

Membership of the Academic Registrars Council

Introduction

1. This document explains the criteria for membership of the Academic Registrars Council (ARC) and the application process. It also states the types of criteria that the ARC Executive Committee will use to inform a decision to exclude an institution from membership.
2. Membership is held by the institution, which nominates one person with the most suitable role to be the named representative for ARC Council. Member institutions can also nominate individuals to ARC practitioner groups.

Criteria for membership

3. There are two membership categories: full member and associate member.
4. The criteria for membership are set out in the constitution which states:

[a] Full membership is open to the Academic Registrar or equivalent of each UK Higher Education Institution that has been granted Taught Degree Awarding Powers.

[b] The status of Associate Member may be extended, at the discretion of the Executive, to other institutions where there is significant delivery of higher education. Associate Members have the right to participate in all meetings, but do not have voting powers in motions or elections, nor the right to hold posts on the Executive or Practitioner Groups

5. The ARC Executive Committee decides whether or not to admit an institution following the consideration of an application. In the first instance, the ARC Business Secretary reviews applications and takes responsibility for presenting proposals for membership to the ARC Executive Committee. In all cases, the decision of the Executive Committee is final.

Application process

6. A letter of application should be submitted to the ARC Business Secretary, via the ARC administrative support team based in the AUA at Manchester (arc-admin@manchester.ac.uk).
7. The letter of application should be no longer than 2 sides of A4, provide contact details for further correspondence and cover the following points:

- [a] The volume of higher education delivery, as defined by the UK Quality Code: ie student numbers on programmes at levels 4 and above.
 - [b] The levels of programmes offered by the institution: eg undergraduate degrees, diplomas and certificates, postgraduate taught awards, postgraduate research degrees.
 - [c] The degree awarding powers held by the institution: eg taught degree awarding powers, research degree awarding powers and/or the name of the validating institution.
 - [d] Details of institutional membership of other sector bodies (eg BUFDG, UKISA, UUK etc)
 - [e] A brief explanation of the institution's constitutional status (eg is it a charity, company, chartered organisation, higher education corporation etc) and how it generates its income.
 - [f] With reference to the aims and objectives of ARC, describe the expected benefits the institution will gain from ARC membership.
 - [g] With reference to the aims and objectives of ARC, describe the benefits ARC will gain from the institution's membership of ARC.
 - [h] A statement by the institution confirming that it signs up to the aims of ARC if it is admitted to either full or associate membership.
8. On receipt of the letter, the ARC administration will acknowledge it and forward it to the Business Secretary for review. The Business Secretary may contact the institution for any further information to inform the decision about membership. The Business Secretary will review the letter of application and any other relevant information then submit it to the next meeting of the Executive, with a recommendation for consideration by the Executive.

Reasons for exclusion

9. The ARC Constitution provides for the ARC Executive Committee to have the power to exclude an institution from membership if evidence emerges that an institution would bring ARC into disrepute. Evidence that would be considered a sufficient indicator that the institution would bring ARC into disrepute includes the following: fraudulent or criminal activity at institutional level; using the membership of ARC inappropriately, using ARC membership to confer legitimacy in selling the services of the institution, undermining the aims of ARC, loss of degree awarding powers. This is not an exhaustive list; there may be other actions or behaviours that lead to a decision by the ARC Executive Committee to exclude an institution. In deciding to exclude an institution, the decision of the Executive Committee is final.

Wendy Appleby
 ARC Business Secretary
 May 2013