



Appendix 2: High Performing Athletes Nominations Panel terms of reference

Responsibilities

The High Performing Athletes Nominations Panel reports to Recruitment & Admissions Working Group with the following responsibilities:

- To set the essential nomination criteria and specific desirable nomination criteria for each sport as recommended by the Head Coach.
- To assess applicant nominations for high performing athlete offers against set essential and desirable nomination criteria, including considering:
 - the endorsement of nominations by the Head Coach for the relevant sport
 - analysis of each athlete's performance level and profile relative to other nominees in their sport
 - consideration of the impact of previous sporting commitments on the applicant's wider academic profile as an indicator of likelihood of future academic success
 - capacity limitations for each sport
- The nominations panel will determine an outcome for each applicant*:
 - Successful nomination – applicant will receive a reduced high performing athlete offer
 - Successful nomination (ineligible qualifications) - applicant will receive a typical offer as qualifications taken are not suitable for a reduced offer
 - Unsuccessful nomination – application will be considered through standard University selection and eligible for the typical offer if successful

*Nominated applicants who are eligible for a contextual offer will be noted at the panel and factored into the overall assessment of the field but will not receive an outcome (as these applicants will already receive the same benefits through the contextual offer scheme).

Membership

Voting members:

- Head of Student Performance Sport (Chair)
- Director of Sport (Deputy Chair)
- Performance Services Manager
- Performance Sport Officer
- Head of UG Admissions (or nominated alternate)
- One academic representative nominated by PVC (Education)

A Coaching representative will be invited to attend meetings in a non-voting capacity.

Administrative support is provided by the UG Admissions Team.

Decision-making rules

Voting decisions can be taken only when the panel is quorate: four members including either the Chair or Deputy Chair plus the Head of UG Admissions (or nominated alternative).

Voting members must declare any conflicts of interest and are expected to withdraw for the consideration of relevant cases.

The Chair will have the casting vote in the event of a tie. The Deputy Chair will cast any deciding vote in the absence of the Chair.

Complaints and appeals

Any complaints or appeals against the decisions of the panel are considered under the University's [Applicant complaints and appeals procedure](#).

The decisions of the panel are generally regarded as academic judgements and therefore not subject to direct review. Where a decision of the panel is found to be in error (because, for example, information relevant to an applicant's consideration was unreasonably excluded), the panel may be reconvened to reconsider the nomination.

Schedule of meetings

The panel will have three scheduled meetings:

- November
- February
- March

An additional meeting may be scheduled to accommodate late applicants as required.