

# University Regulations

## Academic Regulations

### Regulations relating to Admission

#### 1.1.

Admission denotes acceptance of a person to begin a programme of study leading to a degree of the University. A programme of study shall be taken to include a programme of study and research. Only persons who have been admitted may be permitted to begin a programme of study leading to an award of the University.

#### 1.2.

Only persons who have satisfied the general entrance requirements of the University and the entry requirements for the relevant programme of study may be admitted and permitted to register as a student of the University.

- (a) For admission to a Foundation Degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C / 4 or above (or equivalent), and a pass in one Advanced Level General Certificate, or equivalent.
- (b) For admission to a Bachelor's degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C / 4 or above (or equivalent), including English, and a pass in two Advanced Level General Certificates of Education, or equivalent.
- (c) Equivalencies to the General Certificate of Secondary Education and the Advanced Level General Certificate of Education will be determined by the relevant Admissions Officer and are available on request.
- (d) For admission to a postgraduate taught or research degree, an applicant is deemed to have met the University's general entrance requirement by virtue of meeting the entry requirements for the programme of study for which they have applied and, for research degrees, have also met expectations at interview.

#### 1.3.

Persons who have been offered a place in the University to begin a programme of study must register as required under the Regulations relating to. If a person fails so to register, the offer of admission to the programme of study will lapse. Only exceptionally and with the special permission of the Academic Registrar or nominee will late registration be permitted. The University reserves the right-not to allow students to register after term has started.

#### 1.4.

Whilst the University has no minimum or upper age limits on entry, offers will not be made to applicants who will be under 16 years of age at the point of entry. Offers of admission will only be made to those applicants who will be under 18 years of age on entry who undertake to comply with the University's processes relating to admission and registration of those who are under 18 years of age. The relevant policies and processes reflect the University's obligations under UK law to protect children and adults at risk

#### 1.5.

Applicants for courses that are subject to a mandatory DBS check are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. A person who, after their acceptance for admission as a student on a mandatory course, has been convicted of a criminal offence in a court of law or has been formally cautioned by a police officer, is required to notify the relevant Head of Admissions immediately. Each case will be considered on its individual merits in accordance with the University's Student Membership and Disclosure and Barring Service Checks Policy and Procedure. The student concerned may be permitted to continue, required to withdraw from admission to the University, or transfer to an alternative course.

1.6.

The Head of a department, in conjunction with relevant colleagues, shall be responsible for determining the entry requirements for individual programmes of study annually. Programme-specific entry requirements shall normally be published at least twelve months before the commencement of the relevant programme of study.

1.7.

The Head of a department or their nominee, in conjunction with the relevant staff in Admissions, shall be responsible for determining an applicant's suitability for admission to an undergraduate or postgraduate taught programme of study in accordance with University admissions policy and entry requirements for the relevant programme of study.

1.8.

An Executive Dean or their deputy<sup>1</sup> may declare applicants who do not satisfy the general entrance requirements and/or the entry requirements for the relevant undergraduate or postgraduate taught programme of study suitable for admission, subject to their submitting satisfactory evidence of previous or current study and/or employment which demonstrates their capacity to pursue the relevant programme of study. The Executive Dean or their deputy may delegate this responsibility to a nominee, who will normally be the Deputy Dean (Education) or a member of the relevant Admissions team.

1.9.

The Head of a department or their nominee shall be responsible for assessing the suitability for admission of an applicant for a research degree programme, in accordance with University admissions policy and entry requirements for the relevant full or part-time research degree programme.

1.10.

A Head of department or their nominee may declare applicants eligible for selection for admission to a programme of study leading to the grant of credits, which may be accumulated towards an award of the University, if they submit satisfactory evidence of the capacity and attainments requisite to enable them to pursue the programme of study for which they are applying.

1.11.

Applicants for a programme of study not leading to a degree or other qualification awarded by the University (e.g. Exchange Students) must satisfy the relevant University officer of their fitness to enter the programme of study which they intend to undertake.

1.12.

Applicants who have evidence of previous relevant learning may be permitted to import credit towards a named University award, within the University's policy for the Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL).

1.13.

Applicants who are not first language English speakers must meet the University's entry requirements in respect of English language competence. They may also be required to undertake an assessment of proficiency in written and spoken English conducted at the University. On the basis of this assessment, students and their Departments will:

- (a) be advised that they should take English language support classes and that failure to do so could be detrimental to their studies and, in the event of failure, would be part of the evidence available to Examination Boards; or
- (b) be advised that attendance at English language support classes is not considered necessary.

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<sup>1</sup> Where it is stated 'Executive Dean or their deputy' in most cases the deputy referred to will be the Deputy Dean (Education) or a member of the relevant Admissions team. However, in the case of postgraduate research student matters this may be the Dean, or the Deputy Dean, of Postgraduate Research and Education. This applies throughout these regulations.