

DN COLLEGES GROUP

The University Centre at **North Lindsey College**
University Centre **Doncaster**

HIGHER EDUCATION ADMISSIONS POLICY

Updated November 2017

Purpose

The policy sets out the guiding principles and procedures by which undergraduate applications are considered. The policy is designed to be compliant with relevant legislation and with Chapter B2 of the UK Quality Code for Higher Education.

1 Principles

The DN Colleges Group (**‘the College’**) encourages diversity amongst its students. The key elements of the HE provision are to facilitate:

- Entry: through engagement with local 6th form and FE feeders, community groups, business and non-commercial organisations. We aim to challenge the economic, social and technological barriers to Higher Education
- Progression and performance enhancement: through approaches to teaching, learning and support systems to reflect the diverse needs of our HE students
- Employability: through provision of routes for lifelong learning, career and skills development.

Admissions decisions are, therefore, governed by the principles of:

- the applicant’s ability to benefit from the programme of study
- fair and equal treatment for all applicants

The principles of the policy applies equally to both full time and part programmes.

2 Responsibilities

2.1 The College is responsible for:

- considering each application solely on its merits in relation to the programme(s)
- ensuring the needs of each applicant are matched to the chosen programme(s)
- providing a prompt response to all applications. For full-time programmes this will be by both the formal UCAS process and generating an informal offer/rejection through the University Centres’ Information and Advice Office functions
- treating the application information as confidential.

2.2 Applicants are responsible for providing honest responses to requests regarding their qualifications, prior experiences and needs. This will include:

- formal qualifications/ certificated learning
- relevant professional/ industrial experience or training
- evidence of learning through experience

- disabilities/ specific needs for learning support
- any criminal convictions or pending charges

The oversight of the Admissions Policy is exercised by the University Centre Leadership Teams. All applications are received and processed by staff in the University Centre Information and Advice Offices.

3 The Admissions Foundation

3.1 The formal entry qualifications route

The College accepts the full range of qualifications, including A Level, AVCE and AS levels, BTEC National Diplomas and Certificates, Scottish Highers/ Advanced Highers, Irish Learning Certificates, Access to HE, equivalent and European Baccalaureate Diplomas, Advanced Diplomas and other equivalent international qualifications. In addition, students may be admitted on the basis of experiential learning.

3.2 Previous learning through experience route ('mature' students)

There are no age restrictions placed on admission. The College recruits many students through the route of learning gained through experience who may not hold the formal qualifications. The relevant Programme Leader will conduct an informal interview to determine the suitability of the applicant in relation to the knowledge and skills required to fulfil the programme content and associated learning outcomes. For most full-time programmes, offers will be made conditional upon completion of the College 'Degree Start' course or other preparatory course.

Applications on the basis of previous learning through experience must be supported by valid evidence (based on relevance and currency). Programme Leaders will provide advice to applicants.

4 Admissions Requirements

4.1 English Language Requirements

Applications on the basis of recognised qualifications are expected to demonstrate competence in English Language by:

- GCSE English Language at grade C or above (or equivalent)
- Key Skills Level 2 Communication
- IELTS, TOEFL achievements identified at Section 8
- In exceptional cases English Language competency requirements may be waived

4.2 HNC, HND or Foundation Degree Programmes

- UCAS entry points vary: please refer to individual programme leaflets
- equivalent vocational, professional, experiential or international qualification or
- admission on the basis of previous learning through experience ('mature' student route)

4.3 Undergraduate Degree Programmes

- UCAS entry points vary: please refer to individual programme leaflets
- a relevant access or international equivalent qualification or
- admission on the basis of previous learning acquired through experience ('mature' student route)

5 Admission on the basis of Prior Learning (APL)

- Certificated (APCL)
- Experiential (APEL)

In such cases, the College will comply with the relevant HEI regulations regarding the Credit Accumulation and Transfer Scheme. (CATS)

5.1

Applicants may be admitted to programmes at an **advanced stage** where they are able to demonstrate either accredited learning (e.g. previous full or part qualifications) or sufficient and appropriate experience or training. The point of entry will be agreed with the validating institution.

Under the national credit accumulation and transfer scheme (CATS), students, may transfer credits achieved whilst studying another programme at institutions where credit had been gained. Students seeking advanced admission where their credits are less directly related to the learning outcomes of the new programme will be required to take additional credits.

Applications for advanced entry may be accepted providing they are supported by robust evidence of previous learning gained through experience or as a result of non-credit bearing qualifications which demonstrate equivalent levels of knowledge and competence. Exemptions granted through this route will usually be submitted for the approval of the relevant university awarding body

5.2 Admission on the learning through experience (mature entrant) route

The College has a long-standing success rate in the admission and subsequent achievement of students without formal qualifications into the entry level (first year) of an award.

The applicant will be required to attend an informal interview with an Admissions Tutor for the programme and will be expected to demonstrate commitment, the ability to relate past experiences to the programme learning outcomes and the ability to engage in an academic qualification. Wherever possible, the applicant will be required to take the 'Degree Start' or other preparation for HE course or to submit work for an assessment of competence to undertake study.

6 Applicants with disabilities or specific learning difficulties

The College endeavours to meet the needs of applicants with disabilities. All such applicants will be considered on their academic merits in the first instance.

The Admissions Tutor will arrange contact between the prospective student and the specialist Study Support service where appropriate. Applicants will be offered a programme which best suits their needs in line with the Special Educational Needs and Disability Act 2001 (SENDA).

The College offers services to students with other learning support needs. Applicants should inform the College either at the point of application or before enrolment of any additional support needs whether of a practical or educational nature.

7 Dealing with applicants with criminal convictions

The College requires all applicants to Higher Education programmes with such convictions or charges pending (UK and overseas) to declare these. Convictions that are spent (see Rehabilitation of Offenders Act 1974) will not be considered unless the application is to one of the following types of programme. The Standard Disclosure policy requires all applicants for Teacher Training, Child Care and Health and Social Care to submit an enhanced application to the Disclosure and Barring Service.

In the first instance any such applications will be considered, without prejudice, through the programme selection process on academic grounds.

A Special Admissions Panel, comprising a Principal's nominee, Director of Student Services and Director of Higher Education, may consider the application in the context of the conviction and the College's duty of care to both staff and students. The Panel's decision will reflect the assessment of the potential risks, based upon consideration of:-

- the nature of the offence; the currency of the conviction; the applicant's history and evidence of sustained non-offending following the conviction.

Where the College is considering rejecting the application on this basis, wherever possible, the applicant will be invited to attend a meeting to explain the decision. Applicants who have been rejected on the basis of a criminal conviction may re-apply in the future.

8 English Language Proficiency

International students whose first language is not English will be expected to have achieved:

- GCSE English Language at grade C or above
- or
- A minimum score of 5 in the IELTS

9 Applications Process

All applications for entry on to full-time programmes must be submitted through the Universities & Colleges Admissions Service (UCAS). Part-time applications should be submitted on the Higher Education part-time form which is available from the University Centre Information and Advice Offices.

Applicants through the UCAS system who have received an offer will be able to view the decision on-line using UCAS Track. The UCAS Administrators in The Information and Advice Offices will send an appropriate confirmatory letter.

10 Feedback to applicants

Unsuccessful applicants may request feedback on the reason for the outcome. Requests relating to either of the University Centres must be made in writing and by the applicant him/herself and addressed to: Admissions, University Centre Information and Advice Office, North Lindsey College, Kingsway, Scunthorpe, DN17 1AJ.

Feedback given will normally be provided within 10 working days; this may take longer during busy periods.

11 Appeals

In rare cases, applicants may wish to appeal against the outcome of an application and following feedback. The outcome of a successful appeal would be to reconsider the applicant's case with a view to changing or upholding the original decision.

An appeal would only be considered in the cases where:

- there was a procedural irregularity in the way the application was handled
- there is new material information which may have affected the decision
- there is evidence of bias or prejudice

Appeals must be made in writing and addressed to Admissions, University Centre Information and Advice Office, North Lindsey College, Kingsway, Scunthorpe, DN17 1AJ. This should be received within 20 days of the date of notification of the decision.

12 Complaints regarding admissions decisions

The College will endeavour to process applications in a fair, efficient and equitable manner. It is recognised that some applicants may be dissatisfied with either the process or about a rejection decision.

A complaint may be made regarding the service provided or the actions or behaviour of a member of staff during the selection process.

Complaints will not be considered regarding:

- matters of academic judgement
- anonymous submissions

In the first instance, a written approach should be made to the Director of Higher Education in either the University Centre Doncaster or The University Centre at North Lindsey College who will investigate the matter on the applicant's behalf under the Informal Resolution Stage of the Complaints Procedure. This Procedure is accessible on the College websites. This should be made within 20 days.

Applicants who remain dissatisfied with the response should write to The Executive Secretary, Principal's Office for a formal response. This should be within 20 days. This response will be considered as final with no other route of appeal.

In the unusual circumstances where the applicant has already enrolled as a higher education student at the College, a Completion of Procedures letter will be issued informing the applicant of the route to the Office of the Independent Adjudicator for Higher Education.

Applicants are advised to consult the Terms and Conditions for Admissions which are available from the UCAS Administrators or on the Higher Education pages of the College websites.

For the avoidance of doubt, correspondence will only be with the applicant, unless s/he has provided written permission to correspond with a third party.

13 Monitoring and Review of the Admissions Policy and procedures

The College realises its responsibilities to review all policies and procedures.

At programme level, the annual reporting process requires responses relating to student admissions and the production of point of entry data.

At institutional level, the annual monitoring of programmes includes a review of the admissions cycle to inform any policy changes. The Higher Education Board of Studies receives and approves the annual monitoring reports and entry/progression profiles of students.

14 Fraud and Plagiarism

In circumstances where false or misleading information formed part of an application, the College reserves the right to cancel an application and withdraw any offer.

The Universities & Colleges Admissions Service (UCAS) processes all personal statements through a similarity detection system. In cases of potential plagiarism the College will review the case and may request the applicant to submit a new personal statement.

15 Data Protection

The College holds information about all applicants and all students. The College uses the information provided by applicants and/or students (including information from application forms) for the following:

- to administer applications
- to compile statistics about applicants and/or students that may be published or passed to government bodies and funding agencies

If your application is successful, the College will also use the information:

- to deliver your programme and provide educational services to you, to administer your studies, to provide you with facilities and services, to monitor your performance and attendance, to provide you with support, and to identify ways to enhance our provision including learning, teaching, assessment and the broader student experience
- to send communications to you
- to process any payments made by you to the College
- for other activities that fall within the pursuit of the College's legitimate interests

In certain circumstances the College may be under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation, and to protect rights, property, or safety of our employees, students or others.

The College will only process your personal data in accordance with the specific purposes notified to you above; and/or otherwise as permitted by the Data Protection Act 1998.

By submitting your application form and/or accepting your Offer, you consent to the use of your personal data in accordance with this section.

NB at the point of formal enrolment to your chosen programme, you will be required to sign and agree to our Data Protection and Privacy Notices.

| | |
|--|--|
| <p>The University Centre Information & Advice Office North Lindsey College Kingsway Scunthorpe DN17 1AJ</p> <p>Tel: 01724 294125 Email: he@northlindsey.ac.uk Web: www.northlindsey.ac.uk</p> | <p>The Higher Education Recruitment Co-ordinator University Centre Doncaster The Hub Chappell Drive Doncaster DN1 2RF</p> <p>Tel: 0800 3587474 Email: he@don.ac.uk Web: www.don.ac.uk</p> |
|--|--|

November 2017