

Recruitment Committee19th March 2014, 11.00amRoom 4.03 Appleton Tower

Present: Henry Thompson **HT** (*Convenor, Recruitment Officer*)
Michael Rovatsos **MR** (*Director of Teaching*)
Kate Weston **KW** (*Student Services Manager*)
Teresa Ironside **TI** (*Graduate School Manager*)
Effie McDonald **EM** (*Publicity Officer*)
Kate Farrow **KF** (*Graduate School*)
Joanna McGregor **JM** (*Secretary*)

Apologies: Barbara Webb **BW** (*Director of Graduate School*)
Neil McGillivray **NM** (*Deputy School Administrator*)

1. Convenor's Business:**a. Update on China**

i. **SCUT - HT** has spoken to Electrical Engineering, who are going to meet with South China University of Technology (SCUT) and interview 2+2 applicants. **HT** and **MR** have reviewed CVs of potential applicants and made comments, but EE will make the final decisions.

ii. **Peking: Summer research intensive going ahead - HT** confirmed we are going ahead and has put up [the webpage](#), and **HT** is interviewing applicants at the end of April.

The UG visiting student fees applicable here have been discussed by **NM**, Dave Robertson and Liz Elliot. It was suggested that the fees can be returned to the student in the form of a Bursary. This means the School will lose money this year, however the situation is being reviewed by College.

HT suggested it would be advantageous to make 50 hours of payment available for a 'welcome' person to help the incoming students. Accommodation has been arranged for 8-10 students.

iii. **Peking 3+2 – HT** discussed with Yao Guo (Peking) how best to encourage students to stay at the University longer, and it was suggested that 3+2 might be an opportunity. This would comprise a student arriving at the end of their 3rd year, and going on to complete a MInf. There are not many prerequisites; however **HT** will work this out with Yao Guo and then College in April.

b. Drop-in Visitors – KW has created a rota, which is now in place.

c. Virtual Open Days – KW advised that the programme is not currently active as there is no resource at the relevant level. **EM** spoke to the School of Geosciences and the School of Physics to establish how they run their virtual open days and what programmes they use. Geosciences use Skype, and Physics use the same programme Informatics used, however confirmed it has recently been improved. It was agreed that a good time to have a virtual open day would be April/May, possibly as a pilot for the MSc applicants.

ACTION: EM will look further into the options available and advise at the next meeting.

2. Approval of minutes from previous meeting on 25th November 2013 – Minutes approved as a true and correct record.

3. Conversion activities for UG students

EM and **KW** received an email from College about improving conversion rates, as Informatics have some of the lowest rates in the University. **EM** has spoken to a number of other schools, all of whom have different conversion activities, with varying amounts of success. Geosciences and Physics are both good examples of good conversion activities; they email their applicants at the start of the application process, and continue to contact them until May. Other schools send out regular emails, postcards and an advent calendar. Currently Informatics send a letter and a booklet inviting applicants to a PAVD, it was agreed that 3-4 branded emails should be sent out at various stages, and that they should be signed by a person rather than a department.

KW recently composed a series of PGT emails which have worked well, of the 3-400 emails sent out; approximately 50 responses were received asking for further information.

ACTION: **KW & EM will meet with Tim to set up the emails to go out.**

4. Review of target intake for next session

See attached document – Recruitment Report 7th March 2014. **HT** confirmed that the report is fine and no information stands out.

TI added that with regard to PGR, we should be able to fill the UK places without a problem this year.

5. Review of Information Sheets

EM confirmed that the Information Sheets for UG are finished. The MSc Sheets are due to be updated in April.

ACTION: **EM will pass the MSc Sheets around for comment**

6. Web Presence

Kenny Bell has been appointed Administrative Website Coordinator. **EM** noted that efforts are being made to form a Web Strategy Group; once they have met there will be more clarity with regard to Kenny's role.

7. Outreach

HT advised that outreach activities have stalled slightly, but gave a list of 5 candidate areas of responsibility: Prewired, an Advocate to maintain contact with local schools, Visiting groups, The Science Festival and 'Bang Goes The Theory' from the BBC. An academic role and/or an administrative job with responsibility for these areas is needed – possibly also a return of a 'Schools Liaison Officer'. Once a remit has been established, it needs to be taken to the Strategy Committee.

ACTION: **HT and MR will discuss and take to the next Strategy Committee Meeting**

8. Visiting student fees

KF commented on the new policy that all visiting students must be registered on EUCLID if they are visiting for more than 2 weeks, and a visit of up to 8 weeks will have a reduced fee. This also means that all visiting students must meet Tier 4 VISA requirements such as English Language Certificates. This is currently being dealt with on a case by case basis.

9. A.O.B. and/or Agenda items for next meeting

Add Virtual Open Days to Agenda for next meeting

10. Approximate date for next meeting

6-8 weeks, a doodlepoll will be sent round for a meeting in early May.