**Working Group to Review the Admissions Process for the Master of Metallurgy Degree**

 **Notes of Meeting of 3 March 2014**

**Present:** Professor J Rain (Chair), Professor R A Brown, Ms V A Grey, Mr L A McKenzie, Dr J I Power, Professor A B Smith, Ms G H Twin and Dr M A Wilson.

**Apology:** Mr G L Green.

**In attendance:** Ms L Brown.

1. **Notes**

The Notes of the meeting held on 2 February 2015 were confirmed with one minor editorial amendment.

1. **Actions completed since last meeting**

Dr Power reported that he had completed consultation with the Sciences Administrative Group, and that they were satisfied with the initial recommendations of the Working Group.

1. **Departmental Admissions Group Review Report**

The Group considered the report prepared by the Departmental Admissions Group, dated 23 February 2015 and noted the following:

* Overarching Objectives include:
	+ Attracting applications from most able individuals;
	+ Ensuring applicants are well qualified and capable of succeeding in this field of study;
	+ Operating a transparent and consistent process.
* Admissions criteria are clearly defined and appropriately communicated.
* Pilot online application process was well supported by ITS.
* Analysis of applicants’ undergraduate degrees showed most had completed double degrees.
* 40% of applicants had completed internships during their undergraduate studies.
* Some students withdrew applications due to financial reasons.
* Scoring system to rank applicants needs refinement.
* Some inefficiency in current procedure had emerged.
* A review process was identified as important.
* Importance of knowledgeable advisers to guide applicants.

**ACTIONS**

* Consider review processes used in other postgraduate study admission areas and develop guidelines to be considered at the next meeting. **GT**
* Identify inefficiencies and potential solutions and report to next meeting. **GT**
* Review scoring system to rank applicants. **JP**
1. **Scholarships and Alumni Office Report**

The Group considered the report prepared by the Scholarships and Alumni Office, dated 22 February 2015, and noted the following:

* Lack of subject specific scholarships for postgraduate students.
* Opportunities for development of Metallurgy specific scholarships to be promoted to alumni.
* Importance of ongoing relationships with employer groups.
* The availability of funding should not be taken into account when considering academic merits of an application for admission.

**ACTION**

* Analyse and compare numbers of applicants who were/were not offered a scholarship and chose to attend/not attend Otago. **VG**

The above will further inform the Working Group’s understanding of the importance of targeted scholarships as an effective mechanism in attracting high calibre students, and will help to make a financial case for investment if appropriate.

1. **Summary of Working Group Progress**

Noted this is the third meeting of the Group with significant work having been done between meetings.

Members reviewed points (a) to (d) of the Working Group’s Terms of Reference and agreed that work to date has informed the Working Group’s understanding of the efficacy of Otago’s approach in recruiting high-calibre students to undertake the Master of Metallurgy degree and has further assisted in developing a set of tools that could be added to improve efficiency in the admissions procedure including the development of a review process. Noted the importance of an annual review of admission principles and procedures for this postgraduate programme.

 The Working Group will consider a draft of section one of the Final Report at its next meeting.

**ACTION**

* Draft section one of report and circulate to all members for comment. **VG**
1. **General business**

There was no general business.

1. **Next meeting**

The Working Party will meet next on 10 April 2015 at 2.00pm.