Remit of Undergraduate Recruitment Committee

1. Oversight of all undergraduate recruitment activities. These include:

1.1 Provision of information and publicity about our degrees (including brochures, fliers, websites, materials and demos for stands at open days, text for information produced centrally by the University).

1.2 Promotion of the subject matter of Informatics to school students (including school visits, workshops, materials for schools; can overlap with some general publicity events).

1.3 Organisation of visits of school students to the University (including Open Days, UCAS Days, individual visits, special workshops).

1.4 Procedures for dealing with applicants (from selection to arrival).

2. To review activities in 1 to ensure their effectiveness (including data gathering and comparison of approach with other Schools and other Universities).

3. To facilitate communication of Informatics recruitment issues to other committees, in particular:
   - Teaching Committee (for actions requiring wider School input or approval)
   - Publicity Committee (for promotion activities to more general audiences, rather than potential applicants)
   - College Recruitment Committee

Current Members and duties
(attendance also open to any interested member of the Teaching Committee)

**Barbara Webb** - convenor, Recruitment Officer & School's Liason, contact point for College, RALS, other committees.
**Stratis Viglas** - deputy School's Liason
**Gillian Watt** - secretary, ITO member handling response to direct student queries (and queries via Isabel including supply of materials), administrative support for Admissions, organisation of UCAS days.
**Anna Hobbs** - ITO, organisation of UCAS days, management of recruitment timetable and academic staff involvement.
**Diana Sisu** - production of recruitment materials and organisation of Open Days, including undergrad. student involvement.
**Isabel Stevenson** - joint School's Liason for Informatics and Engineering, school and academic fair visits and talks, workshops, distribution of materials.
**Eric Mackenzie** - School Admissions Advisor
**Roland Ibbett** - Director of teaching
**Bonnie Webber** - Equality and Diversity Student representatives.