

<b>Hull College Group Policy</b>	<b>Procedure Status: Approved</b>	 <b>Hull College Group</b>
<b>Title: HE Admissions Policy</b>	<b>Ref: HE1.1</b>	
<b>Key Policy underpinning the Group's commitment to HE Admissions</b>		Next review date: <b>June 2019</b>

## 1. Policy introduction

This policy sets out the Group's approach to Admission for Higher Education Students. The Group welcomes applications from all prospective students with the motivation to learn and the potential to succeed.

The Group is particularly keen to welcome mature applicants, who can demonstrate appropriate entry knowledge and skills. It will also take in to account prior experience and learning and will formally consider work-based learning and some qualifications for advanced standing.

The Group is committed to ensuring equality of opportunity for all applicants which will be achieved by:

- ensuring that all applications are managed in a manner that is clear, fair, explicit and consistent;
- achieving a good balance between the abilities and the aptitudes of students and the demands of the course;
- places are offered and allocated in accordance with the HE Admissions Policy.

## 2. Responsibility and implementation

The Group will provide the following:-

- clear information about programmes, including content, structure and entry criteria and general information relating to its facilities and services for students;
- a clear statement of entry requirements for each programme which will be specified in the relevant programme specification and the HE prospectus and the website;
- an effective, efficient and student friendly admissions process that includes a commitment to provide face-to-face or telephone interview for applicants where appropriate;
- clear, full and helpful information. advice and guidance at appropriate stages of enquiry, interview and enrolment, including all fees and timelines associated with the admissions, clearing and enrolment cycle;
- an opportunity for all applicants to visit the campus to see the facilities and meet members of staff.

All applications will normally be processed within eight weeks from initial application to notification of decision.

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### 3. Policy Detail

#### 3.1 Basis for Admission

The Group accepts a wide range of qualifications as a basis for entry, including:

- GCE A Levels and/or AVCE
- GCE AS Levels and/or AS VCE Levels
- AVCE Double Award (which replaced the Advanced GNVQ)
- Scottish Highers and Advanced Highers
- Irish Leaving Certificate
- Foundation Degree
- Access to HE
- National / Higher National qualification

Individual courses will stipulate any specific admissions criteria or qualifications in the HE Prospectus and programme specification.

Some courses may also require an interview, audition or submission of a portfolio of work as part of the admissions process.

#### 3.2 Progression Routes

The Group may develop specific progression opportunities in partnership with schools or colleges in support of its commitment to widening participation. Such entry routes will be approved by the HE Academic Board on the recommendation of the relevant faculty where appropriate.

#### 3.3 Admission with Advanced Standing

The Group will accept applicants to advanced standing on the basis of APL and APEL. It is the applicant's responsibility to provide appropriate supporting evidence demonstrating she/he has achieved the relevant qualification at a commensurate level, or bring forward evidence to support a claim for entry to a programme of study.

#### 3.4 EU and International students

All EU and international applicants will be considered in accordance with this policy and the requirements of the UK Border Agency. Applicants will be expected to demonstrate an equivalent standard of qualifications to the minimum entry requirements for the course. International qualifications will be assessed using UK and NARIC equivalences.

Applicants whose first language is not English will need to have attained an IELTS

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score of 6.5 in written and spoken English or hold an equivalent qualification.

All entrants to Foundation Degree programmes whose first language is not English are required to have a Secure English Language Testing Certificate.

#### Discretionary Admission to a programme

Applicants who do not meet the normal entry requirements for a particular course may be offered a place. A decision to admit an applicant under these circumstances will be at the discretion of the Assistant Principal of HE. Alternatively, an applicant may be referred to another programme.

### **3.5. Late Applications**

All applications must be submitted no later than annual UCAS deadlines.

Late applications will be considered at the discretion of the Assistant Principal of HE.

### **3.6. Right to Refuse an Application**

The Group reserves the right to refuse admission to an applicant who has not fulfilled the entry requirements or there is evidence that he/she was not able to meet the academic, professional and vocational requirements of the course.

There also other specific circumstances where the Group may reserve the right to decline an application. Applications from prospective students who may come into this category will be given full consideration by the Group's Admissions Panel.

The Group reserves the right to request additional information either directly from the applicant or from a former place of study.

The following factors may result in an applicant been declined.

- an applicant who has previously been excluded from the Group or by another education or training provider;
- unsatisfactory history including inadequate attendance, disruptive behaviour, repeated non-submission of work;
- clear evidence that admission that would be detrimental to the safety and well-being of other members of the college community;
- an applicant who has outstanding debts to the Group.

Applicants in these categories, which are not exhaustive, will only be admitted or re-admitted when they are able to demonstrate that they have made sustained efforts to address the issues that resulted in their exclusion or previous disciplinary record, and can demonstrate that they have made positive progress during their absence.

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### **3.7 Criminal Records Bureau and Safeguarding checks**

All applicants applying via UCAS are required to disclose with their on-line application if they have a criminal record. Where an application form is not completed and processed via UCAS, applicants are asked to disclose during the enrolment procedure using a standard college form. Failure to disclose relevant convictions at the appropriate stage of the application and enrolment may result in disciplinary action being taken against a student leading to removal from a course and exclusion from the Group.

The Group will require a satisfactory CRB check for applicants to some programmes that involve access to children, young people and vulnerable adults, e.g. health care, childcare & counselling (A full list of courses requiring CRB checks can be found on the website).

The outcome of these processes will be taken into consideration when making a decision about admitting an individual to one of these programmes.

### **3.8. Misrepresentation, fraudulent applications and Plagiarism**

The applicant shall act in good faith and disclose any fact that is material to the Group's decision to admit the individual.

The Group reserves the right to reject an application and/or withdraw any offers and/or retrospectively terminate a student's enrolment if it is found that his/her application contained false, misleading or fraudulent information.

All supporting personal statements processed through UCAS are subject to similarity detection. The Group will review any reported cases of potential plagiarism and where appropriate will request the applicant to re-submit a new personal statement. The Group reserves the right to reject an applicant on the basis of plagiarism.

### **3.9 Confirmation of Offer**

The Group will notify successful applicants by letter confirming their offer and any assessment conditions and will provide further information concerning induction and enrolment.

### **3.10 Feedback**

The Group will provide feedback on request to those applicants who have not been offered a place. It aims to respond to such request within 14 days of receipt of the notification of its decision.

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### **3.11. Staff Training and Development**

Academic staff are responsible for attending designated Admissions training sessions, interviewing applicants and offering or rejecting places in accordance with the policy and provide feedback.

### **3.12 Student Health and Well Being**

In a small number of cases, applicants who have indicated a recent, recurring or serious health problem may be requested to provide a medical report on their condition. These reports do not form part of the selection process and will not be available to anyone except the Group head of Student Services. The group Head of Student Services is ultimately responsible for ensuring that the College is able to make reasonable adjustments for students with learning difficulties and disabilities and for keeping a record of the exceptional cases where an applicant is refused admission on the grounds of relevant additional support not being available.

### **3.13 Admissions Complaints and Appeals Procedure**

The Group always seeks to process applications carefully and to assess each application fairly and consistently.

Applicants who are dissatisfied with the way their application has been processed may invoke the Complaints Procedure by writing to the Marketing and Student Recruitment Manager.

The Complaints procedure includes a further, final right of appeal if an applicant remains dissatisfied with the initial outcome.

The procedures shall not apply in cases where the Group has declined to offer a place to an applicant on the grounds that s/he failed to meet the stipulated minimum entry requirements for the programme; or because the programme is already fully subscribed.

Applicants who have been declined entry to a programme, and wish to appeal, may do so by writing to the HE Registrar.

### **3.14. Equality & Diversity**

All applications will be recorded and monitored to ensure the Group meet current legal requirements, for example Equality Act 2010 and Public Sector Equality Duties. Aggregated anonymised data on applications and progress through offer to enrolment will be reported regularly to senior management and to the Group's Equality, Diversity and Safeguarding Board.

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Admissions tutors will ensure that arrangements are in place for supporting students with additional needs working closely with support areas.

The Group will ensure that appropriate arrangements are in place to encourage prospective students to disclose any additional needs. This policy is reviewed annually by the HE Academic Board.

#### **4. Related documentation (policies, procedures or guidance)**

##### **Related Documents**

- Student Admissions Procedure
- Student Admissions and UCAS Guide
- Student Charter
- Praise and Complaints Policy
- Fitness to Study Policy
- Equality & Diversity Statement
- The management of students with criminal convictions
- Student CRB policy
- Data Protection Policy

#### **5. Procedure Checklist**

Senior manager responsible	Head of HE Quality and Registry
College Committee	HE Academic Board
Date of next policy review	June 2019
Date Equality Analysis agreed	March 2014