University Centre Somerset
Part of Bridgwater & Taunton College

HIGHER EDUCATION ADMISSIONS POLICY

From 2023 Entry until next revision

Effective for HE students and potential students, staff, volunteers, governors and employers

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1 Introduction

1.1 The Higher Education Admissions Policy is written by the Registrar (HE Admissions) and overseen by the HE Senate and Senior Management Team. The Terms of Reference are broadly to:

- Promote fairness, consistency and transparency in the College's recruitment and admissions practices
- Formulate the admissions policy and procedures for both Home and International Students to undergraduate awards to oversee the implementation and effectiveness of these and to monitor compliance with relevant Quality Assurance Statements and external legislation
- Monitor the quality of Home and International student admissions and recruitment in the College, ensuring integrity and alignment of processes with the College's strategic aims
- Promote the dissemination of best practice in recruitment and admissions across the College, to identify development and training needs for admissions staff and to ensure that these needs are met
- Promote the Admissions processes in accordance with the HEI partners for franchised courses.

2 Policy Statement

2.1 University Centre Somerset (UCS) at Bridgwater & Taunton College (BTC) is committed to providing a professional admission service and to provide clear, fair and consistently applied policies and procedures. The College aims to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at UCS/BTC.

Other documentation should be read in conjunction to this Policy

- Safeguarding and Child Protection Policy
- UCS Safeguarding and Prevent Policy
- UCS Student Protection Plan
- UCS Compensation and Refund Policy
- Fitness to Study Procedure
- Degree and Higher Apprenticeship Policy
- Student Transfer Arrangements

2.2 UCS recognises that, in order to provide fair and equal access to all prospective students, it may need to demonstrate a flexible approach and, where appropriate make adjustments for individual applicants, for example, disabled applicants or applicants who have faced exceptional circumstances.

2.3 Eligible UK or EU students, whether full-time or part-time, will be able to apply for financial support from the government to help with tuition fees. Eligible UK, full-time students will also be able to apply for help with living costs. There are two types of help which you can apply for:

- Loans which you have to pay back
- Grants which you do not have to pay back

For further information on financial support please visit www.gov.uk/student-finance.

3 Role and Responsibilities

3.1 Role of HE Admission Staff

Admissions decisions at UCS are ultimately administered by the Registrar (HE Admissions), who co-ordinates the admissions process for students applying through UCAS and the HEI Partners and liaises with the relevant bodies. The Registrar (HE Admissions) has responsibility for:

- Managing the admissions procedure
- Monitoring applications and the decisions made by Course Leaders/Heads of Curriculum where necessary
- Advising applicants on UCAS procedures
- Advising staff on UCAS procedures
- Liaising with UCAS and Partner Universities
- Determining entry criteria and selection procedures with Course Leaders
- Providing accurate and relevant information for applicants and prospective applicants
- Communicating directly with applicants during the admissions process: for example sending invitations for interviews; confirmation of outcome, including the Terms and Conditions for UCS/BTC or partner HEI if offer is given
- Supporting College wide open days
- Making reasonable local adjustments aimed at ensuring that individual disabled applicants have full access to the admissions process to and admissions-related events, including open days and interviews.

3.2 Training for HE Admissions

All members of staff with responsibility for the admissions process are given appropriate guidance in order to fulfil their roles competently and in line with this policy. Structured guidance is given to curriculum areas of any national or institutional changes to admissions policy or procedures.

3.2.1 Transparency

UCS in conjunction with the HEI Partners is committed to providing accurate and clear communication of information that will support students to make an informed decision about their course. The College requires the Registrar (HE Admissions); in conjunction with the Marketing Team to publish guideline entry requirements for all undergraduate programmes in all relevant communications, e.g. HE Prospectus, UCAS publications, College Website and HEI websites.

Information on the entry qualifications of applicants accepted in previous years and other statistical data may be found on the website www.unistats.ac.uk.

3.2.2 Consistency

In order to ensure constancy and fairness, the principles and procedures set out in this policy are followed for all programmes. The College acknowledges that admissions processes will vary to some extent across subject areas depending on the nature of the programme.

4 Admissions Requirements

4.1 Selection Principles

UCS (in conjunction with its partner HEIs) endeavours to ensure that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

The selection criteria must treat all students fairly and not discriminate unlawfully because of marital or civil partnership status, gender, gender re-assignment, race (including colour, nationality, national origin or ethnic origin) disability, pregnancy and or parental status, sex or sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

4.2 General Entry Requirements

Applications are assessed by the Registrar (HE Admissions) on the basis of information provided on the application form. All applicants are assessed as individuals and are given equal opportunities to demonstrate relevant skills and provide supporting information where required. In some cases, the selection process may include other steps for example interviews in addition to the information provided on the application form. The criteria for assessment vary across different programmes. Academic and non-academic entrance requirements are reviewed annually in line with the College's aim to provide fair and equal access to all prospective students who have the potential to benefit from and contribute to a quality education on their chosen programme. The Registrar (HE Admissions) and Course Leaders should demonstrate flexibility where appropriate in response to individual applicants requesting adjustments to assessment methods.

In order to comply with the requirements of relevant professional bodies, applicants to certain vocational or professional courses may be required to pass a Disclosure and Barring Service (DBS) and/or Occupational Health checks. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

4.3 Qualifications

4.3.1 Minimum Requirements

UCS, in association with its HEI partners considers applicants with a wide range of UK, European and International Qualifications for admissions to our undergraduate programmes.

For all courses applicants must have a minimum acceptable level of literacy (typically Grade C/4 or above in GCSE English or its equivalent) and for many courses numeracy (typically Grade C/4 or above in GCSE Maths, or its equivalent).

The typical minimum entry requirement for admissions to an undergraduate degree programme at UCS is published against each course on the College and UCAS websites and within our Higher Education Prospectus.

Applicants must satisfy the particular requirements of the course to which they are applying, which may include specific grades in named subjects.

Applicants who are uncertain of the requirements for a particular degree programme are advised to refer to the website www.somerset.ac.uk or to the Registrar (HE Admissions) to seek further guidance.

4.3.2 Acceptable Qualifications

UCS welcomes the increased breadth offered in post-16 qualifications. Each application will be considered individually whilst seeking to admit students with the potential to succeed on their chosen course. This may be demonstrated in a number of ways through different qualifications and combinations; however, applicants are expected to have demonstrated the ability to study at a progressive and concentrated level.

Functional Skills programmes at Level 2 may be accepted in lieu of GCSE English or GCSE Maths Grade C/4 for some programmes.

UCS welcomes applicants with other relevant level 3 qualifications and the Registrar (HE Admissions) will formulate offers on these courses on an equivalent basis with other level 3 qualifications.

4.3.3 English Language Requirements

Teaching, assessment and student support will normally take place in English, unless otherwise stated. The Registrar (HE Admissions), International Team and Course Leaders must be confident that the candidate has the proficiency in the English language necessary to succeed in the chosen course.

All applicants will require an approved English Language qualification to gain entry to UCS if they have not already demonstrated that they can meet the normal required standard. Any offer made will incorporate this requirement as part of the conditions.

UCS and its partner HEIs recognise a wide range of English Language qualifications and will be made an offer which is conditional on successful completion of one of the approved tests. Minimum acceptable scores for the most commonly presented English Language Qualifications are given below. Please note that some programmes may require higher scores:

- 5.5 overall on IELTS, with at least 5.0 in each component of listening speaking, reading and writing

4.3.4 Applicants who have non-UK qualifications

UCS welcomes applications from students with international qualifications, the International Team have experience in considering a wide range of international qualifications against the College's entry criteria. Prospective applicants who wish to discuss whether their qualifications will meet the requirements criteria should contact the International Team on international@btc.ac.uk

4.3.5 **Recognition of Prior Learning (RPL) including Accreditation of Prior Learning (APL)**

Recognition/Accreditation of Prior Learning is a process undertaken by UCS and its associated HEIs in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study.

Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant HEI and in accordance with the Academic Regulations of the awarding body. Applicants are advised to check with the Registrar (HE Admissions) in the first instance.

4.3.6 **Age and Vulnerable Adults**

UCS and its associated HEIs recognise that in some cases careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes. Please refer to the College's Safeguarding and Child Protection Policy.

4.3.7 **Applicants seeking deferred entry**

UCS welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. This intention should be stated on the UCAS Application Form unless the individual intends to apply for entry during the gap year. Applicants who take a gap year should be aware that they should abide by the UCAS rules and timeframes for that application cycle for which they are applying.

4.3.8 **Applicants wishing to reapply**

Applicants who wish to reapply should contact the Registrar (HE Admissions) prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any further offer may differ to those of the original.

4.3.9 **Applicants who have faced exceptional circumstances**

If any applicant feels that their prior ill-health – or personal circumstance other than ill- health (for example, bereavement, or other difficult home or family circumstances) – may have affected their previous education, or grades received in past examinations, then they are welcome to contact UCS to discuss this further. All formal requests for extenuating or mitigating circumstances will be taken into account in the admissions process and should be supported by a full declaration about the nature of the circumstances. Where those circumstances are affecting or have affected current studies the correct course of action would be to notify the relevant exam board of those circumstances.

4.3.10 **Criminal Convictions**

The College has a policy statement on students with criminal records Disclosure and Barring Service (DBS) and Rehabilitation of Offenders Policy and Procedure. This Policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to do so this will generally be considered a very serious matter and is likely to lead to their application being rejected, or if admitted, to their registration at the College being revoked. Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The College may request further information about the nature or context of an applicant's criminal record and refer to the Fitness to Study section below.

Where indicated in the UCS prospectus or website, specific programmes may involve regular access to children and/or vulnerable adults and applicants may be required to undertake a DBS check. The College will send further instructions as part of the admissions process where this is the case.

4.4 **Fitness to study**

4.4.1 UCS is committed to supporting and promoting the welfare of its students and is committed to the provision of a safe environment conducive to work, study and the enjoyment of a positive experience for all members of its learning community. The College has a duty to ensure all students can consistently and effectively undertake their studies in a way which does not put themselves, or other students and staff at risk of harm.

4.4.2 Students should be able to take an active part in and meet the requirements of their course, to live and work with others, and to conduct themselves in ways that do not have an adverse impact on other members of the College and the local community.

4.4.3 UCS works in line with the Academic Regulations and policies of its awarding bodies and aims to ensure that students:

- Can benefit from being members of the UCS community and can participate in all aspects of their programme of study for the required period, with a reasonable chance of successfully obtaining the award for which they are registered.
- Do not in any way prevent, hinder or disrupt the study or assessment activities of other students; staff in the discharge of their duties or academic pursuits; or visitors to the University Centre from carrying out their lawful business.
- Do not, as a consequence of their presence on campus, present an unacceptable risk to the health or safety of themselves or others.
- Are in a position to behave professionally and engage satisfactorily in any elements of study or assessment which take the form of placements, particularly those taking place in a professional and/or work-based setting.

4.4.4 Concerns about a student or potential student's fitness to study may be related to, but not limited to:

- Non-engagement with current or prior learning

- Mental or physical health issues
- Health concerns without apparent insight into, or management of, these concerns
- Substance misuse
- Inappropriate behaviour towards others
- Aggressive, violent or threatening behaviour
- An attitude towards the College that may put its name into disrepute, or current or previous defamatory action towards the College
- Failure to meet previous conditions placed on study with the College

4.4.5 Where concerns of the nature of those above become apparent, a panel consisting of the Director of Student Services (or if not available, another Senior Postholder) and relevant Head of Department will meet to decide whether an applicant may be admitted to the College, or an existing student may continue.

4.4.6 UCS reserves the right to refuse admission, or to exclude an existing student, if the panel confirms the concerns or identifies significant risks. Any such action would be carried out in line with the Academic Regulations of the relevant awarding body where they apply to admissions decisions of UCS. The relevant Academic Regulations and policies would be followed in the case of a decision to exclude a student. The College reserves the right to share information regarding the risk with statutory and other agencies in order to ensure the safety of its students and staff and that of other organisations.

4.5 Admissions Processes for Full-Time Students

4.5.1 UCAS Process

UCS observes the procedure and deadlines for the handling of applications as set out by the Universities and Colleges Admissions Service (UCAS) and those of their associated partner HEIs.

Applications for admission to full-time HND and Degree courses must be made through UCAS online at www.ucas.com/students/apply. Overseas and European students should also apply through UCAS in the same way as students residing within the United Kingdom.

4.5.2 Deadlines

All applications for courses starting in September should be received by UCAS by the deadlines of

- 15 October of the previous year for Medicine and Dentistry
- 25 January of the same year for all other programmes

Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places. UCS may consider late applications where places are available. UCS works closely with associate partner HEIs regarding target numbers and reviews these numbers on a regular basis.

4.5.3 **Communication with applicants**

Formal responsibility for acknowledgement of applications and communications of the outcome rests with UCAS. UCS and its associated partner HEIs also acknowledge receipt of individual applications and communicate directly with the applicant during the application process.

4.5.4 **Disabled applicants**

UCS welcomes applications from students with physical or learning disabilities or difficulties. The College will make reasonable adjustments to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgement about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the College to make adjustments. Disabled applicants are also advised to contact the College's Additional Learning Support Team once an application has been submitted through UCAS to discuss any support requirements they may have in relation to the programme for which they have applied.

If any applicant feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the College when considering their application they should refer to the section 'Applicants who have faced exceptional circumstances' above.

4.5.5 **Fraudulent Statement, Plagiarism and Omissions**

UCS and associate partner HEIs follow the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information, making any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur UCS reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.

The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. Both the applicant and the College will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of UCS, applicants who are identified by the UCAS Similarity Detection Service may be given the opportunity to submit a new personal statement in support to their application.

4.6 **Offers**

4.6.1 **Conditional Offer**

A Conditional Offer means that UCS and its associated partner HEIs will offer an applicant a place providing certain conditions are met. Usually, conditions are based on the completion of outstanding qualifications. Other conditions may include

criminal record checks, occupational health checks or work experience in a related field.

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the College by 31 August of the application year, unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

4.6.2 Unconditional Offer

An Unconditional Offer means that the applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study.

4.6.3 Unsuccessful Application

Applicants will receive an unsuccessful response if UCS and its associated HEIs have decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that some programmes at the College receive more applications than the number of places available. Applicants who are unsuccessful in gaining a place on their chosen programme of study will be notified of the reason for this decision.

4.6.4 Withdrawn Application

An application may be withdrawn either by the applicant or by the College. In most cases if the College withdraws an application the reason will be displayed on UCAS Hub. The College reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where applicants are required to attend an interview as part of the application process applications may be withdrawn if a candidate fails to attend without making contact with the College, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

4.6.5 Interviews

Applicants may be invited for interview for a number of reasons. For some programmes an interview forms part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study.

Applicants with a non-traditional academic background including those applicants transferring from another university or college may be invited for interview, in such cases interviews are used as an opportunity to find out more about the applicant's qualifications, motivation and preparations for undertaking the programme refer to Student Transfer Arrangements for those students wishing to undertake an institutional transfer.

Interviews are also designed to ensure that an applicant understands the nature and demands of their chosen degree programme and provide an opportunity to visit the College, view facilities and meet members of the academic and support staff.

Some applicants (for example disabled applicants) may require adjustments at interviews to provide them with full and equal access to the process. The College is responsible for making reasonable adjustments where possible and will consult the Additional Learning Support Needs Team for further advice or information.

4.6.6 UCAS Extra

UCAS Extra runs from February until early July and gives applicants who are holding no offers a further opportunity to make an additional application or application. The College will declare to UCAS the programmes for which they will accept extra applications and these will be posted on the UCAS website at www.ucas.com.

4.6.7 Clearing and Adjustment

The UCAS Clearing Scheme offers a final opportunity to applicants who have not secured a place by early August. The UCAS website contains further information on eligibility to enter the Clearing process.

The College will publish any vacant places on the UCAS website and the College website and may offer them to suitable candidates. Applicants are advised to contact the Registrar (HE Admissions) directly to enquire about possible vacancies.

4.6.8 Confirmation

Confirmation is the name given to the period in August each year when the College receives A Level and other UK and International qualifications for applicants who have accepted Conditional offers (some awarding organisations e.g. BTEC/ Pearson do release their results earlier in the summer). On the basis of these results, applicants who achieve the grades required by their Conditional offer have their place confirmed. Applications from those students who have not quite met the required grades may be reviewed and their places may be confirmed if there are places still available on their chosen programme.

4.6.9 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the Registrar (HE Admissions) and signed by the applicant. Generally, where applicants request feedback on why they have not been admitted, feedback will be given, via UCAS

4.6.10 Complaints

The College will consider all applicants fairly and effectively in line with the procedure outlined in this document.

Applicants who wish to challenge a decision to reject their application should refer to the College's Academic Appeals Policy and Procedure.

If you are still unhappy with the outcome you may be able to refer your complaint to the Office of Independent Adjudicator (OIA). Full details of how the OIA works can be found on www.oiahe.org.uk.

4.7 Part-time and Mature Entry

The College welcomes applications from a diverse range of students. The same principles and values that inform other BTC admissions also inform part-time and mature admissions. However, this policy recognises that there are specific and necessary differences in applying to college as a mature or part-time student. One key difference is that application to the College as a part-time student is not through UCAS. Consequently, this section of the UCS Higher Education Admissions Policy identifies key areas of non-standard entry where alternative processes and procedures are required. Otherwise the standard policy applies.

4.7.1 Mature Applicants (full-time study)

Mature students who wish to study on a full-time basis should normally apply using standard UCAS procedures.

Mature students applying for full-time programmes are assessed on the basis of their UCAS form. An interview may also be offered as part of the entry process and this would be arranged through the Registrar (HE Admissions).

4.7.2 Part-time Study – Direct Applicants

Applicants for part-time programmes should apply directly to the College rather than through UCAS by using the Application Form which can be found on the UCS website via the course link. Applicants are asked to provide proof of the qualifications required for the programme. Applicants will typically be invited for a short interview; they will be informed of the outcome of this and of any further conditions for entry requirements or employment relevant to the programme.

4.7.3 Role of Admissions Staff for Part-Time Entry

Management of the admissions process for part-time students rests with the Registrar (HE Admissions). All academic decisions are made by the Registrar (HE Admissions) and Head of the relevant curriculum area, Curriculum Manager or Course Leader.

4.7.4 Entrance Requirements for Part-Time Entry

Applicants who are uncertain about the qualifications accepted for part-time programmes should contact the Registrar (HE Admissions) in the first instance. The they can offer an alternative programme for those applicants who do not have relevant formal qualifications but who can draw on equivalent work and life experience.

4.7.5 Pre-Entry Guidance for Part-Time and Mature Students

Impartial and confidential advice and guidance for candidates who are considering returning to education are available from the Information and Guidance Team. The service is available for those looking to study full-time or part-time. For more information applicants should visit the website at www.btc.ac.uk, email info@btc.ac.uk or telephone 01278 441234.

4.7.6 **Deadlines for Entry**

Applications for part-time programmes do not follow the same UCAS deadlines and can be accepted later in the year but would recommend you apply by the end of August.

4.7.7 **Communication with Applicants**

Formal responsibility for acknowledgement of applications and communications of the outcome rests with UCS/ BTC who will acknowledge receipt of individual applications and communicate directly with the applicant during the application process.

4.7.8 **Disabled applicants**

Prior to application, candidates wishing to study part-time and who have individual needs are encouraged to discuss this with the Additional Learning Support Team at the College. This will not prejudice their application. Applicants with a disability or health related issue are strongly encouraged to notify the college as soon as possible through the direct entry application form.

Applicants to part-time programmes received by the College who indicate a disability or health related issues will be sent additional information about the support available to them and will be referred to the Additional Learning Support Team who will remain in contact with them if they are made an Unconditional or Conditional offer.

4.7.9 **Financial Support**

The College offers equivalent financial support to part-time students as for full-time students on a pro-rata basis. Information about the levels and kinds of support available and assessing eligibility for financial support can be found on the College website.

A range of specialist services is provided by the College through its Information and Advice Team, Additional Learning Support Team and Student Support Team who can support and assist those who wish to study on a part-time basis. These include arrangements to support those without formal qualifications or who have been out of formal education for some time. To help widen access for such applicants the following support is available:

- Pre-entry information, guidance and support services relevant to applicants who identify as a mature student or who wish to study part-time
- Information and advice on pre-entry programmes to assist those without the necessary formal qualifications to progress onto a part-time or full-time programme
- Support with application, admissions and registration processes.

4.8 Offers

4.8.1 Conditional Offer

A Conditional Offer means that UCS/BTC and its associated partner HEIs will offer an applicant a place providing certain conditions are met. Usually, conditions are based on the completion of outstanding qualifications. Other conditions may include criminal record checks; occupational health checks or work experience in a related field.

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the College by 31 August of the application year, unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

4.8.2 Unconditional Offer

An Unconditional Offer means that the applicant has met the academic and non-academic entry requirements and has been accepted onto their chosen programme of study.

4.8.3 Unsuccessful Application

Applicants will receive an unsuccessful response if the College and its associated HEIs have decided not to offer them a place on the programme. Applicants can be unsuccessful for many reasons and should be aware that some programmes at the College receive more applications than the number of places available. Applicants who are unsuccessful in gaining a place on their chosen programme of study will be notified of the reason for this decision.

4.8.4 Withdrawn Application

An application may be withdrawn either by the applicant or by the College. The College reserves the right to withdraw an offer up to the point at which it has been accepted by an applicant. In cases where candidates are required to attend an interview as part of the application process applications may be withdrawn if a candidate fails to attend without making contact with the College, or if an applicant is unable to attend and an alternative date cannot reasonably be found.

4.8.5 Interviews

Applicants may be invited for interview for a number of reasons. For some programmes an interview forms part of the selection process to provide each candidate with the same opportunity to demonstrate their knowledge, understanding and aptitude for the programme of study.

Applicants with a non-traditional academic background including those applicants transferring from another university or college may be invited for interview, in such cases interviews are used as an opportunity to find out more about the applicant's qualifications, motivation and preparations for undertaking the programme.

Interviews are also designed to ensure that an applicant understands the nature and demands of their chosen degree programme and provide an opportunity to visit the College, view facilities and meet members of the academic and support staff.

Some applicants (for example disabled applicants) may require adjustments at interviews to provide them with full and equal access to the process. The College is responsible for making reasonable adjustments where possible and will consult the Additional Learning Support Needs Team for further advice or information.

4.8.6 Confirmation

Confirmation is the name given to the period in August each year when the College receives A Level and other UK and International qualifications for applicants who have accepted Conditional offers (some awarding bodies e.g. BTEC / Pearson do release their results earlier in the summer). On the basis of these results, applicants who achieve the grades required by their Conditional offer have their place confirmed. Applications from those students who have not quite met the required grades may be reviewed and their places may be confirmed if there are places still available on their chosen programme.

4.8.7 Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the Registrar (HE Admissions) and signed by the applicant.

4.8.8 Complaints

The College will consider all applicants fairly and effectively in line with the procedure outlined in this document.

Applicants who wish to challenge a decision to reject their application should refer to the College's Academic Appeals Policy and Procedure.

If you are still unhappy with the outcome you may be able to refer your complaint to the Office of Independent Adjudicator (OIA). Full details of how the OIA works can be found on www.oiahe.org.uk.

5 Review of Policy

5.1 The policy will be reviewed annually by the HE Senate and Senior Management Team, and where appropriate, policies and procedures for the admission of students to undergraduate programmes may be revised in line with changes to the internal and external admissions environment.