

Bury College Policy and Procedures

Higher Education Admissions Policy

Document Control Sheet				
Directorate		Higher Education & Strategic Partnerships		
Manager Responsible		Alison Wood		
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Approved by		LT		
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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	08/02/2016	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"	Karen Whitworth	Confirmed as approved with these changes at HESMQ 21/02/2016
V1.1	23/02/2018	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		
V2.0	02/03/2020	Full review and updating of the policy	Alison Wood	

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
- University of Huddersfield

- 1.2 The Higher Education Admissions Policy covers applications to all HE courses 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. Applications which are received after the UCAS deadline 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 (UK Quality 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 bases of learning that has occurred at some time in the past.

3. Implementation

3.1 Application/Interview Process

- 3.1.1 Bury College publishes 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 Admissions Team, course enquiries are passed 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 Admissions Team 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. 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 Reasonable adjustments will be made for applicants who declare a disability, if they are required to attend an interview.
- 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. (If a different course which is more suited to the applicant can be offered this will be discussed with the applicant).
- 3.1.12 Bury College reserves the right to reject applications 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).

- 3.1.13 Rejected applicants receive feedback through UCAS (full-time applicants) or directly from Bury College (part-time applicants).
- 3.1.14 Where an application has been rejected the applicant may appeal in writing following the Bury College Compliments, Complaints and Suggestions Procedure.
- 3.1.15 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.
- 3.1.16 Any student who has been admitted on the basis of a fraudulent, false or misleading application may have their enrolment cancelled.
- 3.1.17 The College will require proof of an applicant's qualifications relevant to the offer before enrolment.
- 3.1.18 Admission records for unsuccessful on non-enrolled applicants will be held in accordance with the Data Retention Policy.
- 3.1.19 Admissions records for successful applicants become part of current student records. Records will be held in accordance with the Data Retention Policy.

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 and 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 All applicants will be asked to self-declare criminal convictions. All information disclosed is confidential and will be held in accordance with the Data Retention 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

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

Please refer to the Bury College Student Protection Plan.

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 Steering Group 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 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. Monitoring, Review and Evaluation

- 5.1 The Admissions Policy will be reviewed by the Leadership Team.
- 5.2 The policy will be reviewed every 3 years.