

Recruitment, Selection and Admission Policy and Procedure: Taught Courses

1. Introduction

- 1.1 This Policy uses the term 'student' or 'students' throughout. This refers to all learners at the University including undergraduate and postgraduate students and apprentices. Where separate arrangements or rules apply, the target group or groups are named in the paragraph.
- 1.2 Where courses are offered in partnership with another institution, in accordance with the Policy for the Consideration and Approval of Educational Partnerships this policy will apply unless otherwise specified in the contract governing the partnership activity.
- 1.3 This document sets out the University's Recruitment, Selection and Admission Policy and Procedure and describes the principles, aims and processes that are used to recruit, select and admit new students to its courses of study at undergraduate and postgraduate taught level.
- 1.4 The Criminal Convictions procedures are in place to ensure the safety and wellbeing of all University staff and students.
- 1.5 The Fraudulent Applications procedures are in place to ensure that applicants who deliberately attempt to mislead the University or omit important information understand the implications their actions may have.
- 1.6 Recognition of Prior Learning (RPL) and Credit Transfer relate to the admission of students who do not meet the usual entry requirements specified for a course of study.

2. Key responsibilities

- 2.1 The Admissions & Enrolment Manager is responsible for the oversight and implementation of this policy.
- 2.2 The Student Recruitment Operational Group (SROG) is responsible for recommending the approval of any changes to this policy to Academic Board.
- 2.3 The Admissions & Enrolment Manager is responsible for delivering regular and targeted training to the admissions team to ensure that this policy is implemented in a fair and consistent way, in line with the University's strategic aims and objectives.
- 2.4 This policy will be reviewed regularly by the Admissions & Enrolment Manager. Where necessary, this policy will be reviewed more frequently following significant changes affecting Higher Education admissions in the national and international landscape.
- 2.5 Under this policy and associated procedures any University role or officeholder may act through their appointed nominee.

3. Admissions principles

- 3.1 The University's admissions principles align to the Quality Assurance Agency's Quality Code for Higher Education (2018) Admissions, Recruitment and Widening Access advice and guidance¹ and are guided by the admissions policies good practice resources made available by UCAS².
- 3.2 The University aims to recruit students:
 - From a wide range of backgrounds who demonstrate the potential and motivation to succeed on our courses.
 - Who will benefit from studying on a course of study at the University and will enhance the existing community.
 - Who will contribute to the skills of the working age population to support the

¹ <https://www.qaa.ac.uk/the-quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

² <https://www.ucas.com/providers/help-and-support/good-practice/admissions-policies>

economic growth of the locality and region, sector and occupations that we support.

- 3.3 Applications will be assessed in a holistic way using the entirety of the application to determine the suitability of an applicant to their chosen course of study. Each application will be considered on its own merit and will be assessed against the stated entry requirements of the course.
- 3.4 Applications to apprenticeship courses require an assessment of both the suitability of the level of the course and whether the course is suited to the applicant's role in employment.
- 3.5 When an applicant has not achieved the required results as stated in their offer, we will assess the application and if there is sufficient evidence to demonstrate that the student is eligible, the course is at the right level and they will also be successful on the course, and if the course is not full, their place will be confirmed. Alternatively, the University may offer an alternative course.
- 3.6 The University ensures that applications are assessed fairly and are afforded equal consideration. No applicant will be treated more or less favourably based upon their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation or any other basis that cannot be shown to be properly justifiable.
- 3.7 Information provision to applicants will be consistent, transparent and open across multiple channels. The main channels for this provision are:
- University website
 - University prospectus (hard copy)
 - UCAS provider and courses pages viewable through the UCAS Course Search function
 - University Open Days
 - University materials and publications for employers and apprentice applicants
- 3.8 The University is committed to ensuring that all communications with applicants are conducted in a courteous, respectful and professional manner. We are committed to ensuring the provision of timely decisions and responses.

4 Application process

a) Undergraduate Courses

- 4.1 Applications to all of the University's **undergraduate courses** are made through UCAS or application form. Further information on how and when to apply can be found at: www.ucas.com.
- Applications received to the University's undergraduate courses will undergo an initial assessment by trained admissions staff and, where necessary, in consultation with the Course Leader. Where there is insufficient information provided in the application to make an accurate assessment, applicants will be sent a further information request.
 - Applicants who are not applying to courses that require further selection measures will be notified of the final outcome of their application by email and / or through the UCAS Hub.
 - Where applicable, applicants who are required to undergo further selection measures (e.g., interview) will be contacted by email and invited to the next stage of the selection process.
 - Following any further stages of selection, a final decision will be processed through UCAS Hub and applicants will be notified by email as appropriate.

b) Postgraduate Courses

- 4.2 Applications for the **postgraduate courses** are made through the University's online application form, available at: <https://apply.aecc.ac.uk/>.
- Applications received to the University's Postgraduate courses will undergo an initial screening by trained admissions staff. Where an applicant doesn't meet the minimum entry requirements of the course they have applied to, they will be contacted by email to inform them that their application cannot be considered further and is unsuccessful.
 - Applications that are able to be considered further will be sent to the Course Leaders for their decision.
 - Following the Course Leader's decision, applicants will be contacted by email informing them of the outcome of their application.

- Where applicable, applicants who are required to undergo further selection measures (e.g. interview) will be contacted by email and invited to the next stage of the selection process.
- Following any further stages of selection, a final decision will be processed and applicants will be notified by email.
- The Head of School will oversee any rejections before a formal rejection is issued.
- Any applicant who is rejected after interview should be offered an alternative course if the Course Leader and Head of School are in agreement.

c) Apprenticeship Courses

- 4.3 Applicants for **apprenticeship courses** can only be nominated by their employer. The employer will inform the applicant when to apply via the University's apprenticeship online application form. Links will be provided as part of the employer briefing for their applicants
- 4.4 Applications for apprenticeship courses received via employers are subject to the eligibility criteria for an apprenticeship and the entry requirements for the specific course.
- 4.5 The admissions procedure will require the applicant to meet the following criteria:
- The applicant must have the right to live and work in England and must spend at least 50% of their time as an apprentice living and working in England if their residency is in Scotland Northern Ireland or Wales.
 - They must have a contract of employment to last at least as long as the apprenticeship, including the end point assessment.
 - Through dialogue with the employer and apprentice during the application process we will establish that the proposed apprenticeship course is the right level for the apprentice in their current role.
 - There must be sufficient learning in the apprenticeship programme to exceed 12 months, after any recognition of prior learning and experience has been taken into account. If there is insufficient learning due to their prior learning for the programme to last 12 months the applicant cannot proceed with their apprenticeship.
 - Applicants will be required to provide certification that entry qualifications have equivalency in the UK - specifically English and maths at level 2 and any prior degree or awards that are mandatory entry points. These must be obtained prior to the application process commencing. Guidance will be provided to applicants as part of planning with their employer.

d) Pre-Entry Courses

- 4.6 Applications for pre-entry courses are made through the University's online application form, available at: <https://apply.aecc.ac.uk/>.
- 4.7 Applications received to the University's pre-entry courses will undergo an initial screening by trained admissions staff. Where an applicant doesn't meet the minimum entry requirements of the course they have applied to, they will be contacted by email to inform them that their application cannot be considered further and is unsuccessful.
- 4.8 Applications that are able to be considered further will be sent to the Course Leaders for their decision.
- 4.9 Following the Course Leader's decision, applicants will be contacted by email informing them of the outcome of their application.

5 Applicants/Students/Apprentices with Criminal Convictions Procedures

- 5.1 This procedure applies to all applicants and current students on any of the University's courses of study.
- 5.2 While we do not wish to penalise an ex-offender, the University has a duty of care to its community of students, staff and visitors to ensure that it continues to be a safe place to study, work and visit at all times. As such we reserve the right to refuse admission onto a course of study if there is a

significant risk of danger to our community. The Criminal Convictions Procedures are in place to ensure the safety and wellbeing of all University staff and students.

- 5.3 Some courses of study offered at the University require students to work with vulnerable adults and children and therefore admission onto such courses is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service (DBS) certificate or National Police Certificate for those living outside of the UK.
- 5.4 The procedures will be enacted when an applicant/student has a relevant criminal conviction, either declared or discovered and it has not been spent or filtered under the terms of the Rehabilitation of Offenders Act 1974.
- 5.5 Where students are likely to be engaged in regulated activity (the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)), the safety of those clients must be paramount. Additionally, students admitted to such programmes should be eligible to practise in their chosen professional field once they are qualified.
- 5.6 The Admissions & Enrolment Manager is responsible for initially assessing any declared or discovered criminal convictions. If further assessment is required, a panel will be convened to undertake a risk assessment.
- 5.7 The Admissions & Enrolment Manager is responsible for enforcing the procedures as set out below.
- 5.8 Applicants/students to all courses of study must declare any relevant criminal convictions that are not spent.
- 5.9 For clarity, the following terms are defined as follows:
- **“Spent”**
A criminal conviction can become 'spent' after a period of time. The length of time it takes to become spent is defined by the Rehabilitation of Offenders Act 1974 and depends on the sentence or disposal made by the court following the conviction. Sentences of over four years in prison cannot become spent. Most cautions, reprimands and final warnings become spent immediately, so will not normally be 'unspent'.
 - **“Relevant”**
Relevant offences include one or more of the following:
 - Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
 - Sexual offences, including those listed in the Sexual Offences Act 2003.
 - The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking (drug offences only involving possession are not relevant offences).
 - Offences involving firearms.
 - Offences involving arson.
 - Offences involving terrorism.
- 5.10 If criminal convictions are discovered after the time of enrolment and were deliberately not declared during the admissions process, the University reserves the right to undertake a new risk assessment through a panel meeting and, if necessary, instruct the student to cease their studies with immediate effect.
- 5.11 Where a criminal conviction is declared an applicant/student will be sent an email asking them to provide further information, including details of when the offence(s) took place and their nature, together with a personal reflection statement.
- 5.12 Depending on the nature of any criminal conviction, the University reserves the right to request an independent account of the offence. This could be a pre-sentence report or other statement from legal advisors or probation officer. Failure to reveal any information that is directly relevant to the case will lead to the withdrawal of any offer.
- 5.13 The Academic Registrar and Admissions & Enrolment Manager will initially assess the criminal conviction against the following criteria:
- The nature of the offence(s) and whether it is relevant to the programme of study.

- How long ago the offence(s) took place.
- The potential risk to staff or students at the University, and any potential risk to the University's reputation.
- In the case of more than one offence, whether each was a single offence or it was part of a series of similar offences.

- 5.14 In the case of a criminal conviction where that conviction is likely to have no impact on the University community, an application will be progressed in the normal way.
- 5.15 Where a criminal conviction is deemed to require further assessment, a panel will meet (Academic Registrar, Head of Practice Learning, School Representative, Clinical Safeguarding Officer) to carry out a more detailed risk assessment (Appendix 1) based on the information provided.
- 5.16 If it is deemed that the criminal conviction should not prohibit further progress of an application/student, the application will be progressed in the normal way.
- 5.17 If the result of the panel's meeting is to refuse an application for admission because of a criminal conviction, this will be communicated by the Admissions & Enrolment Manager to the applicant by email.
- 5.18 Any applicant who cannot be considered for a course of study at the University due to their declared or discovered criminal conviction has the right to appeal through the Admissions Complaints and Appeals Policy.
- 5.19 The criminal convictions log will be updated by the Admissions & Enrolment Manger.
- 5.20 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/student's full consent has been given. In accordance with Section 124 of the Police Act 1997, disclosure information is only passed to university officeholders who are authorised to receive it in the course of their duties. We maintain a record of all those to whom DBS certificate information has been revealed and recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it. The University will ensure that all current DBS counter-signatories are fully trained and that any changes in the composition of our counter-signatory list is notified in writing to DBS Customer Services in line with the guidance given.
- 5.21 Disclosure information is never kept on an applicant's/student's file and is always kept separately and securely as an encrypted file with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- 5.22 Once an application decision has been made, we do not keep DBS certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep DBS certificate information for longer than six months, we will consult the DBS and inform the applicant before doing so. Final outcome documentation relating to a risk assessment will be retained for the duration of the student's study as part of their core student record but stored confidentially on the Student Record System. Documentation relating to unsuccessful applicants will be kept for one year, after which it will be destroyed in accordance with the Data Protection Act 2018.
- 5.23 Once the retention period has elapsed, we will ensure that any DBS certificate is immediately and suitably destroyed by secure means, i.e., by shredding or the secure deletion of encrypted electronic files. While awaiting destruction, certificates will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the names of the subject, the type of certificate requested, the role for which the certificate was requested, the unique reference number of the certificate and the details of the application decision taken.

6 Fraudulent applications procedure

- 6.1 Applicants to all of University courses are expected to submit accurate and honest information

throughout their application form(s) in line with the declarations made before the submission of their application, either through UCAS or our online application form.

6.2 The University defines Plagiarism and Fraud in the following ways:

- Plagiarism: The unacknowledged inclusion of material derived from the published or unpublished work of another person, intentionally or unintentionally. Most commonly, this will be from the internet, books or journals.
- Fraud: The deliberate attempt to deceive the institution into believing information given is true when in fact it is not. It is also the deliberate omission of important information with the aim of misleading the institution. Most commonly this will include false or omitted information about qualifications/work experience that would have an influence on the assessment of an application and its fee status.

6.3 In cases of suspected plagiarised applications, UCAS will notify the University through its Verification Unit. In this case the University reserves the right to investigate further and ask applicants for further information.

6.4 If it is discovered that an applicant has deliberately supplied false information or omitted information which would have been important in the assessment of their application, the University reserves the right to withdraw/cancel that application and retract any offer that has been made.

7 UCAS applications

7.1 Where UCAS alert the University that a personal statement is suspected to be plagiarised, applicants will be contacted immediately and asked to provide an explanation within 10 working days if they have not already done so. If this explanation is satisfactory, the application will continue to be assessed in the normal way.

7.2 If no further explanation is received within the 10-day period, the application will be cancelled.

7.3 Upon receipt of this information, if it is deemed necessary to refer this case further, the Academic Registrar will decide whether or not the application can continue to be considered or whether it should be rejected. In making this decision, the Academic Registrar will take the following into account;

- Whether any fitness to practice issues are present.
- The extent of the alleged plagiarism.
- The intent of the alleged plagiarism.
- Consistency and fairness of decision-making across previous similar cases of plagiarism.

7.4 If the Academic Registrar decides the application should be cancelled, the applicant will be notified by email and will be informed of the Admissions Complaints and Appeals Policy. A copy of this email will be stored on the applicants' record. The Admissions & Enrolment Manger will update the Fraudulent Applications log.

8 Direct applications

8.1 Applications to postgraduate programmes and some undergraduate programmes are made directly to the University.

8.2 Electronic copies of all supporting documents, such as transcripts and degree certificates, are required as part of the direct application process. These are checked by admissions staff for signs of fraud. The University reserves the right to ask applicants to provide paper copies of supporting documents if required.

8.3 All cases of suspected fraud will be referred to the Academic Registrar.

8.4 Whilst any cases of potential fraud are being investigated, the University will not enter into any forms of correspondence with the applicant.

8.5 The process of investigation may vary according to the nature of the suspected fraud. However, it may include:

- Requesting the applicant provide further information to verify their application.

- Requesting certified copies of supporting documents if not already received.
- Seeking confirmation from a third party, such as an awarding institution, to confirm the applicant's grades or attendance.
- Contacting the referee to confirm information provided or to check authenticity of the statement or referee.

8.6 Following investigation, if parts of the application cannot be verified, the applicant should be informed in writing and given the opportunity to provide further supporting information. The applicant should be given 10 working days to respond to this request.

8.7 If no response is received by the end of the 10 working-day period, the application will be automatically cancelled and the applicant will be informed of this outcome through email by the Admissions & Enrolment Manager.

8.8 If a response is received within the 10 working-day period, the Admissions & Enrolment Manager will review the information provided. If the decision is that there is no case to be answered, this will be communicated to the applicant by email and the application will be considered against the standard admissions criteria.

8.9 Upon completion of the investigation, if there is evidence to suggest that the application contains fraudulent information, the application will be cancelled. The applicant will be informed of this outcome through email by the Admissions & Enrolment Manager .

8.10 The Admissions & Enrolment Manager will update the Fraudulent Applications log.

8.11 If, after enrolling onto a course of study it is discovered that a student had deliberately omitted, or supplied false information during the admissions process the University reserves the right to enact disciplinary procedures as set out in the Student Disciplinary Policy and Procedures for all students enrolled on courses leading to University Awards. These may lead to the student being withdrawn from their course of study.

9 Recognition of Prior Learning (RPL)

9.1 The University is committed to the principle that appropriate learning, wherever it occurs, and provided it can be assessed, may be recognised for academic credit towards a University award. All genuine learning, however acquired, is deserving of credit towards an award provided that:

- it can be clearly identified and described;
- its relevance and currency can be evidenced and assessed in relation to approved intended learning outcomes (ILOs);
- it is at the same level and is appropriate to the subject of the exemptions sought.

9.2 **RPL - Recognition of Prior Learning** – a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through the knowledge, understanding or skills that they already possess and so do not need to develop these through a course of learning. This can take one of two forms:

- *Recognition of prior certificated learning (RPCL)* is the process for assessing and awarding credit for learning that has been previously accredited or certificated through a training provider but has not led to an award which is defined in the UK's Quality Assurance Agency (QAA) Quality Code Advice and Guidance on Assessment³, and which has outcomes which can be mapped against the outcomes of the receiving programme;
- *Recognition of prior experiential learning (RPEL)* is the process for assessing and awarding credit for learning that has been achieved through experience and/or training that has not been certificated or formally assessed. It is the identification and demonstration of this learning within an academic framework that leads to credit. Evidence of learning must be valid and reliable.

9.3 **Credit transfer** - the process of recognising/transferring the credit and/or qualification, achieved by a student/applicant on an award which is defined in the UK's QAA Quality Code Higher Education Credit Framework for England: Advice on Academic Credit Arrangements⁴, against another programme.

³ <https://www.qaa.ac.uk/en/the-quality-code/advice-and-guidance/assessment>

⁴ <https://www.qaa.ac.uk/the-quality-code/higher-education-credit-framework-for-england>

- 9.4 The Admissions & Enrolment Manager acts as the point of contact for all RPL and credit transfer queries, including initial queries from applicants considering submitting an RPL or credit transfer request. The Admissions & Enrolment Manager will advise these applicants on their options, the processes involved and the required supporting evidence to support their claim, signposting the applicant to the relevant Course Leader or Course Administrator for more detailed advice as necessary.
- 9.5 RPL / credit transfer applications will normally only be considered once an applicant has accepted an offer to study on their chosen course. Applicants are normally expected to apply for RPL / credit transfer prior to admission of their course.
- 9.6 The Course Leader or nominee has the primary responsibility for considering RPL and credit transfer claims and making a decision on their validity.
- 9.7 The relevant Course Administrator will deal with enquiries and manage the process if a student exceptionally applies for RPL / credit transfer after the point of admission.
- 9.8 **Limits to RPL** - In order to ensure the integrity of the University's courses, varied limits are set on the total amount of RPL credit/credit transfer allowed for entry.
- 9.9 **Apprenticeship courses** RPL/RPEL consideration for apprenticeship courses meets the requirements as set out in the relevant Apprenticeship Standard and in accordance with the current Education & Skills Funding Agency (ESFA) funding rules.
- 9.10 **Undergraduate courses**
The maximum volumes of credit for all RPL/credit transfer transactions involving undergraduate courses other than integrated masters are as follows:
- For Certificate of Higher Education, Diploma of Higher Education, Foundation Degree and Diploma in Professional Studies/Professional Practice awards, credit based on RPCL/credit transfer **should not exceed half of the credits** for the award for which the student is registered.
 - For Certificate of Higher Education, Diploma of Higher Education, Foundation Degree and Diploma in Professional Studies/Professional Practice awards, credit based on RPEL **should not exceed on third of the credits** for the award for which the student is registered
 - For Bachelor awards credit based on RPCL/credit transfer **should not exceed two thirds of the credits** for the award for which the student is registered.
 - For Bachelor awards credit based on RPEL **should not exceed one third of the credits** for the award for which a student is registered.
 - The combination of credit based on RPCL/credit transfer and RPEL must not exceed the stated limits for each individual category above and must total no more than the maximum limit stated for RPCL/credit transfer.
 - RPCL, RPEL and credit transfer can only be applied to whole units and not to the specific content or assessment of a course.
- 9.11 **Integrated Masters courses**
The maximum volumes of credit for all RPL/credit transfer transactions involving Integrated Masters programmes are as follows:
- Credit based on RPCL/credit transfer **should not exceed 240 credits** for the award.
 - Credit based on RPEL **should not exceed 120 credits** for the award for which a student is registered.
 - A combination of credit based on RPCL/credit transfer and RPEL must not exceed the stated limits for each individual category above and must total no more than the maximum limit stated for RPCL/credit transfer.
 - Credit will normally be for whole levels of the course and not individual units.

- Notwithstanding the above provisions, the minimum time a student admitted through the University's RPL procedures to an Integrated Masters course shall be enrolled on that course shall be two academic years of full-time study.
- RPCL, RPEL and credit transfer can only be applied to whole units and not to the specific content or assessment of a course.

9.12 **Postgraduate taught courses**

The maximum volumes of credit for all RPL/credit transfer transactions involving postgraduate taught programmes are as follows:

- Credit based on RPCL/credit transfer **should not exceed one half of the credits** for the award for which the student is registered.
- Credit based on RPEL **should not exceed one third of the credits** for the award for which a student is registered.
- A combination of credit based on RPCL/credit transfer and RPEL must not exceed the stated limits for each individual category above and must total no more than the maximum limit stated for RPCL/ credit transfer.
- RPCL, RPEL and credit transfer can only be applied to whole units and not to the specific content or assessment of a course.

9.12 These limits may be subject to restrictions by relevant PSRBs or for certain course elements identified at course consideration. Where this applies this will be recorded in the relevant Course Specification.

9.13 To be eligible for recognition and accreditation, prior learning shall normally have been completed no more than five years prior to the enrolment date for the intended programme.

9.14 **Provision of Evidence**

For RPL or credit transfer to be agreed, both the validity and authenticity of the evidence presented must be verified.

9.15 The requirements set out in the relevant Apprenticeship Standard and the current Education & Skills Funding Agency (ESFA) funding rules will be applied for consideration of evidence in application to Apprenticeship course.

9.16 The evidence for RPL decisions for non-apprenticeship courses must be linked to the ILOs of the relevant University course and must be at an appropriate level and of an appropriate volume.

9.17 **Evidence requirements**

For certificated learning/credit transfer, sufficiently detailed documentation must be provided so the range and level of learning and attainment can be assessed for both scope and level, and mapped against the exemptions sought. The evidence required is likely to include, but is not limited to:

- the original award certificate;
- transcript (or equivalent);
- programme specification;
- unit specifications;
- programme handbook;
- detailed syllabus.

9.18 Evidence for RPEL applications will normally take the form of a portfolio of evidence. The evidence must clearly identify where the ILOs of unit(s) or level(s) have been met and demonstrated in order to claim credit. In addition, evidence must be presented to demonstrate the learning that has taken place, and not simply the experience that has been acquired by the applicant. Acceptable evidence may include, but is not limited to:

- a logbook maintained as part of a programme, company training scheme or for a professional body;
- job descriptions;
- supervisors' or employers' reports;
- a portfolio of work done in a training position including the learning from this work;
- letter from the current line-manager or employer.

- 9.19 It is the applicant's responsibility to collate, provide and present the evidence to enable the University to assess the RPL/credit transfer application. All evidence must be provided in English. If translation from another language is required, the translation must be prepared by a registered translator, together with the translator/translation company's contact details. It is the student's responsibility to meet any costs associated with the provision of evidence.
- 9.20 All submitted evidence from the applicant and a full record of the RPL/credit transfer decision-making process, should be held on the applicant's file.
- 9.21 The University uses the relevant RPL assessment form to record RPL claims. This form provides the formal record of the decision made (Appendix 2).
- 9.22 Award of RPL/credit transfer credits is presented at the next appropriate Assessment Board.
- 9.23 The RPL/credit transfer process does not award grades or marks – only credit.
- 9.24 Where RPL credits have been used for an award, these credits cannot be used again for a subsequent award at the same level.

10 Applicants with disabilities and additional support needs

- 10.1 The University welcomes applications from students and apprentices with disabilities and additional support needs.
- 10.2 Disability is defined in the UK under the Equality Act 2010 as 'an individual who has a physical or mental impairment that has a substantial and long-term negative effect on their ability to do normal daily activities.' Further information about the UK definition of disability can be found at: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.
- 10.3 The University encourages all applicants who have a disability or any additional support needs to declare these at the point of application so that where possible, provisions can be made.
- 10.4 Consideration of listed disabilities and additional support needs and the potential requisite adjustments needed will be independent of an applicant's academic suitability to their chosen course and will take place after the admissions decision has been processed.
- 10.5 If there are any concerns or barriers relating to fitness to practise requirements we will contact students at the applicant stage to explore their options and, if necessary, assist them to find a suitable alternative course of study.
- 10.6 More information can be found in the University's Equality, Diversity and Inclusion Policy.

11 English language proficiency

- 11.1 All of the courses of study at the University are taught in the medium of English. As such applicants are required to demonstrate their proficiency in the English language through a suitable qualification, including the following components; Speaking, Listening, Writing and Reading. Further information about the University's English Language entry requirements can be found on each course entry requirements webpage.
- 11.2 In addition to the University's own English language requirements as set out in paragraph 11.1 above, as a Home Office approved Student Sponsor Licence holder, the University must ensure that all students seeking admission meet the UK Visa and Immigration's (UKVI) minimum English language requirements: a) For qualifications at RQF level 6 (undergraduate degree level) or above this must be at a minimum of level B2 on the Common European Framework of Reference for Languages (CEFR) in each of the four components of language learning (reading, writing, listening, speaking). English qualifications accepted are detailed on our English Language page on the website.
- 11.3 Applicants to apprenticeship courses are required to have a recognised Level 2 English qualification (or equivalent). Evidence in the form of certification will be requested as part of the application process.
- 11.4 Courses delivered through educational partnerships may be delivered and assessed in a language

other than English as determined through the course consideration process. Where a course is delivered and assessed in a language other than English, External Examiners must be fluent in both the language of delivery and assessment and English.

12 Deferred entry

- 12.1 The University is normally able to consider deferred applications for all of its courses. Any requests for deferred entry not made in the original application will need to be submitted in writing to the Admissions Team at: admissions@aecc.ac.uk.
- 12.2 Deferral of a place will normally be for one year only. Applicants wishing to defer their offer of a place for more than one year will be required to submit a new application.
- 12.3 Applicants who applied for deferred entry must meet any conditions of an offer by the end of application cycle in which they apply and this will be made clear to applicants in offer emails.

13 Applicants requiring a Student visa to study in the United Kingdom

- 13.1 The University holds a Student Sponsor Licence and can offer immigration sponsorship to applicants who require a Student visa to study in the United Kingdom.
- 13.2 The University aims to process Confirmation of Acceptance for Studies (CAS) statements for applicants who hold, and have accepted as their firm choice, an offer from us as quickly as possible but by no earlier than three months before the scheduled start of the course of study.
- 13.3 Where an applicant is not able to demonstrate that they meet all of the requirements of UK Visas and Immigration (UKVI) for a successful visa application, the University reserves the right to refuse admission.
- 13.4 In order to comply with its sponsor duties, the University will ensure that any late arrivals/non- enrollers are reported to the UKVI. Any changes to a sponsored student's enrolment status will also be reported to the UKVI.
- 13.5 The University does not sponsor students under the Student Route for any of its part-time postgraduate courses.
- 13.6 The University is not legally obliged to issue a CAS statement and will always exercise caution when doing so, and may request additional checks to ensure adherence to its obligations as a licensed sponsor.
- 13.7 The issue of a CAS by the University does not necessarily mean that an applicant or students' application for a Student visa will be successful. The University shall not be liable if any Student visa applications are refused by UKVI.
- 13.8 Any applicant or student with a visa refusal must provide all pages of their Home Office refusal notice to the University at: studentvisas@aecc.ac.uk.

14 Access and Participation

- 14.1 The University aims to conduct its admissions service based on the principles outlined in Section 3.
- 14.2 The University uses the following contextual data indicators when considering undergraduate applications:
- POLAR 4 Quintiles 1 and 2
 - Index of Multiple Deprivation Quintiles 1 and 2
 - Care Leaver
 - Declared disability or long-term health condition
 - Free School Meals
- 14.3 All applicants meeting the standard entry requirements with one or more of these indicators will be offered an interview, where interviews are a part of the selection process.

- 14.4 Where an applicant has one or more of these indicators, and they meet the standard entry requirements, we:
- may make an offer 2 grades below the standard entry criteria;
 - make an unconditional offer based on an interview or academic profile, or make an alternative offer, for example a Foundation Year; make an offer even if the standard entry criteria have not been met, by taking account of work or life experience and other aspects of the application;
 - will consider grades achieved against the offer and if the entry conditions have not been met, reassess the applicant's circumstances to see if they can be accepted with the grades achieved or make an alternative offer.

15 Significant Changes to Courses or Unforeseen Admissions Scenarios

- 15.1 Where there are significant changes to a course these will be communicated at the earliest opportunity to applicants by email, informing them of the options available to them.
- 15.2 Where applicants do not wish to continue with their application to the changed course or where it is not possible to do so, we will provide support to applicants in helping them find a place on a suitable alternative course of study. Significant changes may include:
- Substantial changes to the content or structure of the course.
 - Changes to the status of the course; for example, where a course passes validation or gains accreditation from a professional body or organisation.
 - A course of study being discontinued.
- 15.3 In the unlikely event that the University is unable to honour all the offers it makes to applicants who meet their offer conditions, for example where a higher than anticipated number of applicants apply, the University will do the following as a minimum:
- Communicate at the earliest opportunity with offer holders explaining the situation.
 - Provide alternative course options (where possible).
 - Defer their place to the following academic year.

16 Certifying Documents Procedure

- 16.1 The University aims to assist all students to fully enrol. We would expect every effort to be made to attend enrolment in person, however, for online and some postgraduate courses in particular, it may not be possible for the applicant to attend and therefore provide their certificate/s and photo ID. If a student has extenuating circumstances and are unable to provide certificate/s and photo ID in person to the University they should inform admissions@aecc.ac.uk.
- 16.2 A Certifying Documents for Admissions Purposes Form (Appendix 3) will be sent to those that cannot attend in-person enrolment.

17 Communications

- 17.1 The University aims to keep applicants informed about the progress of their application throughout the entirety of the application process. We are committed to ensuring this is done in a timely, respectful and courteous manner.
- 17.2 Applicants will normally be contacted through the email address given in their application form. Occasionally we may need to contact applicants by telephone or post.

18 Enrolment

- 18.1 Enrolment procedures are the same for undergraduate students and taught postgraduate students.
- 18.2 New entrants are sent a welcome email with details about where and when their first session at the University will take place and how to enrol on their course. The first step is to complete Online Registration (OLR).
- 18.3 New students should arrive on campus as detailed in their welcome email. If enrolling face to face they will be required to bring the following:

- Photographic ID
- Qualifications
- Proof of Visa status (if appropriate)
- DBS and Occupational Health checks (if needed).

Admissions and immigration staff will check these documents at enrolment and full registration will only be confirmed once all necessary checks have been completed.

18.4 Student ID cards will only be issued to students who have completed enrolment.

18.5 Incomplete Enrolment

Unless agreed by exception, a new student must be fully enrolled four weeks from the start date of the course. Admissions are responsible for contacting students who are still to fully enrol and will advise them of the necessary steps outstanding. Students who do not complete enrolment are at risk of being withdrawn from their course. Extensions to enrolment are made with the agreement of the Academic Registrar and Course Leaders.

18.6 Late Enrolment

Where possible new students should always attend the main enrolment session as advised in their welcome email. If this is not possible, students should make alternative arrangements with the Admissions & Enrolment Manager and UKVI Compliance Manager (if on a student visa).

18.7 Continuation Enrolment

All continuing students must re-enrol online at least annually and will be contacted to do so by email following a successful progression outcome of an assessment board. Re-enrolment must be completed within four weeks from the start of the next stage of the course.

19 Complaints and appeals

19.1 The University strives to achieve the aims as stated earlier in this policy, however we acknowledge that on occasion applicants may wish to raise a formal complaint about their experience or make an appeal against the decision provided on their application. In this instance applicants are directed to the University's Admissions Complaints and Appeals Policy.

20 Data Protection

20.1 Application and enrolment data forms part of the student record for applicants who enrol onto one of the University's courses. Personal Data of applicants who are unsuccessful is deleted one year after the academic year in which they applied in. Personal data of applicants who defer their application to the following year / intake of a course are retained for a further year. Personal data of successful applicants are retained for the duration of the student's course of study at the University plus 6 years.

20.2 All information collected under the requirements of this policy/procedure will be processed in accordance with the Data Protection Act 2018. For further information please refer to the Student Privacy Notice. Data used for internal monitoring and reporting to relevant committees will be anonymised.

Appendixes:

Appendix 1 – Criminal Conviction Risk Assessment

Appendix 2 – RPL Request Form

Appendix 3 - Apprenticeship RPL/RPEL Form

Appendix 4 – Certifying Documents for Admissions Purposes Form

Appendix 5 – Certifying Documents for Apprenticeship Admissions Form

Criminal Convictions and Fraudulent Applications Log

Version:	5.1
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Approved by:	Academic Board
Originator/Author	Admissions & Enrolment Manager
Policy Owner	Admissions & Enrolment Manager
Reference/ source	Internal, Bournemouth University, London School of Economics, University of Bristol, University of Edinburgh, University of Southampton, University of Reading, QAA, UKCISA, UCAS, DBS, UKVI, University of Surrey
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