

## **ACADEMIC ADMISSIONS HIGHER EDUCATION**

### **1. Policy Statement**

- 1.1. This policy applies to all applicants for higher education programmes at Bishop Burton College for which validating institutions grant devolved admissions.

### **2. Definitions**

#### **Applicant**

Anyone who has completed an application for a place on a higher education programme at the college.

#### **Underrepresented Group**

Those students identified as underrepresented in higher education and therefore a focus for access strategies as outlined within the college annually approved and published Access and Participation Plan.

### **3. Aim**

- 3.1. To provide a transparent process, which evidences fairness, reliability and inclusivity to ensure that all applicants and potential applicants are treated fairly and consistently and are accepted for programmes based on their ability to meet the required standards for the programme.

### **4. Objectives**

- 4.1. To operate and monitor an effective admission process
- 4.2. To provide suitable advice and guidance by suitably qualified admissions and academic staff to inform the potential applicants decisions.
- 4.3. To provide accurate, reliable information during recruitment and widening participation activities.
- 4.4. To have in place a robust and consistent Risk Assessment Process to plan support for students.
- 4.5. To provide clear communication throughout the enquiry, application, post offer and pre-enrolment process
- 4.6. To have a clear procedure in place which also outlines how admissions appeals and complaints can be made.
- 4.7. To review and evaluate annually the student experience prior to programme entry.
- 4.8. To support implementation of the policy through an appropriate operating procedure.

## 5. Entry Criteria

College entry criteria is published in the validation documents for all programmes and in the college prospectus. Standard entry requirements are

### 2020-21 Onwards

- HNC/HE Certificate 48 UCAS points C/4 English Language
- FD 80 UCAS points + GCSE C/4 English Language
- BSc 104 UCAS points+ GCSE C/4 English Language
- MSc 2:2 in a relevant subject
- Life experience of mature students will be taken into account when considering applications. The successful completion of an entry task may be required when considering applications without the required formal entry qualifications.
- Advanced entry may be possible due to prior experience or certificated learning, applicants will be invited to complete the recognition of prior learning approval process.

Students may be invited for interview in order to provide effective information and guidance or for non- standard entry. In such cases, a telephone interview may be arranged if attendance would be problematic. Some programmes may require additional proficiency where there is practical application such as riding proficiency for programmes including equitation, this information is clear on all programme marketing materials.

### International Students

#### Must meet all entry requirements as detailed and in addition:

If first language is not English, or a Tier 4 student visa to study is required and GCSE grade C English or equivalent is not held, English language proficiency level such as International English Language Testing System (IELTS) 6.0 overall (with a minimum 5.5 in each skill) will need evidencing.

Applicants must also provide details necessary for the college to arrange a student visa (full details can be found on the college website).

## 6. Implementation

- 6.1. The Director of Management Information Systems (MIS) is responsible for ensuring that the applications and interview procedures are implemented appropriately and in line with this policy and accompanying operating procedure.
- 6.2. A member of the Life Skills team will contact students disclosing any additional support needs at application.
- 6.3. Assistant Principal Higher Education will work with HE Academic Leads to ensure that Programme Leaders are suitably trained and clear on their responsibilities as admissions tutors.
- 6.4. Deputy Principal Curriculum and Quality will hear admission appeals.

## 7. Appeals

- 7.1. Students may appeal against decisions made as part of this Policy.
- 7.2. Appeals will only be considered where the Policy has not been followed correctly.
- 7.3. Appeals should be made in writing to the Deputy Principal Curriculum and Quality within 7 working days of the date of the decision. The grounds for the appeal should be clearly set out. An appeal hearing will be arranged within 10 working days. Notification of the outcome of the appeal will be communicated within 5 working days unless there are exceptional circumstances

## 8. Method of Monitoring

- 8.1. Student survey at entry on their pre-entry experience
- 8.2. Review of student characteristics data for admissions at EDI committee
- 8.3. This policy will be monitored through the College's regular audit arrangements in line with the schedule in place from time to time

**Authorship:** Assistant Principal Higher Education

**Date:** May 2023

**Reviewing Officers:** Deputy Principal Curriculum and Quality  
Director of MIS

*This document is available in a variety of formats. Student Services or main reception will supply guidance on the range*

## Policy Approval

Approval By <b>Corporation</b>
<b>Date:</b> 11 July 2023