

## POLICY

### Admissions Policy

#### Contact Officer

Assistant Registrar (Recruitment and Admissions)

#### Purpose

1.1 The University of Worcester aims to provide fair and equal access to a university education to all those who have the potential to succeed or benefit from it. This Policy is written to inform applicants, parents, carers and advisors, and University of Worcester staff of the policies and procedures involved in making an application to the University. It is intended that the Policy will be produced in full on the University website, and that relevant sections will be included in the Prospectus, with clear indication of how to find the complete version. Hard copy will be available on request, and details of how to obtain this will also be publicised on the University website and in the Prospectus.

#### Overview

1.2 The Admissions Policy relates to the University's key strategic objectives of being an outstanding University at which to be a student, while being selective and inclusive.<sup>1</sup> It also addresses the institutional risks of: failure to offer inclusive education to a diverse range of applicants, leading to decline in levels of recruitment, retention and achievement, and student satisfaction (2), failure to achieve (and meet the needs of) a diverse student population (3), failure to comply with legislative framework (6), failure of the University to make a full contribution to its community (10).<sup>2</sup>

1.3 The Admissions Policy complies with relevant legislation and is guided by the principles outlined by the Admissions to Higher Education Steering Group, 'Fair admissions to higher education: recommendations for good practice' and the QAA 'UK Quality Code for Higher Education, Part B: Assuring and enhancing academic quality' – [Chapter B2: Recruitment, selection and admission to higher education](#) and [Chapter B6: Assessment of students and the recognition of prior learning](#).

#### Scope

1.4 This policy applies to all applications for undergraduate and postgraduate courses at the University of Worcester.

#### The Policy

<sup>1</sup> [University of Worcester – Strategic Plan 2013-18](#)

<sup>2</sup> University of Worcester – Institutional Risk Register

## **2 Policy statement**

2.1 The University welcomes applications from motivated students with appropriate qualifications, traditional and non-traditional, academic and vocational. Our students come from diverse backgrounds and have a whole range of qualifications both from the UK and overseas. We consider applicants to our courses solely on the basis of their merit, ability and potential. We welcome applicants who hold alternative qualifications/experience different to those traditionally offered who can demonstrate the ability to benefit from the course and show their potential to complete the course successfully. Although recent preparatory study at an appropriate level (e.g. an Access course) is recommended, students may be considered on the basis of prior evidenced professional/work experience and/or other assessment procedures, and the assessment of personal suitability. University Admissions Office staff will be able to offer information, advice and guidance on this process.

2.2 We will consider all information contained within the application form, or produced at interview or audition. This might include past academic performance, predicted grades, personal statements, academic and personal references and any other evidence of skills, aptitude and potential to succeed. Relevant experience (particularly for professional courses where this may be required) is particularly valued.

## **3 Principles**

3.1 The admission of students is based on the reasonable expectation that the applicant will be able to fulfil the objectives and achieve the standard required for the award for which they are registered.

3.2 Entry requirements should be explicit in identifying the knowledge, skills and competences required at admission and relating these to content, mode of delivery and outcomes of the award.

3.3 Selection criteria should set out the standards and means by which an applicant will be judged.

3.4 The University is committed to widening access to and participation in higher education (HE) by raising awareness and expectations in the pre-university community in order to increase the pool of candidates who can benefit from the provision on offer.

3.5 No student will be subjected to less favourable treatment on grounds of race, ethnic or national origins, colour, gender, age, sexuality, parental status, marital status, disability status, creed, political belief or social or economic background.

3.6 As an inclusive and supportive place at which to study and live, the University treats all its students as independent, mature individuals, regardless of age, in line with the regulatory framework.

3.7 Support for disabled students can be negotiated through the Disability Co-ordinator who works from the [Disability and Dyslexia Service](#). Early contact is advisable to ensure appropriate levels of support from the outset of the student's course.

3.8 The University recognises the importance of the provision of accurate and appropriate pre-entry information and support to prospective students in order to ensure that all applicants will be given every opportunity to choose courses in an informed manner and to be admitted to a suitable course.

3.9 Constant monitoring and review of admissions practices and procedures is necessary to effect improvements as required and to respond to any changes in the institutional mission and external factors including changing patterns in the applicant market.

#### **4 Responsibilities**

4.1 Responsibility for the University Admissions Policy and procedures lies with the Academic Standards and Quality Enhancement Committee, and is operationalised by the Admissions Office of Registry Services and the Research School. Academic decisions are made by academic Admissions Tutors in collaboration with, and supported by, the Admissions Office or Research School. Reference to the Admissions Office in this document also refers to the Research School, where appropriate.

4.2 Training for all involved in Admissions matters will be available through the Admissions Forum, Briefing Notes, Institute staff meetings and other appropriate means. Additional training may be offered through the University Staff Development scheme, if required.

4.3 Academic Institutes are responsible for setting the entry criteria for their courses, and for communicating these to the Admissions Office in a timely fashion. Decisions on applications are made by Admissions Tutors, unless delegated to the Admissions Office. For all courses, the selection process will take into account:

- a) The applicant's potential to succeed in his or her chosen course
- b) Actual or expected academic or professional qualifications and grades
- c) Relevant work or other experience
- d) Applicants' own statements of interest in the course
- e) Reference(s)
- f) Where appropriate, an interview or portfolio of the applicants' work
- g) Skills derived from non-academic extra-curricular activities such as engagement in sport, the arts or voluntary and community work
- h) Contextual consideration of merit and potential.

#### **5 Admissions Profiles**

5.1 The University will make available Admissions Profiles for all its academic courses. All admissions decisions will be made against the criteria detailed in the admissions profile. Each profile will specify:

- Typical academic entry requirements
- Other accepted experience and/or qualities.

5.2 Admissions profiles will be made available via the University website, the UCAS website for undergraduate full time courses and in the University's prospectus.

5.3 The University aims to make university education accessible and welcomes applications from all those interested in higher education. In addition to traditional academic qualifications the University recognises prior learning of applicants, either as a basis for entry to a course or to exempt applicants from some of the requirements, as explained in the Academic Regulations.

#### **6 Minimum entry Requirements**

6.1 The Taught Courses Regulatory Framework and the Research Degree Regulatory Framework contains the agreed minimum entry requirements for courses, and can be found on the Registry

Services webpages. Appendix 1 shows the minimum entry requirements for undergraduate courses, including requirements for 'mature' students.

6.2 The University of Worcester does not intend to use the English Baccalaureate as an entry requirement. Level 2 qualifications may be considered by admissions tutors as part of their assessment of each applicant's academic aptitude, and we would generally expect a wide range of GCSEs or other level 2 qualifications at good grades. Where there are specific subject or grade requirements, these will be clearly stated in the relevant prospectus entry.

## **7 Decision Making**

### **7.1 Undergraduate Full Time**

With the exception of some International applications, all full-time undergraduate applications should be submitted through the Universities and Colleges Admissions Service ([UCAS](#)) who forward applications to the University of Worcester's Admissions Office.

### **7.2 Undergraduate Part Time**

Applications to undergraduate part-time courses should be made directly to the University via the University's application form. An online application form is currently being implemented for all courses.

### **7.3 Postgraduate Certificate in Education (PGCE)**

All applications for PGCE and Schools Direct courses should be submitted through the UCAS Teacher Training (UTT) who forward applications to the Admissions Office.

### **7.4 Postgraduate**

Applications to postgraduate courses are submitted directly to the University using the institution's application form or via the [Graduate Prospects](#) website. An online application form has been implemented for all courses, except for MA Social Work, which for historical reasons recruits through UCAS. The application form can be found on the relevant course page on the University website.

### **7.5 The Application Process**

#### **7.5.1 Electronic applications**

7.5.1.1 Designated Admissions Tutors will be notified of the arrival of applications, and will be able to see all applications via the Admission Tutor Portal on SOLE, and:

- a) Notify decisions and requests for information to Admissions Office Staff
- b) See candidate responses to interview and Applicant Day invitations
- c) See copies of automated correspondence with applicants
- d) See attached additional information.

7.5.2 The Admissions Office will issue a formal offer letter by mail to all applicants. This letter will detail any outstanding conditions and further instruction where appropriate.

7.5.3 Decisions will be transmitted to UCAS, either through the University's own record system, or online using UCAS Weblink. Once a decision has been entered it is available to be viewed by the applicant through UCAS Apply and via the Applicant Portal.

7.5.4 Those applicants not meeting the selection criteria of their chosen course may be considered for, and offered, an alternative course. If an application is unsuccessful the reason for rejection is recorded to provide applicants with feedback if requested.

7.5.5 Applicants will be expected to know the obligations placed on them if they accept an offer of a place at the University, or on a collaborative programme. This information is made available at the time an offer of a place is made.

7.5.6 All successful applicants will be sent information on arrangements for enrolment, registration and induction of new students. This will be co-ordinated by the Admissions Office, and will include information from all relevant services within the University.

## 7.6 Offer making

7.6.1 Successful applicants will receive an offer of entry from the University. The offer of entry will either be a conditional offer based on any outstanding academic or English Language qualifications and/or any relevant non-academic entry requirements. If all of the entry requirements have been satisfied applicants will receive an unconditional offer.

7.6.2 Applicants who receive an offer should refer to the terms and conditions, sent with the offer and available on the [website](#).

## 7.7 Deferred Applications

7.7.1 Applications for deferred entry are welcomed, except for PGCE programmes. Applicants must have met the terms of their original offer by 31<sup>st</sup> August in the year of application in order for their deferred place to be confirmed.

7.7.2 Applicants who wish to defer entry after their place has been confirmed will be considered on an individual basis, but will only be considered if all the conditions of the original offer were met.

7.7.3 Applicants will normally only be allowed to defer their place once. In exceptional circumstances, a second deferral may be allowed, although a new application form will be required.

## 7.8 Recognition of Prior Learning

7.8.1 Applicants to University programmes can claim academic credit for relevant previous study or learning experiences. This is known as recognition of prior learning (RPL).

7.8.2 The Taught Courses Regulatory Framework and the Research Degree Regulatory Framework set out the regulations governing the recognition of prior learning.

7.8.3 The principles, procedures and processes for RPL are set out in the [Procedure for Recognition of Prior Learning](#).

## 7.9 International Applications

7.9.1 Applications from prospective International students will be considered and processed consistently with Home/EU applications.

7.9.2 Those applicants offering overseas qualifications will be expected to have achieved the equivalent of the quoted minimum entrance requirements to enrol. Assessment of equivalence will be guided by reference to both UK NARIC and the UCAS Guide to International Qualifications, and academic judgement and experience.

7.9.3 International applicants must be proficient in English in order to be admitted to a course. The minimum requirements are accessible from the University [website](#), and are reviewed regularly to ensure that they reflect current sector good practice.

7.9.4 Applicants requiring sponsorship for visas will be risk assessed to ensure that they meet eligibility criteria and will not adversely impact on the University's duties for compliance with Home Office requirements.

#### 7.10 **Alternative course offers**

7.10.1 The University may decide that it is unable to offer admission to the original course to which an applicant has applied, but is able to make an offer for an alternative course. In this situation, changed course offers will be made.

7.10.2 Changed course offers can be made at the point of offer or at the point of confirmation of a place.

#### 7.11 **Re-applications**

7.11.1 The University will consider re-applications on an individual basis and reserves the right to use information from a previous application, including application form, correspondence and interview notes, as necessary.

7.11.2 Re-applications will only be considered in the same application cycle in exceptional circumstances.

#### 7.12 **Applications from previously registered students**

7.12.1 Where a student is required to withdraw by the Board of Examiners, the student may not normally be re-admitted with credit to a further course until a period of at least twenty-four months has elapsed.

7.12.2 In such cases, students seeking re-entry should contact the Assistant Registrar (Recruitment & Admissions) for permission to re-apply.

7.12.3 Students who have chosen to leave their studies voluntarily are able to re-apply at any time.

### **8 Discontinued/changed courses**

8.1 Whilst the University aims to ensure that all courses run as advertised in our prospectus and on the website, it is sometimes necessary to make significant changes to the structure of courses or to discontinue a course. This will sometimes happen between an offer being made and registration.

8.2 Where changes are made, the University will inform applicants as early as possible to minimise the potential disruption to the application process. Where possible, an alternative course in a similar subject area will be offered. If an alternative course is unavailable or unsuitable, undergraduate applicants will be able to substitute that particular choice with an application to an alternative provider via UCAS.

8.3 In cases where courses are changed or discontinued, applicants will be advised of their rights to choose alternative courses or providers.

## 9. Distance Contract Regulations

9.1 The Admissions Policy falls under legislation that regulates 'contracts formed at a distance'. The contract that is created when applicants accept an offer either through UCAS, UTT or directly to the University of Worcester is binding on the University of Worcester (i.e. the University must admit applicants who satisfy all the conditions specified in the offer.) Applicants can withdraw at any time and without penalty after accepting an offer; the 'distance contracts' regulations simply reinforce those rights.

9.2 The same regulations require the University to clarify that the services with which applicants will be provided, should they accept the offer of a place, are as stated regarding the content and duration of courses of study (subject to the policy on withdrawal or variation of courses).

## 10. Deposits and Visas

10.1 There is a compulsory deposit requirement for overseas applicants. Those applicants requiring entry clearance to enter/remain in the UK, and who have not been recruited via a University-appointed agent, will be required to pay a deposit as a condition of the release of their CAS. Applicants recruited via a University-appointed agent will pay a smaller deposit.

10.2 Applications from overseas students will be processed as per the normal admissions procedures. However, wording contained within conditional offer letters will signal to students the necessity of making payment of the compulsory deposit before the applicant can reach the "unconditional firm" stage.

## 11. Similarity Detection

11.1 The UCAS similarity detection service reviews all personal statements within incoming applications. These are checked against a library of all personal statements previously submitted to UCAS and sample statements collected from a variety of web sites and other sources including paper publications. Each personal statement received at UCAS is added to the library of statements after it has been processed.

11.2 Any statements showing a level of similarity of 10% or greater will be reviewed by members of the UCAS Similarity Detection Service team. Universities will be notified on a daily basis of any cases where there are reasonable grounds for suspicion. Applicants will also be notified that the UCAS Similarity Detection Service has found that their personal statement merits investigation. The decision about what action, if any, to take regarding notified cases rests with the University.

Full details can be found at <http://www.ucas.com/how-it-all-works/undergraduate/fraud-and-similarity>.

11.3 Personal statements referred to the University by UCAS reporting similarity of 10% or greater will be dealt with as follows:

- a) cases with reported similarity of **50%+** will be forwarded to the Admissions Tutor to telephone the applicant, discuss the case and request re-submission of personal statement
- b) cases with reported similarity of **20-49%** will be forwarded to the Admissions Tutor for consideration. If required, the Admissions Office will contact the applicant to discuss the case and consider requesting re-submission of personal statement
- c) cases with reported similarity of **10-19%** will be reviewed by the Admissions Office but will not be followed up unless there is due cause.

## **12. Verification of qualifications**

12.1 Applicants are required to provide documentary evidence (eg certificates, transcripts) to demonstrate they have achieved the entry requirements of their chosen course and met the conditions of their offer.

12.2 If an applicant is unable to provide the requested documentary evidence, the University reserves the right to cancel the application and withdraw the offer of a place on the course.

## **13. Fraudulent statements and omissions**

13.1 It is important that applicants include all relevant information on their application form, without any omissions.

13.2 The University will refer to the relevant body (e.g. UCAS) any application that we suspect to be fraudulent or to contain fraudulent information. We reserve the right to cancel an application or withdraw any offer made on the basis of an application which we have found to be fraudulent.

13.3 The University may request applicants/enrolling students to provide further information or evidence relating to any aspect of their application/enrolment. If such further information is not provided within the period stipulated then the University reserves the right to refuse to consider the application/enrolment, rescind home fees status and demand payment of any fees or monies owing.

13.4 Should the University discover, however belatedly, that an offer has been made on the basis of an application which is later found to contain statements or refer to documents which are fraudulent, untrue or misleading, or if key information is omitted from the application, the University reserves the right to cancel an application, withdraw an offer or end a student's right to study at the University. Such students will be reported to the relevant body.

## **14. Applicants who will be under 18 at the start of their course**

14.1 The University admits students on the basis of individual merit and does not discriminate on grounds of age, in line with the regulatory framework.

14.2 The University will ensure that students under the age of 18 and their parents or guardians have a clear understanding of their responsibilities, as well as the University's, as a result of the student's admission to the University.

14.3 The University acknowledges that anyone under the age of 18 is legally a child and recognises that students under the age of 18 may therefore have different needs in relation to their support and wellbeing. Staff in support services, accommodation and academic departments work together to ensure the wellbeing of all students, notwithstanding the University's Safeguarding Policy.

14.4 It is a condition of registration with the University of Worcester that the parent or guardian of any student who is under the age of 18 years confirms their acceptance of the arrangements set out in this policy, by signing and returning a letter of consent for the applicant to start the course.

14.5 The University does not assume the same rights, responsibilities and authority that parents have in relation to a child, and it will not act *in loco parentis* ("in the place of a parent") in relation to students who are under the age of 18 years. **A student aged under 18 who wishes to join the University is still the legal responsibility of their parents or legal guardian who must provide their contact details and consent to the University.**

14.6 It is the University's usual policy to deal with students and not with parents; this approach will also apply to students who are under the age of 18 years. The University is not able to give information to parents regarding the student's progress, results or any other personal circumstance unless the student has given specific consent. The University will therefore normally expect to correspond with students, not parents.

14.7 As a general rule, those under the age of 18 are unable to enter into legal contracts. Where contracts are required, e.g. for tuition fees or accommodation, the University requires parents or guardians to act as guarantors and to honour all obligations under any contracts with the University that the student enters into prior to his or her 18th birthday.

## **15. Applicants who have spent a period in care**

15.1 When an applicant indicates on the UCAS application that they have been in care, we will contact them on receipt of the application to let them know of the support services we have available, and to invite them, if they wish, to provide further details of how their experience of being in care has impacted on their educational attainment.

## **16 Interviews and Portfolios**

16.1 Admission to some courses may require additional stages to the selection process such as interviews or the requirement of a portfolio. In these cases, any additional requirements will be clearly stated in the University prospectus and Entry Profiles. Some examples of courses with additional requirements include:

- a) suitable applicants to Pre-Registration Nursing, Midwifery, Paramedic and Social Work courses will be required to attend an interview as part of the selection process
- b) suitable applicants to Initial Teacher Education courses will be required to attend an interview as part of the selection process
- c) those applicants not meeting minimum entrance requirements who are advised to undertake the Exploratory Essay, must be invited to interview
- d) applicants to Art & Design and Digital Media courses will be required to submit a portfolio as part of the selection process.

16.2 Applicant interviews may be introduced as part of the selection process for any course offered at the University, provided this is communicated to applicants via pre-entry publicity (UCAS website, University website and prospectus). The purpose and conduct of interviews will also be publicised. The outcome, including feedback for unsuccessful applicants, should be returned to the Admissions Office along with all paperwork relating to the applicant.

## **17 Feedback Policy**

17.1 In order to support transparent admissions systems the University acknowledges an applicant's need to know why their application was deemed unsuccessful. Initial summary feedback will be provided via UCAS Track for those applying via UCAS. Feedback may also be provided on an individual basis in response to a formal request (written or emailed) from the applicant **within 6 weeks** of the decision being made. The request must include:

- a) UCAS Personal Identification Number /Applicant Number  
AND
- b) full Name
- c) date of birth

d) course applied for.

17.2 Feedback will only be given in written format (not over the telephone or in person) within 8 weeks of receipt of the request. The Admissions Office will not consider an application that has been re-submitted in the same cycle in light of the feedback provided for the same course, but the application may be considered for an alternative course.

17.3 In line with Data Protection policies the University will not be able to provide feedback to anyone other than the applicant unless the Admissions Office has been advised to do so. The feedback will be sent to the email address the applicant has provided on their application form. Therefore applicants should be sure to inform the Admissions Office of any changes.

17.4 The University of Worcester does not allow appeals against an admissions decision, and the Complaints Procedure should be followed, if an applicant is unhappy with the feedback received.

## **18 Disclosure & Barring Service (DBS) and Occupational Health**

18.1 Courses requiring DBS and Occupational Health checks will have this clearly stated in their University prospectus entry and Entry Profiles. Some examples of courses requiring DBS and Occupational Health checks include:

- a) successful applicants to Pre-Registration Nursing, Midwifery and Allied Health Professions courses will be required to complete an Occupational Health check demonstrating fitness to practice before being allowed to enrol
- b) successful applicants for Social Work programmes must complete a self-declaration of fitness to train and practice in order to enrol
- c) successful applicants to Initial Teacher Education will be required complete an Occupational Health check demonstrating fitness to practice before being allowed to enrol
- d) successful applicants to all the above courses will be required to undergo police record checks, carried out by the DBS, before being allowed to enrol.

18.2 Other courses may also require one or more of these checks, and this should be indicated in all pre-application publicity.

18.3 Applicants who have lived, studied or worked abroad in the 5 years preceding entry are also required to produce a Police Certificate /Certificate of Good Conduct from the country where they resided. Further details: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

## **19 Applicants with Criminal Convictions**

19.1 UCAS advice states:

'An applicant who has a relevant criminal conviction that is not spent is required to state this on their application. 'Relevant' is defined in Apply as offences against the person, whether of a violent or sexual nature, or offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. Certain courses, for example, teaching, health, social work, veterinary medicine, veterinary science or courses involving work with children or vulnerable adults, do not come under the Rehabilitation of Offenders Act.'

19.2 A criminal conviction not yet spent will not normally be a bar to entry to a course unless:

- a) the programme provides entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975
- b) in the view of the University, the applicant might pose a threat to staff and other students
- c) specified by an accrediting Professional Body.

19.3 Where the applicant indicates a criminal conviction on the application form:

- a) the Admissions Office will write to the applicant and request information about the date of the conviction, the nature of the offence and the sentence
- b) the Assistant Registrar (Recruitment & Admissions) will discuss the case with the Academic Registrar, and other relevant staff, where appropriate to ensure the safety and well-being of University staff and students, the security of University property, to protect the University's reputation and public standing and to carry out our legal responsibilities and duties.
- c) Where the course is accredited by a Professional Body, the Admissions Tutor will also be consulted about the suitability of the applicant.
- d) where admission to the programme is denied on the basis of the conviction, the applicant will be notified of the decision in writing.

19.4 The University's policy on Rehabilitation of Offenders can be found at [http://www.worcester.ac.uk/registryservices/documents/policy\\_on\\_recruitment\\_of\\_exoffenders.pdf](http://www.worcester.ac.uk/registryservices/documents/policy_on_recruitment_of_exoffenders.pdf).

19.5 All information supplied by applicants is kept in accordance with the University's policy on data handling: <http://www.worc.ac.uk/dpfoi/>.

## **20. Fees and Finance**

20.1 The University of Worcester offers its students considerable financial assistance in the form of scholarships, bursaries, charitable funds, loans and other financial support.

20.2 The most up to date information on financial matters will be available on the University's web site at <http://www.worc.ac.uk/your-home/figure-out-finances.html>.

20.3 As part of the application process, the University requires applicants to indicate their residency status for fee paying purposes. The University uses this information to determine whether the applicant is eligible to pay Home, EU or Overseas fees. If the University cannot make this assessment from the information in the application form, further information will be requested. If the applicant does not reply to repeated requests for further information, the applicant will be classified as an overseas fee payer. The applicant will be notified of this decision at the point of offer. If the applicant decides to accept the offer on the basis of the assessed fee this can be amended back to a Home fee status if the applicant is able to demonstrate meeting the appropriate eligibility criteria, before the start of the course.

## **21 Equivalent or Lower Qualifications (ELQ)**

21.1 The University receives two elements of funding for many students: one is the tuition fee charged to students (and usually paid by the Student Loans Company, by the student themselves or by a Sponsor) and the other is an institutional grant received from the government via the Higher Education Funding Council for England (HEFCE) for teaching those students.

21.2 In 2007, the government announced that it would no longer be providing this funding for students who studied for a second degree at the same, or a lower, level than a qualification which they already hold (this is referred to as the funding of Equivalent or Lower Qualifications, or ELQs).

21.3 This means that, for applicants who find themselves in this position, the University may have to charge a higher fee level, to make up the difference in funding that no longer comes from the government.

21.4 For 'ELQ' entrants in 2010, the University will not be charging higher fees, but such students will not be entitled to receive a University bursary. This will be reviewed in subsequent years in accordance with the conditions at the time.

21.5 The government has also agreed a number of exemptions to this policy. For further information about ELQ and current exemptions, please contact the Admissions Office ([admissions@worc.ac.uk](mailto:admissions@worc.ac.uk)).

## **22 Disability and Dyslexia Support**

22.1 Applications to University courses will be assessed purely on academic grounds. A disabled applicant's merits are assessed as they would be if any reasonable adjustments had been made. In some instances, an Admissions Tutor may need to seek additional information from the student and/or liaise with the Disability and Dyslexia Service for the purposes of establishing if adjustments might be appropriate to support a student.

22.2 The Admissions Office will provide the Disability & Dyslexia Service with electronic copies of application forms via SOLE for all successful applicants who choose the University of Worcester as their Firm choice, and will send such applicants information provided by the Disability & Dyslexia Service.

22.3 Disability and Dyslexia Service will, guided by the Disability Discrimination Act (DDA), inform the applicant of the reasonable adjustments the University can make in relation to their disability. Based on this information, it will be the applicant's decision as to whether or not they wish to accept the offer of a place on a course. In the unlikely event that the University is unable to make a reasonable adjustment, the Disability Co-ordinator (or representative) will inform the applicant as soon as possible.

22.4 The University will be proactive in encouraging disclosure.

## **23 Extenuating, mitigating or medical circumstances**

23.1 Where an applicant feels that their qualifying studies have been affected by extenuating, mitigating or medical circumstances, they should ensure that the relevant examination board or awarding body be informed prior to the award being made. The University will assume that any such information will have been taken into consideration by the examination board or awarding body and that the appropriate grades have been issued.

## **24 Monitoring and Evaluation**

24.1 Policy is informed by the monitoring and evaluation of all admissions-related processes as follows:

- a) regular review of admissions processes, including consultation to review performance and efficiency
- b) annual review of entry profiles and decision making criteria, including new qualifications, plus ad hoc revisions where necessary

c) annual review of application data to inform policy development.

24.2 This policy statement will be reviewed and updated at least annually.

## 25 Complaints Procedure

25.1 Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right to appeal against a decision as to whether or not they should be offered a place at the University.

25.2 Applicants are not able to refer a complaint to the Office of the Independent Adjudicator.

25.3 If an applicant wishes to make a complaint:

- a) they should contact the Assistant Registrar (Recruitment & Admissions) in the first instance. This can be done informally, in person, by telephone or via email
- b) should the applicant wish to make a formal complaint, then this should be put in writing. The applicant can expect a reply within 15 working days. If the applicant is not satisfied with the response, there is the right to appeal to the Academic Registrar, who will investigate accordingly
- c) the University of Worcester reserves the right to make academic judgements on the suitability and potential of an applicant.

<b>Date Policy Approved</b>	<i>28/06/2017</i>
<b>Approval Authority</b>	<i>Academic Board</i>
<b>Date of Commencement</b>	<i>01/09/2017</i>
<b>Amendment Dates</b>	<i>See below</i>
<b>Date for Next Review</b>	<i>01/07/2018</i>
<b>Related Policies, Procedures, Guidance, Forms or Templates</b>	<i>TCRF</i>
<b>Policies/Rules Superseded by this Policy</b>	<i>Admissions Policy version 1.4</i>

### Revision History

<b>Committee</b>	<b>Date</b>	<b>Change</b>
Academic Board V1.5	June 2017	Minor revisions throughout document to ensure currency plus: 3.6 new para inserted (subsequent renumbering) 7.9.2 clarification and expansion 7.9.4 new para inserted 14 Expansion on policy relating to applicants under the age of 18 – several new paras inserted 21.5 simplification and amalgamation of 21.6 21.6 deleted Appendix 1 updated to reflect new Tariff Appendix 2 deleted (ref para 7.6.2)

Academic Board V1.4	8 July 2015	<p>Minor revisions throughout document to ensure currency plus:</p> <p>Bullet points replaced with letters</p> <p>Scope Expanded</p> <p>7.5.5 Removed</p> <p>7.6 new para inserted (subsequent renumbering)</p> <p>7.7.2 Clarification on Deferred Applications</p> <p>7.7.3 new para inserted</p> <p>7.9 new para inserted</p> <p>7.10 new para inserted</p> <p>7.11 new para inserted</p> <p>8.0 new para inserted (subsequent renumbering)</p> <p>9.0 new para inserted (subsequent renumbering)</p> <p>11.0 new para inserted (subsequent renumbering)</p> <p>12.3 new para inserted</p> <p>12.4 new para inserted</p> <p>18.3 new para inserted</p> <p>19.3 new para inserted</p> <p>22. new para inserted (subsequent renumbering)</p> <p>24.1 new para inserted</p> <p>24.2 new para inserted</p> <p>Appendix 1 is now the minimum entry requirements rather than Code of Practice.</p> <p>Appendix 2 is now revised terms and conditions</p>
Academic Board V1.3	9 <sup>th</sup> July 2014	<p>Minor revisions throughout document to ensure currency plus:</p> <p>1.3 QAA UK Quality Code for HE referenced (and former Code of Practice precepts removed from document)</p> <p>7.5 Applications process updated</p> <p>7.6 new para inserted</p> <p>7.7 new para inserted</p> <p>7.8 renumbered and revised</p> <p>8.0 revised</p> <p>Appendix 1 is now the minimum entry requirements rather than Code of Practice.</p>
Academic Board V1.2	July 2013	<p>Minor revisions throughout document to ensure currency plus:</p> <p>6.2 new para inserted</p> <p>7.5 Applications process updated</p> <p>7.6.3 revised</p>
ASQEC V1.1	June 2011	<p>Minor revisions throughout document to ensure currency plus:</p> <p>4.3 clarification of procedure for altering entry requirements</p> <p>6.1</p> <p>9.2</p> <p>Hyperlinks updated where appropriate.</p> <p>10-12 sections inserted, with subsequent renumbering.</p>

## **APPENDIX 1**

### **Minimum entry requirements for Degree courses**

4 GCSEs (Grade C/4 or above) and qualifications to the value of 48 UCAS tariff points from minimum of 2 A Levels (or equivalent Level 3 qualifications) and a maximum of 3 A levels.

### **Acceptable Qualifications (alone or in combination, to satisfy the Tariff requirements):**

*(For notes on these qualifications, please consult the current prospectus)*

- GCE A Levels and AS Levels
- BTEC Nationals
- OCR Nationals
- Access to Higher Education Diploma
- Progression and Advanced Diploma
- AQA Baccalaureate
- Other qualifications within the UCAS Tariff
- Professional Qualifications
- NVQ Level 3/Advanced Apprenticeship
- Scottish Highers and Advanced Highers
- Irish Leaving Certificate
- International Baccalaureate and European Baccalaureate
- International Qualifications

### **Other qualifications and Mature Students**

We welcome applicants who hold alternative qualifications/experience different to those shown in this section who can demonstrate the ability to benefit from the course and show their potential to complete the course successfully. Although recent preparatory study at an appropriate level (e.g. an Access to Higher Education Diploma) is recommended, students may be considered on the basis of prior evidenced professional/work experience and/or other assessment procedures, and the assessment of personal suitability. University Admissions office staff will be able to offer information, advice and guidance on this process. Exploratory Essay routes should only be offered to applicants who can show evidence of recent study, and such applicants must be interviewed as part of the entry process.

### **Recognition of Prior Learning**

Students with relevant previous study at HND or degree level or extensive experience may be considered eligible for Recognition of Prior Learning.

Entry may be possible to Year Two or Three of the course, depending upon the qualifications or experience gained. Credit can also be given for individual modules.

### **Functional Skills (Key Skills/Essential Skills)**

Key skills at Level 3 may be allowed to contribute to up to 20 UCAS tariff points towards meeting the condition of an offer, until they are removed from the UCAS Tariff. These Skills do not satisfy the subject knowledge requirements for courses requiring specific GCSE subjects.

### **Minimum entry requirements for Foundation Degree and Higher National Diploma courses**

4 GCSEs (Grade C/4 or above) and qualifications to the value of 32 UCAS tariff points from minimum of 1 A Level (or equivalent Level 3 qualification) and a maximum of 3 A levels.

### **Acceptable Qualifications (alone or in combination, to satisfy the Tariff requirements):**

*(For notes on these qualifications, please consult the current prospectus)*

- GCE A Levels and AS Levels
- BTEC Nationals
- OCR Nationals
- Access to Higher Education Diploma
- Progression and Advanced Diploma
- AQA Baccalaureate
- Other qualifications within the UCAS Tariff
- Professional Qualifications
- NVQ Level 3/Advanced Apprenticeship
- Scottish Highers and Advanced Highers
- Irish Leaving Certificate
- International Baccalaureate and European Baccalaureate
- International Qualifications

### **Other qualifications and Mature Students**

We welcome applicants who hold alternative qualifications/experience different to those shown in this section who can demonstrate the ability to benefit from the course and show their potential to complete the course successfully. Although recent preparatory study at an appropriate level (e.g. an Access Diploma) is recommended, students may be considered on the basis of prior evidenced professional/work experience and/or other assessment procedures, and the assessment of personal suitability. University Admissions office staff will be able to offer information, advice and guidance on this process. Exploratory Essay routes should only be offered to applicants who can show evidence of recent study, and such applicants must be interviewed as part of the entry process.

### **Recognition of Prior Learning**

Students with relevant previous study at HND or degree level or extensive experience may be considered eligible for Recognition of Prior Learning.

Entry may be possible to Year Two or Three of the course, depending upon the qualifications or experience gained. Credit can also be given for individual modules.

### **Functional Skills (Key Skills/Essential Skills)**

Key skills at Level 3 may be allowed to contribute to up to 20 UCAS tariff points towards meeting the condition of an offer, until they are removed from the UCAS Tariff. These Skills do not satisfy the subject knowledge requirements for courses requiring specific GCSE subjects.