

## UCEN Manchester Admissions Policy and Procedure

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<b>Approved by:</b>	Academic Board
<b>Review Date:</b>	September 2021
<b>Responsible Manager:</b>	Director of Student Experience and Engagement
<b>Principalship Lead:</b>	Vice Principal and Dean UCEN Manchester
<b>Accessible to Students:</b>	Yes
<b>Applicable to TMC:</b>	NO
<b>Applicable to UCEN MCR:</b>	Yes
<b>Relevant to Total People:</b>	NO
<b>Relevant to MOL:</b>	NO
<b>Relevant to Novus:</b>	NO

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### INTRODUCTION

The Admissions Policy and Procedure, written by UCEN Manchester staff, reflects relevant legislation and evidence based practices led by Higher Education (HE) institutions and providers. This including the Quality Assurance Agency (QAA), and Supporting Professionalism in Admissions (SPA) guidance. Its main aim is to ensure the fair and transparent admission of students onto higher education programmes. This policy will be underpinned by the UCEN Manchester Admissions Procedure and aims to:

- Be clear, comprehensive and well implemented as this is deemed to be fundamental to fair admissions to higher education.
- Be coordinated for the benefit of the applicant experience which intends to influence recruitment, transition and retention.
- Encourage a community dedicated to sharing good practice amongst higher education admissions staff and potential to succeed.
- Contextualise prior attainment
- Minimise barriers for applicants across all protected equality characteristics.
- Implement the five principles of fair admissions when selecting and admitting students.
- Ensuring recruitment and admissions staff comply with all relevant legislation, including consumer protection and competition.
- Planning admissions processes and procedures, with a clear review method.

<https://www.spa.ac.uk>

This policy and procedure is reviewed regularly taking into account current and relevant legislation.



## SCOPE

This policy describes the process of admission onto a UCEN Manchester higher education programme and both the policy and procedure applies to all:

- Full time undergraduate applicants.
- Part time undergraduate applicants.
- All UCEN Manchester staff responsible for considering and admitting an applicant to a UCEN Manchester programme.

## PURPOSE

The purpose of this policy is to ensure that the 'Principles for fair Admission' are adopted and that these principles are applied consistently. More so to ensure that all prospective students are considered for programmes, on a consistent basis and are able to access information advice and guidance as appropriate.

The principles state that a fair admission system should:

- Be transparent.
- Enable higher education providers to select students who are able to complete the programme as judged by their achievements and their potential.
- Strive to use assessment methods that are reliable and valid.
- Seek to minimise barriers for prospective students.
- Be professional in every respect and underpinned by appropriate institutional structures and processes.

## GENERAL PRINCIPLES

- UCEN Manchester encourages and welcomes applications from all prospective students. It celebrates and values the diversity of its students. UCEN Manchester is committed to providing a professional admissions service in order to allow fair and equal access to all who have the potential to benefit from higher education and the UCEN Manchester student experience.
- This policy complies with relevant consumer, equality and diversity legislations affecting the admission of students and takes account of best practice, including precepts of the QAA's Quality Code of Practice, Chapter B2: Admissions to Higher Education and SPA's Good Practice Guides.
- UCEN Manchester will treat all enquirers and applicants with respect and dignity and seeks to provide an admissions system free from discrimination ensuring equality of opportunity for all individuals seeking a place on a programme.
- UCEN Manchester will offer a wide range of opportunities for students with varying levels of prior achievement, interests and background, helping them to realise their goals and aspirations.
- UCEN Manchester will recruit with integrity to all programmes providing impartial information and advice to enable enquirers and applicants to make appropriate

choices in line with their previous experience, qualifications and career aspirations and to understand the opportunities for progression and career goals.

- In some circumstances, appropriateness to Study and Safeguarding policies may take precedence.

## **RESPONSIBILITIES**

- Any changes to this policy and procedure will be approved by the UCEN Manchester Academic Board. The Director of Student Experience and Engagement is responsible for the management of this policy and procedure but may delegate implementation to others.
- The administration of this policy and procedure within UCEN Manchester is the responsibility of the following: Student Recruitment and Admissions team, Marketing team, Academic teams and any other areas of the institution that may deal with enquiries and admissions to a UCEN Manchester programme.

## **CONSULTATION**

Student and Staff consultation is important and underpins UCEN Manchester's Student Engagement Strategy. Both staff and Students have been consulted on this policy and procedure and the Student Experience and Support Panel is the forum in which this takes place. This dialogue will continue to inform the design of this policy and procedure.

## **LINKED POLICIES AND PROCEDURES**

- Fitness to Study
- Special Admissions Policy, Procedure and Guidelines
- Safeguarding Policy
- Criminal and Pending Convictions Policy and Procedure
- Disclosure and Barring Service (DBS) Checks for Students Policy and Procedure
- Data Protection Policy
- Student Engagement Strategy
- Recognition of Prior Learning Policy and Procedure
- Complaints Policy
- Special Admissions Policy

## UCEN MANCHESTER ADMISSION PROCEDURE

- Full Time Undergraduates: Those who are applying for admission to a Full-time Undergraduate programme will normally do so through the Universities and Colleges Admissions Service (UCAS). Within UCEN Manchester the process for admitting students through UCAS systems is centralised to the Recruitment and Admissions team.
- Part Time Undergraduates: To apply to Part-time Undergraduate programme an applicant does so through the internal UCEN Manchester programme application systems. Following this, the application is processed in the same manner as Full-Time Undergraduate programmes.
- International admissions: UCEN Manchester are no longer in a position to enrol International students, who require a Tier 4 license to study, due to our current home office status: 'Legacy sponsor.' Legacy sponsors cannot sponsor any new Tier 4 students. All queries regarding International students are dealt with by the Careers, Employability, Guidance and Welfare team. However, should UCEN Manchester's home office status change to 'Sponsor', any applications received via UCAS from applicants who require a Tier 4 visa will be considered by the UCEN Manchester Admissions and International Office. Any student who requests a CAS from UCEN Manchester in order to apply for Entry Clearance or Leave to Remain must meet the requirements of the immigration category before a CAS will be issued. Further guidance from the Home Office can be found in the [Tier 4 Policy Guidance](#).
- Admission Process (Appendix 1): UCEN Manchester staff follow the Admissions Process to ensure a consistent and professional recruitment and admissions for all applicants. The process highlights the correct method of admitting the aforementioned full-time, part-time and international students, as well as those with criminal conviction and declared disabilities.

### Selection framework

- UCEN Manchester sets the standard entry requirements, subject to the regulations of the awarding bodies that validate the particular programme. Entry requirements will be reviewed annually prior to the onset of the recruitment cycle by the UCEN Manchester Directorate in conjunction with academic teams.
- UCEN Manchester accepts a broad range of qualifications and combination of qualifications for entry onto its programmes, including vocational and Access to Higher Education, alongside a range of qualifications offered to European Union. Qualifications may be subject to a NARIC (National Recognition Information Centre), the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills.
- All applications received by the relevant UCAS deadline (normally 15 January prior to year of entry) are to be given equal consideration. Such consideration will also be given to applications received after 15 January up to and including 30 June (end of main applications scheme through UCAS).
- Applicants are expected to disclose information about any Disability or Learner difficulty that would help to identify and provide the appropriate levels of support.
- Academic judgement will be applied to determine the standard entry requirements for each course and whether there are any variations to these. Admissions staff will use these requirements to screen applicants and to issue either an offer or a rejection in accordance to a points system.

- If there is any doubt about a particular applicant's suitability for a programme, admissions staff will refer the application to the relevant academic teams. A decision will then be made in liaison between Admissions and the Curriculum Team.
- For select programmes auditions, interviews or portfolios are required as part of the admissions process. This will be facilitated through the admissions team with the final decision made by the academic teams.
- UCEN Manchester has processes to enable the gaining of credit towards courses for prior qualifications and/or learning through Recognition of Prior Learning (RPL) which are guided by the Recognition of Prior Learning Policy and Procedure. However, this is subject to the regulations of the awarding bodies that validate the particular programmes applied to.
- For applicants whose first language is not English, each programme will publish a minimum score for the International English Language Testing System (IELTS) and this forms part of the selection criteria. This is managed through the UCEN Manchester Admissions Team.

## **Deferred Entry**

If an applicant wishes to request a deferral of entry to the following year, they should indicate this on their application form, or put a request in writing directly to the Admissions Office as soon as possible after submitting an application. UCEN Manchester can sometimes make offers for deferred entry however we cannot not guarantee that requests for deferral will be approved. Only in exceptional circumstances, and at UCEN Manchester's discretion can deferrals be granted.

## **Criminal Convictions**

If it is appropriate or necessary to the course, UCEN Manchester will carry out an enhanced Disclosure and Barring Service check on applicants. (In response to UCAS no longer asking applicants to declare whether they have any relevant unspent criminal convictions, UCEN Manchester is now in consultation with relevant staff, including Safeguarding, to ensure we respond appropriately to the changes)

## **Guidelines for the recruitment of students with a criminal conviction**

Having a criminal record does not necessarily preclude an individual from studying at UCEN Manchester. This will depend on the nature of the programme of study, the outcome of any Disclosure and Barring Service (DBS) check, and the circumstances and background of the offences. UCEN Manchester encourages self-disclosure by applicants.

## **Special Admissions Board**

This Special Admissions Policy and associated procedures are in place to ensure a fair and equitable service to all service users. Special admissions may need to be applied in the case of a significant disability whether a physical disability or a learning disability.

A disability only arises when students have to interact with inaccessible courses and education institutions. The focus should be on removing disabling barriers, including tackling

discriminatory attitudes. Where an applicant is able to engage in further study we will aim to ensure they make good progress and achieve agreed outcomes and aspirations through application of reasonable adjustments and appropriate support whilst working towards independent learning.

## **Communication with Applicants**

UCEN Manchester will ensure that information supplied to applicants is clear, accurate, reliable, valid and relevant.

Communication of changes to any programmes involving significant restructuring or discontinuation will be communicated to applicants affected by such changes at the earliest possible opportunity.

## **Complaints**

Applicants who experience a problem with any service provided by UCEN Manchester should initially raise the matter with the person responsible for the service. If informal discussion does not resolve the situation satisfactorily, then applicants should use the Compliments, Comments and Complaints Policy.

<https://ucenmcr.tmc.ac.uk/sites/default/files/policies/LTE%20Complaints%20Policy.pdf>

Applicants may not raise concerns about academic judgement.

## **Data Protection**

The UCEN Manchester Admissions policy and procedure will be conducted in accordance with the LTE Group Data Protection Policy and the relevant data protection legislation.

<https://ucenmcr.tmc.ac.uk/sites/default/files/policies/LTE%20Group%20Data%20Protection%20Policy%20May%202018.pdf>

## Appendix 1- UCEN Manchester Admissions Process



