



HIGHER EDUCATION STUDENT ADMISSIONS POLICY

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1. STRUCTURES AND PROCESSES

1.1 General statement

Admission to University Centre Reaseheath (UCR) is based on merit and on the basis of ability to achieve and ensures equality of opportunity. UCR recognises the importance of admitting applicants to a course suited to their ability and aspirations and the selection process therefore takes account of all aspects of an application and not just an applicant's academic profile.

UCR endeavours to ensure that policies and procedures used to admit students are clear, fair, explicit and consistently applied and are compliant with relevant legislation and meet the expectations of the [QAA Quality Code for Higher Education: Admissions, Recruitment and Widening Participation](#).

UCR is committed to delivering an admission policy and practice that promotes fair admission and delivering a system that admits those with outstanding achievement and potential regardless of their background.

Equal consideration will be given to applications received by the main annual UCAS deadline (15th January). Late applications will be considered at the individual department's discretion and appropriate offers made if places are still available.

Please note that applications for BSc (Hons) Animal Behaviour and Welfare, and BSc (Hons) ABW Foundation Year, are outside of the scope of this policy and fall within the remit of the University of Chester. <https://www1.chester.ac.uk/undergraduate/how-apply>

1.2 Responsibility for Admissions

Admission to UCR is coordinated by HE Registry and Academic Services HE Office, but Course teams are responsible for determining criteria for admission, such as required subjects and attainment levels. These decisions are made when a course is validated. The HE Student Data and Records Officer is responsible for making decisions regarding applications throughout the application cycle, providing they meet the deadline as per the service level agreement (as at 4.2 UCR Admissions protocols and service levels).

This policy is reviewed periodically to ensure that it is fit for purpose. The institutional lead for this policy is the Assistant Principal & Dean of Higher Education.

2. INFORMATION PROVISION

2.1 Pre-admission information

UCR aims to provide clear, accurate and transparent information about its programmes, that are appropriate to the needs of prospective applicants, in both internal and external publications regardless of the medium (*i.e.* printed, audio-visual, world wide web, etc.) to enable choices to be

made in an informed manner. The main sources of information provided to applicants prior to and on entry to a programme, including admissions requirements may be found:

- on the UCR website
- in the UCR prospectus
- in course leaflets
- on the University of Chester website
- on the UCAS website
- at UCR open and offer-holder events
- on UCR MS Teams pages

Any changes made to entry requirements post publication of printed materials will be communicated to any affected students as soon as possible via an official letter and through the UCR website (and through UCAS where applicable). These sources should therefore be considered the most up-to-date and applicable.

UCR will inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and registration is completed, and that they are advised of the options available in the circumstances.

2.2 Applicant data

UCR operates within the boundaries of the Data Protection Act 2018 and all data is held and processed in line with that legislation. Please see the UCR Data Protection Policy for more information, available on the UCR [website](#).

Applicant data is routinely analysed by UCR for many purposes, including institutional and statutory data returns, market research and planning teaching and learning in order to ensure that our delivery and resources are being utilised efficiently.

2.3 Required Information from Applicants

UCR expects that an applicant, in line with the UCAS regulations where applicable, will provide full and accurate information to be considered for admission. Full-time undergraduate applicants suspected of submitting, or found to have submitted, false information will be referred to UCAS. In the case of international applicants, details may also be passed to the United Kingdom Visas & Immigration Service (UKVI). UCR reserves the right to withdraw an offer of a place if it is believed that an applicant has submitted fraudulent information.

3. HOW APPLICATIONS ARE CONSIDERED

3.1 Fair admissions

UCR seeks to broaden the pool of candidates at undergraduate level by raising awareness and expectations of prospective applicants in line with its Widening Participation Strategy, available on the UCR website.

UCR recognises the principles of fair admission to higher education set out in the [Schwartz Report](#) and in Chapter B2 of the QAA Quality Code for Higher Education. RHC Admissions practices are therefore characterised by the five principles of the Schwartz report which are, transparency, minimising barriers for entry, selecting for merit, potential and diversity, professionalism and using methods that are reliable and valid.

Similarly, UCR upholds its admissions practices in line with UCAS guidance.

3.2 Selection Criteria

Applicants are advised to check information on course specific entry requirements which are published on UCR [website](#).

In considering applications, UCR is interested in an applicant's academic achievements to date, predicted academic achievement and any other evidenced information that demonstrate an applicant's ability to pursue the course for which they have applied.

3.3 International applicants

International applicants will be expected to comply and abide by the regulations set out by the United Kingdom Visas & Immigration Service (UKVI). For full details please click [here](#).

International applicants who have been made a formal offer will be required to deposit an agreed sum of money to be offset against their tuition fees in advance of the UCR issuing a Certificate of Acceptance of Studies (CAS), which is required for visa applications.

All applications from prospective students from outside the UK should go through UCAS. International application information is available from UCAS by clicking, [here](#).

Requirements for a student visa and processes

UCR holds a Tier 4 Sponsor license and 'Highly Trusted' Status with UK Visas and Immigration Service (UKVI).

International applicants should add their passport details to their application form (UCAS or UCR application form as appropriate). If they do not have a passport yet, UCAS (or UCR) will ask the international applicant again to provide this information when an offer is made.

When an international applicant receives an offer from UCR, they will be required to pay a deposit of 30% of the tuition fee for that academic year, which will then be offset against tuition fees for the academic year of entry. This is to show that international applicants can cover the costs associated with studying in higher education.

UCR will then issue the international applicant with a Certificate of Acceptance for Studies. This proves that the applicant is studying a course at an acceptable level to get a visa. The requirements for the issuing of a CAS are:

1. An unconditional place studying a higher education course.
2. The applicant must demonstrate good English language skills. This is assessed by the applicant undertaking a Secure English Language Test (SELT), such as an IELTS test. For more information, please click [here](#).

International students are advised to check how much it costs to study in the UK; information is available from [UCAS](#) and information specifically for UCR is available [here](#).

3.4 Applicants with disabilities

UCR welcomes applications from students with learning difficulties and disabilities.

It is very important, however, that applicants with a disability make this known to UCR on their applications so that reasonable adjustments can be considered.

Applicants with disabilities are asked to make this known via their application forms (UCAS for full time and UCR application form for part time) so that UCR can initiate a discussion about how to ensure an applicant's health and safety and enable their academic success.

The HE Learning Support Team will make initial telephone contact with applicants in an effort to identify the support that the applicant may need in order to access their chosen course. The team will advise and guide applicants through the Disabled Students Allowance (DSA) process.

Students that have received additional learning support (ALS) at Further Education and require it to carry on into Higher Education are advised to submit any and all evidence regarding their support arrangements to the HE Learning Support Team. This will trigger a full diagnostic assessment and will result in reasonable adjustment recommendations being made which may be funded by the Disabled Students Allowance.

Students are reminded that in all instances, the onus is on the student to arrange their additional learning support.

UCR is committed to achieving an educational and working environment that incorporates these aims. The requirements of the Equality Act 2010, Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disabilities Act 2001 were considered when writing this policy.

3.5 Criminal convictions and duty of care

It is essential that all applicants should disclose all unspent convictions and all convictions as detailed in the UCAS application. Having a criminal conviction will not necessarily prevent an applicant from

gaining admission to UCR. In reaching decisions on those with criminal convictions, UCR will consider not only its own responsibilities and duties to the academic community at large but also the safety and well-being of the individual and its ability to provide any appropriate support arrangements.

The test UCR will use is whether any criminal conviction disclosed by an applicant gives reasonable grounds for considering that the admission of the individual: (a) poses a real threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies or others involved in college business; or (b) would be contrary to the law or to the requirements of any relevant professional or other regulatory body in accordance with the UCR safeguarding policy.

UCR has a 'duty of care' to students, staff and visitors. It considers that this duty is both 'moral' – our general responsibility to promote the welfare of our students and staff – and 'legal', in the form of a duty to take appropriate steps to protect students, staff and visitors. To ensure we maintain this 'duty of care' UCR will not admit students who may pose a significant risk to any of these individuals. For more details please see the Safeguarding Adults Policy and the Young Person Safeguarding Policy, both available on the College [website](#).

3.6 Additional information

Deferred Entry

UCR recognises the advantages that some undergraduate students can gain from a gap year, and therefore welcomes applications for admission for the following year. UCR also understands that an applicant's personal circumstances may necessitate a change to his or her intended year of entry. Admissions tutors will consider deferred applications using the same selection process as for applicants for the current year. A successful applicant will receive correspondence from UCR, but UCR will normally only defer an offer of a place for one year. Applicants wishing to defer a place for a second year will be required to submit a new application.

Credit Transfer

Acceptance of prior academic credit is at the discretion of UCR and its departments but is determined by the guidelines of the awarding, validating institution, the University of Chester. <https://www1.chester.ac.uk/undergraduate/how-apply>.

3.7 Feedback

Feedback will be provided for unsuccessful applicants upon request by letter or e-mail.

4. POLICY RELATING TO UNDERGRADUATE ADMISSIONS

4.1 UCAS procedure

All applications for full-time undergraduate programmes should be made through the [Universities and Colleges Admissions Service](#) (UCAS).

Equal consideration will be given to applications received by the main annual UCAS deadline (15th January). Late applications will be considered at the individual department's discretion and appropriate offers made if places are still available.

An applicant will receive notification of UCR's decision on their application electronically or/ and by letter, and where applicable, electronically via UCAS. If the applicant is to be made an offer of a place, the offer may specify conditions of entry that they are expected to meet and the associated deadlines for such conditions to be satisfied in order to confirm their place. The offer will also detail the first year tuition fee (or provide an indication of the likely figure if the fee has not yet been set).

An applicant will be expected to respond to an offer using the appropriate method *e.g.* online through UCAS for full-time programmes. Any deadline for reply and the method for responding will be indicated by UCR or, where applicable, by UCAS.

UCR will confirm an applicant's place on a programme when he or she meets all the conditions set out in his or her offer within the timescale stated in the offer. UCR will send all successful applicants confirmation of his or her place on the programme, as well as enrolment information providing details concerning induction, enrolment and activities to help them settle in during the first few weeks of term. This information may be sent in hard copy or by electronic means. Enquiries regarding pre-entry information should be sent to HEoffice@reaseheath.ac.uk.

4.2 Applying for a part time course

Part time applications go directly to UCR and not through UCAS. Applicants can find the application form online on the [UCR website](#).

The application process will then follow the same process as that for full time applicants (see section 2 of the Admissions Policy).

4.3 Admission service levels and interviews

Once an application is received, UCR will assess the information provided and will typically respond with a decision within five working days.

Applicants may be contacted by phone or email if further information is required to appropriately assess their application.

Applicants will receive information about the next available opportunity to visit UCR, where they will be able to tour the campus facilities and meet members of staff to talk about any courses of interest. All course open events and virtual open events are listed on the [events page](#) of UCR website.

4.4 Course information, changes or closure

Applicants should note the points in section 2, paragraph 2.1, 'Pre-admission information', regarding UCRs commitment to ensuring accuracy of course information.

UCR will communicate changes to the availability of its advertised courses as soon as possible in order to minimise any impact for individual applicants. If applications for a course are such that there is a risk that it may not run, applicants will be contacted regularly, during the UCAS cycle, so that they have all the information they need to make an informed decision about their application. A decision will be made as soon as possible about whether a course will run but no later than five working days after clearing opens. This decision will be made by the Dean of Higher Education. If a course does not run, UCR will assist affected applicants in identifying similar programmes of study, both internally and externally. Applicants should be mindful that UCR will not coordinate an application to another provider, but will give advice.

5. FEES & FUNDING

Our tuition fees are listed on the Student [Finance](#) section of UCR website. Applicants will find information about funding on those pages as well as details regarding our bursaries.

Tuition fees are reviewed annually and are published on UCR website. UCR publishes an Access and Participation Plan which details and lays out how fee income is invested into widening participation activity. Please see the [UCR website](#) for the current Access and Participation Plan.

6. APPEALS AND COMPLAINTS

It is recognised that very occasionally applicants may have reason to question or express an opinion to UCR about its decision or the way in which their application has been handled. Applicants in this situation should direct their query initially to heoffice@reaseheath.ac.uk. If they remain dissatisfied, the query should be directed to the Assistant Principal and Dean of Higher Education, who will conduct a review of the situation.

UCR reserves the right to refuse admission to applicants who have not met academic entry thresholds; where there is evidence that they cannot (or are likely to be unable to) meet the academic, professional or vocational requirements (such as DBS checks), where the provision of fraudulent information is suspected, or because the student may pose a concern to members of the College community.

Appeals may be made where candidates feel that there has been procedural irregularity in the processing of their application or where the decision is believed to be manifestly unjust or discriminatory. In this instance, grievances should follow the HE Student Complaints Policy available on UCR website.

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