



UCL Academic Manual

Chapter 1: Admissions, Registration and Student Conduct

Annex 1.1.4

## Graduate Recruitment and Admissions Good Practice

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### Good Practice

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1. Good practice means that regard is paid to UCL's Equal Opportunities Policy and to the QAA Quality Code for the assurance of academic quality and standards in higher education: Chapter B2: Recruitment, Selection and Admission to HE and the Doctoral School Code of Practice for Graduate Research Degrees.

#### Process prior to application

2. In this context good practice means:

- Provision of accurate information, including information about programmes, entrance and English Language requirements
- A central information point for enquirers
- A point of contact within each department, be it the admissions tutor or a knowledgeable member of staff, to deal with graduate admission enquiries
- An efficient process of despatching information to enquirers, both centrally and departmentally

- Detailed information for students with disabilities – this should include an invitation to applicants to contact the UCL Student Disability Coordinator.
- Enhanced guidance on departmental websites
- Updates to the UCL Prospectus
- Keep warm communications
- Conversion events
- Open Days
- Use of video and social media
- See also the toolkit on programme marketing at: <http://www.ucl.ac.uk/cam/toolkits/marketing-toolkit.pdf> (UCL password protected).

### **Response to application**

3. In this context good practice means:

- Early acknowledgement of application
- Early and regular contact with the applicant regarding the progress of the application
- All letters to applicants should be personalised.

### **Interviewing**

4. In this context good practice means:

- Provision of relevant information about the programme, the department and UCL in advance of the visit, including clear instructions on how to find the department
- A departmental welcome point
- Trained interviewers, with at least two interview panel members
- An opportunity for candidates to be shown the department and its facilities, to meet current students and to be given a tour of UCL
- Realistic information about when applicants may expect to hear of the outcome of their interview
- Letters thanking interviewees for attendance at interview.

5. Departments should also ensure that all staff and students involved in the interview event are fully aware of their responsibilities and available at the required times and venues (this is particularly relevant where more than one department is involved in this process).

### **Decision on application**

6. In this context good practice means:

- An early decision on applications

- An informal communication from the department to candidates as well as the formal offer letter from Admissions.

### **Process prior to admission**

7. In this context good practice means:

- Keeping in regular contact with candidates
- Sending information about special departmental enrolment and registration procedures in good time
- Ensuring applicants are aware of UCL-wide induction programmes.

### **Induction**

8. In this context good practice means:

- Efficient enrolment and registration procedures
- Familiarisation with the whole institution including:
- Maps
- General information booklets, including, where applicable, the relevant Code of Practice
- Introduction to, e.g. libraries, computer facilities.
- A formal welcome and induction to UCL and the Department, and encouragement to attend Faculty and Doctoral School inductions.
- Research students should be introduced to the Research Student Log and the Doctoral School Skills Development Programme and given the 'Code of Practice for Graduate Research Degrees'. Taught degree graduates should be given the 'Code of Practice for Graduate Taught Degrees'.
- A departmental induction programme which should involve:
- A welcome from the Head of Department
- A tour of the Department
- Written information about the Department
- Social events with staff and fellow students
- Early meetings with tutors and supervisors
- Information on sources of advice and assistance in the department and within UCL.

### **Information supplied**

9. In this context good practice means:

- A statement of the aims and objectives of the programme of study
- Clear information on the structure of the programme of study
- Clear information on programme requirements: including deadlines for submission of work, timetables for assessment, details of meetings with the Supervisor for students on taught Master's and Research Degree programmes

- Clear information on attendance requirements, rules on plagiarism, rules for progression
- Clear information on individual course choices
- Clear information about bursaries, scholarships and hardship funds
- Information about staff responsibilities for the courses
- For taught Master's programmes, the date by which a supervisor will be assigned
- General information about student responsibilities
- Where appropriate, information on preliminary reading.