



**Higher Education Services
Academic Partnerships and Admissions
Committee Terms of Reference**

July 2025

DOCUMENT INFORMATION AND VERSION CONTROL

Name of policy/procedure:	Academic Partnerships and Admissions Committee Terms of Reference
Document owner:	Academic Registrar
Date of creation:	28 th July 2025
Equality Impact Assessment date:	28 th July 2025
Date of last review:	28 th July 2025
Reviewed by:	Prof. Dr Alison Watson
Date of next review:	28 th July 2026
Related documents:	<u>Academic Standards and Quality Committee Terms of Reference</u>

Version	Author	Date	Brief summary of changes
1	A. Watson	28/07/25	Original version

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FutureLearn Academic Partnerships and Admissions Committee

Terms of Reference

1.0 Responsibilities of the Committee

1.1 The Academic Partnerships and Admissions Committee is an executive committee and is responsible for ensuring quality partnerships are maintained with UK and overseas partners. The Academic Partnerships and Admissions Committee will assess the opportunities and risks of new and ongoing partnerships and make recommendations to the Senior Leadership Team for onward recommendation to the ASQC for the approval or continuation of partner arrangements.

1.2 The Committee ensures fair, transparent, and consistent admissions decisions aligned with organisational standards and strategic goals and evaluates applicants based on academic merit, relevant experience, and potential to succeed in their chosen programme. It upholds quality and integrity by applying consistent criteria and maintaining alignment with academic policies. The committee also reviews and refines admissions procedures to support diversity, inclusion, and accessibility.

2.0 Composition of the Committee

Chair: Vice President Higher Education Services	Director of Academic Affairs
Head of Partnerships (Deputy Chair)	Data Manager
Vice President Strategy	Academic Registrar
Vice President Enterprise Sales	Head of Programmes
Sales Director	Admissions representative
Sales representative	
Marketing representative	Secretary: Academic Quality Team Lead

2.1 It is the responsibility of all members of the committee to maintain confidentiality unless information is to be appropriately shared with other members of the represented teams when authorised to do so.

3.0 Terms of Reference

3.1 The Academic Partnerships and Admissions Committee is responsible for:

- Complying with regulations in particular the [QAA Quality Code 2024](#), Office for Students, and UKVI.

- Monitoring the effectiveness and quality assurance of partner organisations.
- Ensuring the effective management of partnerships.
- Maintaining oversight of commercial, articulation and progression agreements.
- Evaluating opportunities and risks of new and existing partners, and by doing so recommending any actions needing to be taken by ASQC to terminate a partnership.
- Undertaking due diligence checks for all collaborative partnerships including agents for recruitment, with the view to accept or reject proposals.
- Receiving learner data from partnerships to feed into the Office for Students reporting requirements.
- Promoting FutureLearn's courses through a range of marketing and recruitment materials.
- Providing guidance to prospective applicants and staff at FutureLearn on admissions related matters.
- Auditing learner recruitment based on prior qualifications, experiences, and status on the paying of fees and reporting trends in relation to quality of applications and decisions made.
- Informing FutureLearn on planning for student intakes.
- Working with academics and partners to set appropriate entry requirements of courses.
- Developing appropriate processes for admissions systems and providing training when appropriate.
- Preparing admissions reports to feed into relevant governance committees, including agent performance.
- Promoting fairness and consistency in the application of the admissions policy.
- Considering other issues related to partnerships and admissions as may be referred to by ASQC.
- Keeping under review Equality, Diversity and Inclusion actions and impacts relating to the committee.
- Receiving reports as appropriate from other subcommittees.

- Providing reports to partners and participating in the partners' governance committees.
- Establishing regular arrangements for the review of the committee's terms of reference and composition and effectiveness.

4.0 Accountabilities

4.1 The Academic Partnerships and Admissions Committee will report to the Senior Leadership Team on matters relating to new and existing partnerships and admissions. It will report on updates to policies and frameworks. It will also report on risks from partners that may negatively impact the FutureLearn brand and business. It will address any other priority matters referred to for action by the Managing Director of FutureLearn.

5.0 Administration

5.1 The Academic Partnerships and Admissions Committee will meet four times per year.

5.2 The terms of reference for the Academic Partnerships and Admissions Committee will be reviewed annually by the Senior Leadership Team.