



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

|   |   |                                     |
|---|---|-------------------------------------|
| <b>Document Title:</b>                              | Code of Practice for the Admission of Students (2019)   |                                     |
| <b>Document Category:</b>                           | Code of Practice  |                                     |
| <b>Version Number:</b>                              | 1   |                                     |
| <b>Status:</b>                                      | APPROVED  |                                     |
| <b>Reason for development:</b>                      | To ensure clear and transparent guidelines for applicants and the University  |                                     |
| <b>Scope:</b>                                       | This procedure applies to Admissions Staff and applicants   |                                     |
| <b>Author / developer:</b>                          | Director of Marketing, Recruitment and Communications   |                                     |
| <b>Owner</b>  | University Registrar  |                                     |
| <b>Assessment:</b><br>(where relevant)              | Tick relevant assessments   | Tick if not applicable              |
|   | <input checked="" type="checkbox"/> Equality Assessment   |                                     |
|   | <input type="checkbox"/> Legal  | <input checked="" type="checkbox"/> |
|   | <input checked="" type="checkbox"/> Information Governance  | <input type="checkbox"/>            |
|   | <input type="checkbox"/> Academic Governance  | <input checked="" type="checkbox"/> |
| <b>Consultation:</b><br>(where relevant)            | <input type="checkbox"/> Staff Trade Unions via HR<br><input checked="" type="checkbox"/> Students via Bishop Grosseteste University Students' Union<br><input type="checkbox"/> Any relevant external statutory bodies |                                     |
| <b>Authorised by (Board):</b>                       | Senate  |                                     |
| <b>Date Authorised:</b>                             | 17 October 2018   |                                     |
| <b>Effective from:</b>                              | September 2018  |                                     |
| <b>Review due:</b>                                  | July 2019   |                                     |
| <b>Document location:</b>                           | University Website  |                                     |
| <b>Document dissemination / communications plan</b> | University website link emailed to Student Advice, the International Office and the Students' Union.  |                                     |
| <b>Document control:</b>                            | All printed versions of this document are classified as uncontrolled. A controlled version is available from the <i>University website</i> .  |                                     |



1. Scope and Definition
  - 1.1 The University is committed to providing a fair, transparent and consistent admissions service for applicants who apply nationally or internationally. The Code of Practice for the Admission of Students reflects the University's commitment to value diversity and to recognise aspiration by providing equal opportunities for all individuals, regardless of their background, to gain admission to a programme of higher education suited to their ability and interests.
  - 1.2 The definition of a mature student for the purposes of entry to Higher Education is anyone who is 21 or over for an undergraduate course upon commencement of their studies. For postgraduate studies, the definition is 25 or over upon commencement of their studies.
2. Principles and Protocols
  - 2.1 The Code of Practice for the Admission of Students is intended to be consistent with good practice in the sector as defined in the Quality Assurance Agency (QAA) *Recruitment, Selection and Admission to Higher Education (Chapter B2)*. The QAA are a body which oversees quality in Higher Education Institutions in the UK.
  - 2.2 The policies related to the Code of Practice for the Admission of Students are:
    - Access Agreement
    - Admissions Complaints Procedure
    - Code of Practice for Accreditation of Prior Learning
    - Code of Practice for DBS Checks for Applicants and Students
    - Disability Equality Scheme
    - English Language Policy
    - Policy in Respect of the Admission and Welfare of Students who are under the Age of 18 at entry
    - Tier 4 Compliance Policy
  - 2.3 The University will make every effort to ensure that all published material is relevant and accurate at the time of publication, and provides information that enables potential applicants to make informed decisions about their options. Materials will be designed so as to be accessible. Some written information, notably the University's prospectus is published up to 18 months before the beginning of a programme of study; applicants should always refer to the website for the most up to date information.
  - 2.4 Recruitment and admissions material will be available upon our website and provided upon request. It will include information on entry requirements, including those for professionally accredited awards and the range and content of programmes of study. Such literature will be reviewed annually.
  - 2.5 Tuition fee information will be published in line with legislative requirements before the commencement of each academic year and will be available on the University website.
  - 2.6 The University will ensure that selection procedures are fair and transparent and meet the requirements of professional bodies where relevant. Applications will be judged against



published entry requirements and on the basis of the applicant's statement, references and any other relevant information. For those applicants with overseas qualifications UKNARIC (UK National Recognition Information Centre) will be the point of reference for equating qualifications to the UK system. The decisions made on applicants will be made by staff trained and equipped to make the required judgements. Such staff will comply with the regulations of professional bodies as well as the policies of the University with regard to the Public Sector Equality Duty.

- 2.7 The University will consider applicants who wish to enter a programme of study with appropriate advanced standing in relation to Accredited Prior Learning (APL) as outlined in the Code of Practice for Accreditation of Prior Learning. Such applications will be considered through the admissions process at the same time as the process for APL but both this and the admission process must be completed satisfactorily before the student can be enrolled.
- 2.8 If a student withdraws from a programme, a re-application to BGU (for the same or different programme) may be considered within the admissions process. There are no time restrictions to this re-application. Individual cases will be considered on their merits.
- 2.9 Experience or Accredited Experiential Prior Learning (APEL) can provide transferable skills to a course in Higher Education which will be taken into account on an individual basis. In some cases, the University is able to consider skills and experience in lieu of qualifications to assess capabilities. Applicants in these circumstances are encouraged to contact the Admissions Office for further individualised advice.
- 2.10 For those applicants who declare disabilities in their applications, reasonable adjustment will be offered as necessary. The University encourages applicants to seek relevant support. Adjustment throughout all stages in the process along with support and guidance is available from Student Advice.
- 2.11 Health assessments may be required for some programmes and this is undertaken confidentially by the University's independent Occupational Health Adviser.
- 2.12 For further information, please refer to the *Disability Equality Scheme* which is available on the website. For further information, please contact the Student Advice Team.
- 2.13 The University will ensure that staff involved in recruitment and admissions are competent to undertake their roles and responsibilities through staff development and training on all stages of the admission process.
- 2.14 The University will normally correspond about an admissions decision only with the candidate. However, the University will communicate with a nominated person or proxy if notified through UCAS or with explicit written permission. For those applicants who are under 18, please refer to the Policy in Respect of the Admission and Welfare of Students who are under the Age of 18 at entry available on the University website.
- 2.15 The University endeavours to support all its students in achieving their aspirations for work or further study at the conclusion of their programme of study. BG Futures, The Centre for Enhancement in Learning & Teaching and tutors are there to support students. However, when a current student applies to the University for another programme of study at the University following graduation, application processes and this Code of Practice for the



Admission of Students will be followed in the same way as for an external applicant to that programme.

- 2.16 Students intending to study an award at a University partner institution will be subject to the admissions process of the partner unless otherwise stated in the relevant Memorandum of Co-operation. This process will have been scrutinised for compatibility with this Code of Practice at the time of approval of the award for delivery at the partner institution.
- 2.17 Applicant data will be handled in accordance with the University's Data Protection Policy.
- 2.18 The University recognises its responsibilities to keep its admissions policies and procedures under continuous review and this is led by the Registrar.
3. Procedure
  - 3.1 The University will communicate decisions via UCAS along with an outline of conditions of entry normally within 10 working days of the receipt of application or an interview/test. For applications outside the UCAS process, communication by letter occurs. This letter contains information on the terms and conditions of the offer and how to access a fact sheet outlining the key aspects of the programme of study to ensure compliance with the Consumer Protection Act 2015.
  - 3.2 Interviews/tests may be part of the selection for programmes of study. The format of interviews/tests will be consistent for each programme of study within an academic year and will be communicated via email/website to each applicant. Applicants are invited to select an interview date and receive the details of what to expect once they booked a place.
  - 3.3 For those programmes that do not hold interviews/tests as part of the selection process, all applicants will be invited to an Offer Holder Day which will be aimed at giving applicants and their parents and/or advisers an appreciation of University life as well as the subject(s) they wish to study. Additional targeted information will be available for international students aiming to assist in their decision making as attendance may prove difficult in some circumstances.
  - 3.4 Entry to the University is competitive and for many programmes the University receives more applications than there are places. Consequently, not every applicant will receive an offer of a place.
  - 3.5 Successful applicants will receive an offer of entry from the University normally within 10 working days of receipt of an application or an interview/test. Acceptance of the offer involves a contractual agreement between the applicant and the University. The offer of entry will either be conditional on the basis of qualifications or requirements yet to be completed or unconditional. Any applicant receiving an offer will be obliged by the Terms and Conditions following acceptance of the offer. It is the applicant's responsibility to ensure all conditions of entry are met before enrolment can take place. Normally, applicants will not be able to enrol and begin their programme of study until all conditions have been met.
  - 3.6 Owing to the nature of the University's programmes, the majority of students are required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS) (formerly the Criminal Records Bureau (CRB)), plus any other checks which may be specified from time to



time. Details of the DBS requirements for each specific programme are available on the University's website. Please see Code of Practice for DBS Checks for Applicants and Students for further information.

- 3.7 Applicants to the University's programmes that lead to recommendation for Qualified Teacher Status will be required to complete a Declaration of Health Form. This form is sent directly to the University's independent Occupational Health Referral Network where it will be reviewed against national requirements and guidance provided by the National College for Teaching and Leadership (NCTL). Medical clearance will be given or withheld on the basis of specialist advice. In some cases, a medical assessment will be required.
- 3.8 For those entering programmes of study resulting in a recommendation for Qualified Teacher Status, GCSE Grade 4 (previously grade C) or above in English Language and Mathematics is a requirement. To train in the Primary age range, a Science GCSE at Grade 4 (previously grade C) or above is also required. The University will consider equivalent qualifications as deemed appropriate by internal scrutiny and these are advertised on its website. It is preferable to have these qualifications before applying; however, consideration will be given to those who do not have them if these are achieved by 31 July before commencement of the programme. For further information, please contact the University's Admissions Team.
- 3.9 Professional Skills Tests in Literacy and Numeracy are required to be obtained before entry to an initial teacher education programme and are taken at test centres nationwide.
- 3.10 The University welcomes applications from overseas students for its programmes. Students from overseas are required to satisfy the entrance requirements for the University and the particular programme of study. They are also required to satisfy the English Language Requirements of the Home Office which are set out in the University's English Language Policy which is available on the website.
- 3.11 All overseas students are required to pay a tuition fee deposit as a condition of their offer. They have the responsibility for securing and evidencing a visa that entitles them to study in the UK. Overseas students will only be supplied with the necessary documents once their tuition fee deposit has been paid and both the Home Office and academic conditions have been met in full. Further information is available within the Tier 4 Compliance Policy which is available on the website.
- 3.12 The nature of the University's quality assurance processes means that its programmes are reviewed annually and, in more significant respects, periodically (approximately every five years). The University will inform prospective students of any significant changes to a course as soon as possible between the offer of a place and the enrolment of the student onto the course. Where the change may result in a choice of options, full information will be provided on that choice. Where a course is cancelled for the year in which students have been offered a place, every effort will be made to arrange a place on an alternative course at the University and/or offer a deferred place on the programme of study.
- 3.13 For those applicants who are applying for a deferred entry to a programme (e.g. taking a gap year), the Code of Practice for the Admission of Students and published entry requirements that apply are those which relate to the year they are applying, not those for the year in which they intend to start their studies. Whilst the University is happy to defer a place upon request, it is aware that changes may occur within these time periods which are out of its



control. In this case, please refer to the paragraph above for the University's responsibilities to the applicant.

- 3.14 All deferred offers for initial teacher education are provisional subject to the University's and National College of Teaching and Leadership's allocation of places.
  - 3.15 The University reserves the right to withdraw any offer made on the basis of an application which has been found to contain incorrect or dishonestly or inappropriately acquired information or where key information has been plagiarised or omitted, regardless of whether an intention to defraud is evident. Any student found to have been admitted on the basis of fraudulent information may have their studies terminated.
  - 3.16 The University also subscribes to UCAS's Similarity Detection Service and will take appropriate action if there are reasonable grounds to suspect collusion in a personal statement.
  - 3.17 Prospective students will normally be informed of the arrangements for enrolment no later than a month in advance either by published documents on the University website or by post. This information will also contain information on residences, services, facilities and any formal induction activities to be undertaken. The information provided will take account of the diverse needs of students including learning development, student welfare and health.
  - 3.18 Normally all conditions of entry must be met before enrolment can take place. However, in exceptional circumstances, requests relating to mitigating and exceptional circumstances will be considered. After the formal academic session has commenced, the University reserves the right to terminate the studies of applicants who have had a reasonable opportunity to meet their outstanding conditions (provisional and outstanding enrolment).
  - 3.19 Late applicants for undergraduate programmes may normally be admitted up to the end of the third week of the programme of study provided the missed programme input would not be detrimental to their chances of success. For those applicants on postgraduate programmes, enrolment normally occurs up to the end of the first week of the programme.
  - 3.20 The University requires all applicants to provide evidence that they have access to sufficient funds to pay tuition fees and living expenses (where appropriate) during their studies. Evidence is normally being in receipt of a tuition fee loan and any additional loans from Student Finance. If this evidence is not available, this will affect their ability to enrol. Where a student is self-financing, the University will require payment of fees on commencement of study either in full or over three payments – 25% in September, 25% in January and 50% in May. For international fee paying students, the balance of tuition fees will be paid at enrolment.
4. Complaints
    - 4.1 Please refer to the Admissions Complaints Procedure available on the University website.