Good Practice in Student Recruitment Communications

Contact: Communications and Marketing Team: www.ucl.ac.uk/cam/teams

Good practice is:

- Ensuring all communications comply with the guidance on information provision to students issued to HEIs by the Competition and Markets Authority (see www.ucl.ac.uk/cam/resources/cma-advice).
- Establishing a clear brief which considers who the communication is addressing (the ‘target audience’), why it is needed, how it will be used (distributed), what it needs to convey/address and what the budget is.
- Producing marketing materials for new programmes once formal approval has been granted by the Programme and Module Approval Panel (PMAP).
- Ensuring that materials produced include the direct and associated fees and costs of study in order that potential students are clear about the whole costs associated with a particular programme of study.
- Ensuring materials produced comply with the UCL visual identity and brand guidelines (www.ucl.ac.uk/cam/brand); a copy of the guidelines should be supplied with the creative brief when commissioning external designers.
- Ensuring that printed materials are professionally printed by one of UCL’s approved print suppliers (see www.ucl.ac.uk/procurement).
- Considering the shelf life of any communication and, where relevant, the print-run is appropriate.
- Understanding that communications may be perceived by the reader as an embodiment of institutional values.
- Regularly reviewing and updating publications so that they are relevant to the intended year of entry to UCL.
- Consulting with colleagues in UCL Student Recruitment Marketing (SRM) and others involved in student recruitment activity for advice on the appropriate channel for the audience.
- Ensuring communications convey UCL as a world-leading university (see UCL 2034).
• Ensuring that all content has been audited and complies with UCL’s house style
  (www.ucl.ac.uk/cam/resources/UCL_house_style_guide_Jan_2016.pdf).
• Using a tone of voice that welcomes the reader and conveys our reputation for being
  friendly; relates factual information with clarity and conviction; provides a sense of
  excitement and challenge at undertaking study at a university engaged in pioneering
  academic activity.
• Ensuring that the author’s details and date of publication are clearly displayed (e.g.
  UCL Student Recruitment Marketing, January 2017).
• Ensuring that where images of identifiable individuals are used, signed consent
  forms are obtained. These should set out how the image is intended to be used and
  within a defined timeframe.
• Ensuring that quotes/statistics/league tables are accurate, timely and the source
  cited (e.g. UCL is ranked 7th in the world [QS World University Rankings 2016/17]).
• Ensuring print media directs the reader to a website and also provides a clear
  contact point.