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## Bury College Policy and Procedures

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### Higher Education Admissions Policy

Document Control Sheet	
<b>Directorate:</b>	Higher Education & Strategic Partnerships
<b>Manager Responsible:</b>	Tim Robson
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<b>Adopted by the Leadership Team</b>	
<b>Approved by</b>	
<b>Impact assessed</b>	Yes

Version Control Tracking				
Version	Date	Revision Description	Editor	Status/ Approved by
V0.2	16/10/2015	Changes following completion of screening for equality impact analysis	Lorraine Whittaker	Draft
V0.3	01/02/2016	Section 4.3 Admissions Tutor changed to Interviewing tutor as discussed at HESMQ	Karen Whitworth	Draft (awaiting confirmation of Data Protection information)
V1.0	8/02/2016	Confirmation of data protection information regarding non-enrolled applicants received. Changed section 3.1.17 from 3 years to "for 4 months after the start of the academic year"	KW	Confirmed as approved with these changes at HESMQ 21/02/2016

V1.1	23/2/18	No Major changes Review resulted in small changes to partner providers. Job title for HE Administrator to Co-ordinator. Change of group name from HESMQ to He Quality & Standards Committee		
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## **1. Introduction & Purpose**

1.1 Bury College is committed to providing an efficient, high quality service to all Higher Education applicants which is timely, welcoming fair and transparent.

Bury College works in partnership with the following HE providers

- The University of Bolton
- The University of Cumbria
- Pearson

1.2 The Higher Education Admissions policy covers applications to all HE courses, both full and part time at Bury College, including HNC, HND, Foundation Degrees, Undergraduate Degrees and Postgraduate courses.

1.3 The admissions process will ensure all applicants receive the appropriate advice, guidance and information that they need to apply for and enrol on the appropriate programme.

1.4 All prospective students will have access to impartial pre-entry advice, guidance and information about programmes, including fees and funding so that informed decisions can be made.

1.5 Bury College is unable to accept applications from students who are classed as International students due to funding regulations.

1.6 All applications for full time programmes should be made through UCAS. No preference will be given to applications which are received in advance of the main UCAS deadline date. Applications which are received after this date will be considered if places are still available.

1.7 Bury College will process all applications in a timely manner and will adhere to all UCAS guidelines and relevant deadline dates.

1.8 Applications for part-time study and postgraduate programmes should be submitted directly to Bury College.

1.9 The College's admission policies and procedures are designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards (Chapter B2 of the Quality Assurance Agency UK Code for Higher Education).

## **2. Definitions**

2.1 International students – students not classed as Home Students, please refer to the UKCISA website for further details.

2.2 Conditional offer – an offer of a place on a course subject to conditions. To be accepted on the course applicants will need to meet the conditions – usually related to exam results.

2.3 Unconditional offer - an offer of a place on a course with no conditions.

2.4 Accreditation of Prior Learning is a general term used for the award of credit on the basis of learning that has occurred at some time in the past

### **3. Implementation**

#### **3.1 Application/Interview Process**

3.1.1 Bury College publish information and advice about courses, entry requirements, fees and application routes on the University Centre website, in the HE prospectus and, for full-time courses, on the UCAS course search facility.

3.1.2 All application enquiries are dealt with by the University Centre Office, course enquiries are passed on to the course teams.

3.1.3 All applicants for part-time and postgraduate courses are interviewed. Interview details, tasks and information required to bring to interview are communicated to applicants at least two weeks prior to interview date.

3.1.4 All full time applicants are assessed by the University Centre office and Programme Leader. Applications are considered on qualifications, references, personal statements and experience shown. Applicants may be invited to interview where the Programme Leader feels it would be beneficial to discuss the course further and to assess the applicant to determine if they are ready for HE level study. Interview details, tasks and information required to bring to interview are communicated to applicants at least two weeks prior to interview date.

3.1.5 Applicants who do not hold standard qualifications but can demonstrate potential to succeed at HE level study are interviewed, this is particularly relevant to mature students and students who are care leavers. Interview details, tasks and information required to bring to interview are communicated to applicants at least two weeks prior to interview date.

3.1.6 Applicants who declare a disability or who live outside the North West and require an interview will be offered special considerations

3.1.7 Applicants who declare a disability on their application form will be sent a separate leaflet explaining how to apply for DSA when they firmly accept their offer

3.1.8 HE Admissions Interview Guidelines are in place and are followed by interviewing tutors.

3.1.9 A conditional or unconditional offer is made through UCAS. Conditions of offers are clearly stated on UCAS with deadlines for

applicants to meet the conditions of their offer. Conditions must be met before enrolment.

- 3.1.10 Bury College will accept requests from offer holders to defer a place for one academic year.
- 3.1.11 Bury College reserves the right to reject applicants who do not meet the relevant entry criteria and the Programme Leader is not satisfied the applicant will be academically able to complete the course, also, if a criminal conviction means the applicant will be unable to complete the compulsory elements of the course. If a different course which is more suited to the applicant can be offered this will be discussed with the applicant.
- 3.1.12 Rejected applicants receive feedback through UCAS (full time applicants) or directly from Bury College (part time applicants).
- 3.1.13 Where an application has been rejected, the applicant may appeal in writing following the Bury College Complaints Procedure.
- 3.1.14 Bury College reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent, false or misleading information or which is supported by fraudulent documents including references and qualification certificates.
- 3.1.15 Any student who has been admitted on the basis of a fraudulent, false or misleading application may have their enrolment cancelled.
- 3.1.16 The College will require proof of an applicant's qualifications relevant to the offer before enrolment.
- 3.1.17 Admissions records for unsuccessful or non-enrolled applicants will be held for 4 months after the start of the academic year.
- 3.1.18 Admissions records for successful applicants become part of current student records. Records will be held for 6 years after a student's graduation or withdrawal from the course.

## 3.2 **Entry Requirements**

- 3.2.1 All course entry requirements are based on the UCAS tariff points system and are detailed on the Bury College website, on the UCAS search facility, in the HE prospectus. Additional entry requirements, for example the requirement to attend an audition or interview are clearly detailed.
- 3.2.2 Bury College courses which require a DBS check state this clearly in the course information.
- 3.2.3 Applicants who declare a criminal conviction will be contacted by the HE Co-ordinator to request further information prior to making an offer. All information disclosed is confidential and will be held

in accordance with the Data Protection Act 1998 and the Bury College Data Protection Policy.

3.2.4 It is the responsibility of the applicant to explore whether a spent or unspent criminal conviction will affect their future study or career progression.

### 3.3 **Accreditation of Prior Learning**

3.3.1 Applicants wishing to be considered for entry to the second year of study, or wishing to import credits or evidence of prior learning into the course for which they are applying will be considered in accordance with the awarding Higher Education Institution and their procedures. Applicants must be able to provide evidence of credits and awards achieved.

### 3.4 **Discontinuation or suspension of courses**

3.4.1 The College reserves the right to discontinue or suspend a course for which offers have already been made, but undertakes to do this in exceptional circumstances only. Where a course is discontinued, applicants holding offers will be informed as soon as possible and where possible and appropriate are offered a place on an alternative course offered by the college.

## 4. **Responsibilities**

4.1 The Leadership team are responsible for ensuring that an appropriate structure and resources are available to enable full implementation of the policy. The Leadership team will also be responsible for receiving and approving reports and recommendations relating to this policy.

4.2 The Higher Education Quality and Standards Committee are responsible for monitoring the implementation of the policy. This committee will also receive reports and recommend appropriate actions to ensure the policy is fully implemented.

4.3 Interviewing tutors are required to undertake training when new to the role.

4.4 Applicants are responsible for providing accurate and complete information in support of their application and for communicating any changes in the information originally provided as soon as possible.

## 5. **Associated Documents**

- UCAS guidelines
- QAA Chapter B2

- HE Prospectus
- HE Admissions Interview Guidelines
- Bury College Complaints Procedure
- Data Protection Act 1998
- Bury College Data Protection Policy.

## **6. Monitoring, Review and Evaluation**

6.1 The Admissions policy will be reviewed by the Higher Education Quality & Standards Committee using information collected from:

- Student satisfaction surveys.
- Student complaints.
- Student retention and attendance data.
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6.2 The first review will take place after 12 months, thereafter the policy will be reviewed every 3 years.