the Postgraduate Advisory Group will be drawn from a range of types of institution within UCAS membership (including representation from all mission groups), reflecting differing experiences and expertise.

Members should normally be appointed for a maximum term of four years.

A minimum of four members will be replaced every four years.

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.

Members who resign from the Group or who are considered to have resigned from the Group should be replaced at the next annual cycle of replacement.

The Postgraduate Advisory Group elects its own Chair from among the HEI representatives that have served a minimum of one year. The elected member will normally serve for two years as Chair. The Chair has the option of remaining as a member of the group for the remainder of their term following the end of their role of the Chair.

The election for Chair will be held at the incumbent Chair's penultimate meeting. Nominations should be proposed and seconded by advisory group members and the nominees should indicate willingness to serve prior to this meeting.

Members of the group and the Chair will be listed on the Groups and forums sections of the UCAS web pages, along with terms of reference and meeting minutes.

There will be 3 meetings per year of the Postgraduate Advisory Group in April, June and October.

## **Responsibilities:**

- Members are expected to act as representatives of the sector and to reflect the views of the community.
- Members are expected to feedback to the sector through their own networks and user groups.
- Members of the group are required to share best practice and information within the postgraduate sector.

- The Chair of Postgraduate Advisory Group will be expected to submit a report to the Annual Review.
- 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.
- The Postgraduate Advisory Group can establish sub-groups and short-life working groups. Membership of these groups will go beyond the Postgraduate Advisory Group, to include others with expertise or special interests who can contribute to the work of the Group.
- The work of the sub-groups and working groups will be a standing item on the Groups 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 Postgraduate Advisory Group for information and comment.