



ST. ANDREW'S  
COLLEGE  
Cambridge

**COLLEGE POLICY DOCUMENT**  
**POLICY FOR VISITING UNIVERSITIES**

|  |  |
|--|--|
| <b>Issue No.: 01</b>   | <b>Document Number: STAN: 0132008</b>      |
| <b>Issue Date: 24<sup>th</sup> June 2011</b>                                   | <b>Originator: Wayne Marshall</b>          |
| <b>Version: 12</b>   | <b>Responsibility: Principal</b>           |
| <b>Reason for version change: Update</b>                                       | <b>Dated: 8<sup>th</sup> April 2008</b>    |
| <b>Authorised by: Wayne Marshall</b><br><b>Date: 11<sup>th</sup> July 2017</b> | <b>Signature:</b><br><i>Wayne Marshall</i> |

The college will arrange for a small number of universities (approx. 10 -12) to visit the college in October / November of each new academic year. This is to give all foundation and 2<sup>nd</sup> Year A Level students the benefit of talking directly to the universities before having to make final choices. 1<sup>st</sup> Year A Level students are also able to attend to start the information process. The main focus of the universities day will be the final year students.

The following policy document will review the process that needs to be followed when a university visits the college.

The policy is put in place to ensure that all interested parties are aware of what actions need to be put in place to ensure the students concerned can demonstrate to the chosen university interest in their courses.

The Career Education, Information, Advice and Guidance Coordinator (CEIAGC) will liaise with appropriate universities during the summer to organise a date for the universities to visit the college.

After agreement on dates, the CEIAGC will inform all relevant students as soon as is practicable as to the details of the meetings.

All students will be advised of which universities are to attend and the subjects of their presentations so that students planning to attend can plan their day.

The CEIAGC will liaise with the universities to obtain an understanding of their presentation topics for the day so that there is no repetition.

It will be the responsibility of the Principal to find teachers to attend the university day to assist the CEIAGC as and when required.

A register of attending students will be kept throughout the day.

On completion of the university day the CEIAGC will obtain feedback from staff and students and send an email thanking the universities concerned and obtaining their feedback. The CEIAGC will send a report summarising feedback and any issues to the SMT.

This process will assist the college in building closer links and partnerships with universities.

It is the responsibility of the CEIAGC to ensure that the room is made ready for the university visits and any room changes and/ or lesson cancellations are passed on to staff in a timely manner.

**Reviewed: September 2008, 2009, 2010, 2011, 2012, 2013, July 2014, July 2015, July 2016 and July 2017.**

**Next review: 1<sup>st</sup> August 2018.**