University of St Andrews
Qualifications Group
Meeting 9th October 2015

MINUTES

Present:
Assistant Registrar – Marie-Noel Earley (Chair)
Director of Scottish Admissions and Access – Mike Johnson
Admissions Officer, Computer Science - Dr Tristan Henderson
Admissions Officer, Medicine – Mary Ainsworth
Editorial Assistant – Kitty Macintyre
Senior Administrator, International Admissions - Brenda Gardiner (Minutes)

Apologies:
Director of International Admissions – Beth Shotton (ES)
Director of RUK Admissions – Ben Stride (BS)
Pro Dean Advising, Science – Dr Iain Matthews
Pro Dean Advising, Arts – Dr Stephen Tyre
Pro Dean Curriculum Science – Dr Martin Campbell
International Marketing and Recruitment Manager, ELT – Deborah Brazendale
Admissions Officer, Modern Languages – Dr Emily Finer

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<th>Item</th>
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<tr>
<td>1.0</td>
<td><strong>Faculty Entrance Requirements – Web and Prospectus</strong></td>
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<tr>
<td>1.1</td>
<td>Changes to the Faculty Entrance Requirements on the website were discussed and agreed. KM to template the changes and distribute around the group for feedback.</td>
<td>KM</td>
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<td>1.2</td>
<td>It would appear that Geography has been removed from the list of approved sciences. MNE to confirm. Once the group is clear about the list of approved sciences then the regulations will need to be changed.</td>
<td>MNE</td>
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<td>1.3</td>
<td>The Divinity page is incomplete and needs to be cloned from Arts.</td>
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<td>1.4</td>
<td>MA to change the Medicine webpages to include National 5 and to take into account the general regulations.</td>
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<td>1.5</td>
<td>It was agreed that all subject pages in the prospectus should have a similar statement to that currently on the International Relations page about offers, applications/assessment and Faculty Entrance Requirements.</td>
<td>KM</td>
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2.0  | **Faculty Entrance Requirements and English Language Requirements**    |           |
<p>| 2.1  | All present reviewed the ELT web pages alongside the Faculty Entrance |           |</p>
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| Requirements. MNE to speak to Jane Magee about the differences between the two. | MNE  | 3.0 Faculty Entrance Requirements - Equivalencies  
3.1 Currently, we do not publish qualifications equivalent to the Faculty Entrance Requirements for each country. MJ to establish the equivalencies for Europe and ES for the Rest of the World. | MJ/ES  |
| 4.0 Faculty Entrance Requirements – UCAS Course Search  
4.1 There is a lot of misinformation in UCAS Course Search largely due to a resource issue within Registry. |  | 4.2 TH suggested that the updating of the Course Search should be automated and we could use an intern (a Computer Science undergraduate) to write the process.  
4.3 The alternative is to remove the entrance requirements from Course Search and divert the applicant to our website via a link. MNE to investigate and speak to UCAS about the technical requirements. She will also speak to Vicky Torrance about Ambassador support to make the changes. |  
4.4 It was agreed that we need a golden data source for entrance requirements that is maintained and from which all publications are drawn. | MNE  |