

## SCHOOL OF INFORMATICS

### Recruitment Committee

#### Remit

To oversee a programme of promotional materials and activities to achieve the School's student recruitment targets (UGT, PGT and PGR), including in relation to outreach and widening participation.

To provide an interface between the School and relevant University functions, including Student Recruitment and Admissions, Communications and Marketing, and Edinburgh Global.

To oversee policies and processes for the distribution of taught student scholarship funds.

To oversee and provide coordination of outreach activity, including widening perception.

Recruitment Committee may advise on the setting of entry targets and entry qualifications, however these are reserved to the School's Strategy Committee.

#### Membership

<b><i>Member category</i></b>	<b><i>How appointed</i></b>	<b><i>Incumbent</i></b>
Student Recruitment Coordinator (chair)	Ex officio	Helen Pain
Director of Teaching	Ex officio	Stuart Anderson
Director of Graduate School	Ex officio	Nigel Topham
Undergraduate Admissions Officer	Ex officio	Shay Cohen
Postgraduate Admissions Officer	Ex officio	Ajitha Rajan
Outreach Coordinator	Ex officio	Paul Patras
Director of Internationalisation	Ex officio	Don Sannella
Head of Informatics Student Services	Ex officio	Neil Heatley
Comms and Outreach Manager	Ex officio	Kasia Kokowska
Student representative (UGT)	Appointed	tbc
Student representative (PGT)	Appointed	tbc
Head of Admissions (CSE)	Ex officio	Lorna Halliday
Committee officer	Head of ISS	Neil Heatley
Committee clerk	Recruitment Admin	April Cunliffe

#### Appointment of members and term of office

Appointed members shall be appointed from the respective constituency with the support of the membership of that constituency.

Appointed members shall be appointed on an annual basis, for each academic year, which shall be renewable.

#### Attendance

Others may be in attendance at meetings of the Committee, either on a regular basis or as the business of the committee may determine.

#### Reporting

The Student Recruitment Committee reports to the School Strategy Committee.

Frequency of meetings

At least twice per academic year.

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