

Security marking: PUBLIC

Document owner: Provider Engagement Coordinator

Purpose

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

- > Advising UCAS' strategic engagement on matters related to international education across all four UK nations.
- > Informing the development of UCAS' products and services to ensure they meet the needs of international students, higher education providers, agents/advisers and other international education stakeholders and partners.
- > Help UCAS understand the sector's international education data needs and advise UCAS on how they can meet these needs through its insights.

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.

Membership 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 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.

Secretariat

UCAS will provide the secretariat to support this meeting who shall endeavor to ensure that:

- > Minutes are circulated four weeks after each meeting and subsequently published on the UCAS website.
- > Agendas and papers are received by all members seven working days prior to meetings.
- > Meetings are scheduled six months in advance.
- > Group members will be listed on the Groups & Forums sections of the UCAS web pages, along with terms of reference and meeting minutes.
- > UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:
- > 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).



Proceedings

- > The Group will meet a minimum of three times a year.
- > There will be at least 1 physical meeting per year, facilitated on a rotational basis between UCAS and a provider's institution, and two virtual meetings. Additional meetings will be arranged in between formal meetings if required.
- > Meetings will usually be held in February, June and October.
- > Meeting agendas will be set and agreed with the UCAS Group Owner and Chair, members will have the opportunity to submit items for discussion.
- > Minutes will be approved by the UCAS Group Owner and then the Group via email prior to them being posted on the UCAS website.
- > Confirmed minutes of meetings will be circulated to the Group and published on the Groups & Forums section of the UCAS website.