

# **ADMISSIONS POLICY**

Effective 1 August 2022

## **Introduction**

- 1 The University (“we”) will provide a supportive, inclusive and welcoming environment which puts students at the centre of its activities, and which promotes fair admissions. The way in which we provide information about our courses; the criteria by which we assess applications and offer places, and the support, advice and guidance we offer applicants, and their parents, sponsors and supporters reflects this.
- 2 The University’s application processes are based in the principles of good practice for fair and transparent admissions which promote transparency and consistency. We provide Higher Education opportunities for a broad range of participants who, by achieving a recognised qualification and/or based on work and professional experience, can demonstrate the ability to succeed at the University.
- 3 This Admissions Policy provides a clear and transparent structure for the University to manage the admission of students to its taught programmes, both undergraduate and postgraduate; and how we will implement the commitments made in our Strategic Planning Framework with respect to the admission of students.

## **Transparency**

We will ensure:

- 4 Admission criteria, process and procedures are easy to understand, accessible and transparent. This will apply to all applications: for full-time or part-time study; for undergraduate; postgraduate taught and postgraduate research programmes; for study on-campus and elsewhere; and for students from the UK, EU and from elsewhere. Provision delivered in partnership or collaboration with others will also be subject to similar criteria, processes and procedures.
- 5 Procedures are implemented consistently by well-trained professional staff who are equipped and competent to make the required judgements. This will help us provide the best possible experience to applicants.

## **Information and advice**

We will:

- 6 Provide applicants with accurate and relevant information about our courses to enable them to make informed choices about the options most appropriate to them. This will include: detailed entry requirements; modes of study; tuition fees, including any additional costs; course modules; and dates of delivery.
- 7 Inform prospective students as soon as possible of any significant changes to a course. This will apply from the point at which they make an application up to their point of enrolment. In accordance with Competition and Markets Authority (CMA) regulations, if any change made to a course to which an applicant has applied makes a material difference to any aspect of its delivery, we will advise applicants

regarding alternative options. Where no suitable options are available at the University, we will advise applicants of other opportunities open to them.

- 8 Inform successful applicants in a clear and timely manner regarding arrangements for enrolment, registration and induction.
- 9 Ensure that effective and appropriate arrangements are in place for providing feedback to applicants who are not offered a place.

### **Complaints and Appeals**

- 10 We will ensure that procedures are published and freely available for applicants who wish to make a complaint or an appeal in relation to our admissions activity and decision-making. Staff dealing with complaints and appeals will receive appropriate support and training. The complaints process can be found here: <http://www.leedsbeckett.ac.uk/studenthub/admissions/> .

### **Monitoring and review**

- 11 This Admissions Policy and its associated entry requirements will be reviewed on an annual basis to ensure they: continue to provide appropriate support for students seeking admission to the University; support the vision and values of our University; and that they remain current and valid in relation to the legislative and regulatory environment.

### **Underlying principles**

- 12 To ensure effective implementation of this policy, we will:
  - a) Welcome applications from potential students from across the globe. Our standard entry requirements are expressed as UK qualifications; however, to support the admission of students from outside the UK we will apply the same admissions criteria (through the use of recognised equivalencies) and will provide advice and support as appropriate to individual circumstances.
  - b) Welcome applications from groups currently under-represented in Higher Education (HE), in accordance with our Strategic Planning Framework, Access and Participation Plan (APP) and Widening Participation Strategy. As specified by the Office for Students these include, but are not limited to, Mature students; Care leavers; Black, Asian and Minority Ethnic students; those living in areas of low HE participation or from lower household income/socioeconomic status backgrounds; Disabled students. In order to support the admission of students from under-represented groups the University operates a contextualised offer-making framework, which is reviewed annually.
  - c) Ensure that the process for setting entry requirements is clear and transparent and is driven by academic judgement alongside with the University's access, success and progression objectives as detailed in the APP.
  - d) Ensure applicants are considered purely based on their merits and abilities. Our online prospectus contains detailed entry requirements for all courses. The evidence which admissions staff may consider in assessing the suitability of applicants may vary from course to course and in addition to the assessment of the application form and the information contained therein, could include additional assessment methods such as interview, portfolio submission or audition. In some cases, the assessment of the application form and the predicted (or achieved) entry qualifications it contains may be undertaken by an automated process which enables fast, accurate and efficient initial assessment.
  - e) Consider whether students without formal entry qualifications may still benefit from and be successful on a course for which they have applied. This will be achieved by undertaking one or a combination of the following assessment methods: interview; recognition of prior learning whether

by experience or qualification (where applicable to the course); tests set by individual courses; audition; or portfolio review. Those applying to us with the status of Asylum Seeker or Refugee will also be considered via this route if they are unable to provide certification of their prior qualifications.

- f) Make offers for places through trained admissions staff within our university and through recognised representatives overseas. All members of University staff who are involved in assessing applications, including interviewing applicants, reviewing portfolios or using any other method of assessment, will receive appropriate training, including Diversity and Inclusion training.
- g) Continually review all admissions practices (including the assessment of application forms, interview processes and the review of portfolios and/or all other assessment methods) to eradicate any potential for discrimination (directly or indirectly) against applicants with either a protected characteristic<sup>1</sup> or based on their: colour; nationality, ethnic or national origin; or responsibility for dependants. Applications from people with a protected characteristic are welcome and will be judged based on academic ability alone. In discussion with applicants, we will endeavour to make all reasonable adjustments, and, in addition, we will ensure as far as possible that applicants with disabilities are able to benefit from and be successful on our courses.
- h) Not normally withdraw an offer made and accepted without the applicant's consent. Exceptions include the cancellation of a course or where information supplied by the applicant, relevant to their admission, is found to be incorrect.
- i) If relevant and appropriate, consider an applicant's status within the Rehabilitation of Offenders legislation in force at that time. If an applicant has an unspent criminal conviction, it will not be deemed a reason to refuse admission. Any declared convictions will only be considered once an offer of a place has been made. When considering the information disclosed, we will consider not only our responsibilities to students and staff, but also the safety and well-being of the applicant and our ability to provide any appropriate support. In certain circumstances, it may be necessary to rescind an offer made to an applicant or to apply specific conditions to their enrolment. Such decisions will be made on a case-by-case basis by an objective panel including the University Secretary, the Director of Library and Student Services (or their representative), the Head of Admissions; and the Dean of the relevant university school (or their representative).
- j) Undertake Disclosure and Barring Scheme (DBS); and/or health checks as part of the admission process where this is a necessary part of the selection method. Where regulated work as part of a placement opportunity is undertaken in Scotland, a further check under the Protecting Vulnerable Groups Scheme (PVG) may be required by DBS Scotland. We will ensure that applicants are aware of their responsibility for appropriate disclosure in this regard and we will publish details of how this is handled on our website. Where appropriate and where the result of a DBS disclosure and /or health check means that future employment in a relevant profession may be affected, the University may seek advice from the relevant future employing organisation (for example, the NHS) or professional body. Depending on the convictions disclosed the University may also seek guidance from other professional bodies such as the Probation Service or Multi-agency Public Protection Arrangements (MAPPA).
- k) Reserve the right to refuse admission to applicants who have not met the academic entry thresholds or where there is evidence that they cannot (or are unlikely to) meet the academic, professional or vocational requirements characteristic of study. Applicants submitting personal statements which are identified as not being their own work will have the opportunity to submit one further statement before a final decision is made on the application.

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<sup>1</sup> Protected characteristics are defined under the Equality Act as: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity. For students aged under 18 at the point of admission, separate processes will apply within the Safeguarding Policy.

- l) Handle data, including sensitive personal data, in line with the University's Data Protection Policy and with all current legislation and regulatory requirements.
- m) Make assessments on fee status in-line with the regulations and guidance from the UK Council for International Student Affairs (UKCISA), and UK Visas and Immigration (UKVI) as necessary.
- n) Review our principles and regulations regularly to ensure relevance and continued best practice, and to ensure that they remain in line with external benchmarks such as the UUK and Guild HE 'Fair admissions code of practice' and the QAA's UK Quality Code for Higher Education: Admissions, Recruitment and Widening Access.
- o) Comply with all relevant legislation, regulations and codes or statements of best practice, such as those from the Universities and Colleges Admissions Service (UCAS), the CMA, UK Visas and Immigration (UKVI), the Office for Students (OfS), and other professional or regulatory bodies.
- p) All individual and personal information collected during the admissions process will be stored and used in accordance with the General Data Protection Regulations (GDPR).

Details of the underlying principles can be found on the Student Hub website.

Approved by Academic Board - 06 July 2022