

# ADMISSIONS POLICY

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## **Policy control**

### **1. Purpose**

## **2.2 Collection of Data, Contextual Data and Statistical monitoring**

The data that you provide as part of the admissions process will form the basis of your student record should you register with the University. We will also use this information as a basis to award our scholarships and bursaries.

Your data will be held and be used for monitoring purposes.

Data on applicants with disabilities and applicants who have been in local authority care will be review

Applicants progressing from international linked institutions should apply through their institution.

Applications for courses at a recognised partner institution may be made directly to the partner institution.

If you are not a native English speaker you may be invited to attend a core programme of English language communication skills.

We will review the entry criteria for each course prior to the start of the admissions cycle. We may change the entry criteria subject to the approval of Academic Board.

The Research Graduate School and academic staff in faculties jointly process applications for research degree programmes, including professional doctorates, and make an assessment of the extent to which the applicant meets the course entry requirements. If you are applying via the Research Graduate School this policy should be read in conjunction with Section 4 of the Academic Regulations. The Academic Regulations can be found [here](#)

the issuance of CASs (see



### **3.3.8 Gender Identity**

The University is committed to ensuring that no prospective student is treated less favourably





a valid certificate provided at registration. You are responsible for providing evidence of your academic achievement.

During Clearing we are only able to make unconditional offers via UCAS. Any offer made during Clearing will be subject to satisfactory confirmation of grades achieved. We will provide you with a deadline for acceptance of a Clearing offer in our offer communication.

### **3.5.2 Direct Applications**

If you apply directly to the University we will send you your offer directly. Your offer correspondence will communicate the conditions of your offer.

Information will also be provided on the process for accepting the offer, a timeframe for responding to your offer if appropriate, and making any tuition fee deposit required.

The terms and conditions will be attached to the offer, including any policies and regulations, which form part of the contract of acceptance that you enter into when the place is accepted.

You are expected to meet the conditions of your offer by the date specified in your offer correspondence or, in the absence of a specified date, prior to receiving a CAS or, if you do not require a CAS, by the start of the registration period.

By accepting our offer of a place you are also accepting the terms and conditions of the university, including acceptance of the tuition fee policy, which is available on the website <https://www.beds.ac.uk/howtoapply/money/policy>.

Once you accept your offer you will have 14 days to cancel your acceptance. You should do this in writing to the relevant Admissions Office.

If you are studying towards qualifications that are included in your offer, you will need to provide us with your results in order to obtain an unconditional offer. All of your results must be provided from an official source or a valid certificate provided at registration. You are responsible for providing evidence of your academic achievement.

### **3.5.3 Unsuccessful decision**

If you are unsuccessful in your application we will aim to notify you of the reason at the point we confirm our decision to you. The process for obtaining feedback is in section 7.1 of this policy.

### **3.5.4 Applications for Advanced Standing (where Recognition of Prior Learning may be considered)**

Recognition of Prior Learning (RPL) is a term used to describe the process by which higher education providers assess and award credit for learning that has taken place before entry onto a course. We consider applicants who wish to gain Recognition of Prior Learning (RPL) for;

Credit transfer - the transfer of credits or a qualification that has been awarded by another UK higher education awarding body to contribute to a University of Bedfordshire course.

Recognition of prior certificated learning - the evaluation and formal acknowledgement of learning gained through professional development or employer-based awards that have not already led to the award of credit or qualifications positioned on the Framework for Higher Education Qualifications (FHEQ). Certified learning recognised through this process may include the achievement of credit and/or outcomes awarded outside the context of the FHEQ but approved through evaluation by subject-expert staff, to be equivalent to a specified volume and level of FHEQ credit.

Recognition of prior experiential learning - the process of identification, evaluation and formal acknowledgement of the learning gained through informal or non-formal experiences, but not the assessment of the experience itself. Experiential learning recognised through this process may include work-based learning that is not assessed within the context of an approved University unit (and associated assessment strategy.)

We will consider claims for RPL (RCL or REL) for entry to our taught provision. Some of our courses do not allow RPL and this will be confirmed in the applicable Course Specification document. This document is available on the course pages on our website.

If you are an applicant to an apprenticeship course please refer to Appendix 2 - Application of Recognition of Prior Learning for Apprenticeship Programmes.

We consider applications for credit transfer where the applicant has been awarded credits of qualifications by a UK higher education degree-awarding or equivalent body in accordance with the FHEQ. We determine the credit status in terms of outcomes, volume and level of an

RPL claims can only be made against complete units, or levels of study and are subject to the maximum amounts of credit allowed as set out in Section Three (A) 3. Recognition of prior learning (RPL) in the Academic Regulations - <https://www.beds.ac.uk/about-us/our-governance/academic-regulations>

The relevant Admissions Office will request supporting information on the credits that you have achieved or are working towards. The learning outcomes demonstrated must be consistent with the unit/s and course to which RPL is to be applied.

The relevant Admissions Office will request supporting information on the credits that you have achieved or are working towards. You must submit your claim for assessment in English. If your supporting evidence is submitted in another language, you must provide an accompanying authenticated translation in English. You will be responsible for all costs associated with translation and authentication.

If you are applying for a degree apprenticeship, you will undergo a mandatory skills gap analysis that will assess your prior learning, both certificated and non-certificated as part of our admissions process. We do not apply our academic regulations on RPL to learners. Applications for study at partner institutions on the basis of RPL will be considered, and the Account Manager will be responsible for submitting applications to the Faculty RPL coordinator.

We will apply a time limit when evaluating the currency of prior learning. We will use, as a guide, the maximum periods of registration we allow, course learning outcomes and any specific professional, statutory and regulatory body (PSRB) requirements.

We do not allocate a final grade or mark to any RPL credit we recognise, but credit awarded through RPL will be recorded on your transcript. This will show as a pass in the overall unit result.

If we have awarded RPL credit, you cannot re-use this credit to contribute to a further University award.

The decision on whether to allow the credit transfer will be communicated to you prior to, or at the point of offer, in writing. Where the outcomes, volume and level of your previous credits are not considered appropriate, and if you do not meet the entry requirements, you may be made an alternative offer.

## **4. Results Checking and Confirmation**

### **4.1 Qualification Verification**

During registration we may re

#### **4.2 Right to Refuse Registration**

We reserve the right to refuse to register you if you cannot prove that you are qualified for entry.

We recognise that there are circumstances outside of your control that mean that you may not be able to provide evidence of your qualifications. In this instance you should confirm the reasons to the Admissions Office where, in consultation with the relevant Faculty, a decision will be taken on your registration.

Applicants who are suspected or found to be providing fraudulent qualifications will be subject to the procedure outlined in the Academic Discipline Policy  
<https://www.beds.ac.uk/media/240434/academic-discipline>

For franchised courses delivered by UK partners, the application process is managed by the partner.

For validated courses delivered by international and UK partners, the application process is managed by the partner. In carrying out shortlisting of applicants the partner ensures that you meet the entry criteria and provide all supporting evidence i.e. qualifications and identification. Once shortlisting is complete, the partner provides a full list of new and

Manager. Once populated, the partner provides the spreadsheet to the Account Manager. For courses delivered at Study Centres, you apply directly to the partner using the University of Bedfordshire application form and section 3.5.2 of the Admissions Policy applies.

For research degrees at partner institutions, the Research Graduate School will process admissions in collaboration with the Partner Programme Team.

Where it is necessary for the admissions process for an individual partnership to deviate from this policy in between the point of institutional approval and review, the revisions will be agreed through application to the Teaching Quality and Standards Committee (TQSC). Variations to the Admissions Policy will be made to Academic Board.

Some aspects of the admissions processes under this policy, for programmes delivered through collaborative partners, may be delegated to our collaborative partners

Where a collaborative partner is responsible for any aspects of the admissions process the partner ensures that the principles of admissions outlined within this policy are adhered to, that staff involved in the admittance of students to a University award are appropriately trained and that you meet the entry conditions prior to registration with the University.

## **6. Deferments, Change of Course, Withdrawal**

You may not be given permission to defer if you have not met the standard entry requirements.

If your request for deferral is declined you have the right to appeal. You must make your appeal in writing within 5 working days of the decision being communicated to you. Once



If you withdraw, or if your study with the University is terminated and have your registration cancelled, the

The feedback provided to you during the admissions process cannot be used as a basis for an appeal against an admissions decision.

There will be no discrimination against any applicant who requests and receives feedback. If, following receipt of your feedback, you do not consider that the admissions process has been followed, then you are able to make an appeal.

Where the admissions decision is made by a University partner, your request for feedback should be made directly to that partner.

## **7.2 Appeals against admissions decisions**

If you are unsuccessful in your application you may be able to appeal. You can appeal against our decision if there is evidence to suggest that:

- (i) We have not adhered to our own policies and procedures
- (ii) We have not complied with relevant laws
- (iii) We have acted in a biased or prejudicial way in making our decision.

You will have needed to have requested feedback on the outcome of your application prior to making an appeal against the decision.

You cannot submit an appeal made on the grounds of academic judgement.

Our appeals process includes an informal and a formal stage. We expect that most appeals can be resolved amicably by using the informal stage. We recognise that you may wish to move straight to the formal stage of the process.

We seek to

You will be notified of the outcome of the appeal within 15 working days of the submission. Where an appeal is upheld you will be notified of the recommended remedial actions we recommend. Where an appeal is not found you will be given the reasons for this finding. The outcome of the Formal Appeal will be final.

### **7.3 Complaints**

You are able to make a complaint if you are dissatisfied with the service that you have received at any point during the admissions process.

## 9. Glossary

CAS Confirmation of Acceptance for Studies

DBS Disclosure and Barring Service (formerly Criminal Records Bureau)  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

DfE Department for Education <https://www.gov.uk/government/organisations/department-for-education>

ECCTIS -  
qualifications and skills <https://www.ecctis.com/Default.aspx>

HESA Higher Education Statistics Agency <https://www.hesa.ac.uk/>

OFS Office for Students <https://www.officeforstudents.org.uk/>

OFSTED  
<https://www.gov.uk/government/organisations/ofsted>

SLC Student Loans Company <https://www.gov.uk/government/organisations/student-loans-company>

TB certificate Tuberculosis test certificates for visa applicants <https://www.gov.uk/tb-test-visa>

UCAS

## 10. Appendix 1

### RPL process and oversight

#### RPL process

Recognition of Prior Learning (RPL) is a term used to describe the process by which higher education providers assess and award credit for learning that has taken place before entry onto a course.

We consider applicants who wish to gain Recognition of Prior Learning (RPL) for the following;

Credit transfer - the transfer of credits or a qualification that has been awarded by another UK higher education awarding body to contribute to a University of Bedfordshire course.

Recognition of prior certificated learning (RCL) - the evaluation and formal acknowledgement of learning gained through professional development or employer-based awards that has not already led to the award of credit or qualifications positioned on the Framework for Higher Education Qualifications (FHEQ).

Recognition of prior experiential learning (REL) - the process of identification, evaluation and formal acknowledgement of the learning gained through informal or non-formal experiences. Experiential learning recognised through this process may include work-based learning.

We will consider claims for RPL (RCL or REL) for entry for much of our taught provision. Please refer to course information forms on course profiles for information, some of our courses do not allow RPL.

RPL claims can only be made against complete units, or levels of study. They are subject to the maximum amounts of credit allowed as set out in Section Three (A) 3. Recognition of prior learning (RPL) in the Academic Regulations - <https://www.beds.ac.uk/about-us/our-governance/academic-regulations>. This means that we may not award all the RPL credit you apply for.

The relevant Admissions Office will request supporting information on the credits that you have achieved or are working towards. You must submit your claim for assessment in English. If your supporting evidence is submitted in another language, you must provide an accompanying authenticated translation in English. You will be responsible for all costs associated with translation and authentication.

The information that you provide will be shared with the relevant Course Leader and RPL Co-Ordinator in the accepting Faculty, a decision will be made based on this information.

The decision on whether to allow the credit transfer will be communicated to you prior to, or at the point of offer, in writing.

#### RPL oversight

Faculty Executive Deans will appoint a member (s) of academic staff to act as the RPL Coordinator(s) for each Faculty. More than one RPL Coordinator can be approved based on the size and subject range within a Faculty.

The Faculty RPL Coordinator (s) will act as the point of contact between academic and professional services staff in determining the appropriate level and volume of RPL credit to be awarded.



## 11. Appendix 2

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Application





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