



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT
POLICY FOR VISITING UNIVERSITIES

Issue No.: 01	Document Number: STAN: 0132008
Issue Date: 24th June 2011	Originator: Wayne Marshall
Version: 11	Responsibility: Principal
Reason for version change: Update	Dated: 8th April 2008
Authorised by: Wayne Marshall Date: 20th July 2016	Signature: <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 A2 students the benefit of talking directly to the universities before having to make final choices. AS students are also able to attend to start the information process. The main focus of the universities day will be the foundation 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 its 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.

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 and July 2016.

Next review: 1st August 2017.