

# Admissions Policy

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3.0.	June 2021	<i>Updated to reflect organisational changes.</i>	<i>Director of Recruitment and Admissions</i>	<i>Published</i>

## Aims and Objectives

1. This document sets out Regent's University London's Admissions Policy.
2. The purpose of this policy is to inform all applicants, students and staff (including agents) of Regent's University London, and its collaborative partner institutions, of the policies and procedures used to admit students. It describes the principles and processes followed by the University to select and admit new students to ensure they are transparent, fair, and consistently applied.
3. This Policy covers applications for taught degree programmes of the University.
4. Selection and admissions processes should be reliable, transparent, inclusive and implemented fairly and consistently.

## Responsibility and Monitoring

1. This Policy has been considered and approved by the University's Admissions Panel and ratified by Academic Committee.
2. This policy shall be reviewed on an annual basis.

## Policy Statement

1. Admissions processes for courses should comply with the current published legal framework including, but not limited to, the Equality Act (2010) and General Data Protection Regulation (tailored for the UK by the Data Protection Act 2018).
2. Applicants, current students and staff (including agents) should be aware of the following complementary policies at Regent's University London, which can be found on the University's website:
  - a. Regent's University London Student Charter;
  - b. Student Protection Plan;
  - c. Student Terms and Conditions;
  - d. Admissions Appeals and Complaints Policy;
  - e. Data Protection Policy;
  - f. Under 18s Safeguarding Policy;
  - g. University Refund Policy
  - h. Regulations for validated awards of the Open University;
  - i. Regent's University London Academic Regulations.
3. If an applicant is offered a place on a programme at the University a contract is formed on acceptance, by paying the tuition deposit, and a candidate agrees to abide by the University's Regulations, Procedures and Code of Conduct as monitored and ratified through the Academic Committee Structure at Regent's.
4. Each programme and its named awards will have a specified set of admissions requirements, as determined by the University's Admissions Panel, that are consistent with the University's central requirements, are fair, lawful and comply with the University's Quality Assurance and Enhancement processes and Academic Regulations.
5. All information about applicants offered places should be treated as personal and sensitive data, and stored in secure record systems to ensure that confidentiality can be maintained. The University will need to process personal information (whether supplied directly by the applicant or by third parties) in order to process the application to a programme and (if the applicant enrolls as a student of the University) to manage their student record and student experience. This may include the University sharing data with other third parties where this may be required for the fulfilment of the student contract and managing the student experience and for statutory and other legal reasons.
6. The Academic Regulations and the Student Protection Plan lay out the policy and measures that Regent's University London will follow to protect students' interest and ensure continuity

of study in the case of material change, e.g. programme suspensions or closures, programme closures which involve the replacement of a programme in a particular discipline with a new one or university closure.

7. Admission to a programme at Regent's University London is based on an assumption by staff involved in the admissions process that a prospective student will be able to: a) meet the intended learning outcomes of that programme; and b) successfully achieve the required standard for the award.

## The University's admissions aims

1. The work of the University in admitting new students supports the goals and ambitions set out in its Mission Statement and Strategic Plan.
2. The University is committed to providing an admissions process that ensures fairness, transparency and inclusive and equal opportunities within the legal framework of the United Kingdom. The University welcomes applications from candidates regardless of their background and aims to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, sexual orientation, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, parental/carer status, spent criminal convictions, age, or any other inappropriate ground.
3. The University aims to provide accurate information and advice to prospective students concerning its opportunities for undergraduate and postgraduate study which will help them to make an informed choice regarding the programmes which most suit their interests and skills.

## Procedure and Process

1. Applications for Admission to Regent's University London
  - a. The University Accepts applications from the following routes:
    - i. Direct Applications (online or PDF applications from our web site)
    - ii. University and Colleges Admission Service (UCAS) – Undergraduate programmes only
    - iii. The Common Application (CommonApp) – undergraduate programmes only
  - b. The University publishes applications deadlines for each academic intake on the University website. Late applications may be accepted if spaces remain available.
2. Academic admissions criteria
  - a. The University will publish annually the typical academic admissions criteria for all of its programmes of study. This information will be included in both its print and digital prospectuses and also on the website.
  - b. Academic admissions criteria are set by the Admissions Panel.
  - c. The Admissions Panel will periodically review these criteria in consultation with relevant members of professional services and / or academic staff. Criteria will be confirmed prior to each admissions cycle. The criteria published on the University website will be the most up-to-date and will always take precedent over that contained in hard copy publications, and/or third party websites.
  - d. Typical academic admissions criteria represent the usual level of academic attainment an applicant is expected to achieve prior to being admitted to that programme. Applicants will be considered on individual merit and potential. Whilst we take academic qualifications into account, we also consider a range of other relevant criteria, because we acknowledge that academic achievement is not the only measure of potential. It is important that all our applicants have a fair and equal opportunity to study at Regent's University London.
  - e. The University is committed to giving full and fair consideration to all relevant academic qualification information presented by each applicant. Whilst the

University expresses its typical academic admissions criteria in the terms of a range of the most commonly presented qualifications, the University welcomes applications from candidates who have (or who will) achieve an equivalent standard in a range of other qualifications, including those offered internationally. The Admissions Office will normally be guided by international qualification information provided by the University and Colleges Admission Service (UCAS), the UK National Recognition Information Centre (UK NARIC), the awarding organisations, and senior academic and professional judgement of prior experience of qualifications when determining their equivalence.

- f. Achievement (or predicted achievement) of relevant qualifications does not itself guarantee an offer of admission. The University may take into account any, or all of, the applicant's personal statement, references, performance at interview (or similar), CV, test results, and UK Immigration history.
3. English language proficiency
- a. All programmes at the University are delivered in the medium of English.
  - b. The University requires successful applicants to demonstrate that their ability to understand and to express themselves in English (including in reading, writing, speaking and listening) is sufficient to enable them to achieve the full benefit from studying at the University.
  - c. The University publishes its minimum English language proficiency criteria for all of its programmes of study along with a non-exhaustive list of typical qualifications of English which it recognises as satisfying (when passed at the appropriate level) this requirement. The criteria published on the web will be the most up-to-date and will at all times take precedent over that contained in hard copy publications, and/or third party websites.
  - d. Applicants requiring a visa to study in the UK must also meet any specific English Language requirements of the UK Visas and Immigration (UKVI) where higher than the University's criteria.
  - e. The University's English Language Centre provides a range of English language courses designed to support applicants whose English proficiency is below the required standard.

4. Assessment and selection

- a. In the interests of fairness, inclusivity and transparency, all applications are assessed on their own merits and according to the relevant criteria for the programme applied to, by designated staff of the University.
- b. The Admissions Office will take into account all of the information provided on the application form in order to assess the application against the relevant criteria. This assessment will normally include, but not be limited to, existing academic achievements, any predicted academic achievements, English language proficiency, the applicant's personal statement, academic/professional references, CV, and/or other relevant supporting documentation.
- c. The University permits recognition of credit gained from other institutions and to exempt suitably qualified applicants from modules of study in their chosen programme if it is deemed to be of equivalent standard.
- d. The University may at its discretion, and in accordance with the relevant criteria, make a candidate an offer for a different programme to the one applied to. Such decisions may be made where it is determined that the applicant would be better suited to the alternative programme, or where the applicant has already covered some of the content of the programme originally applied to.
- e. Where an applicant is made an offer by the University, the offer will set out clearly if it is conditional upon the applicant achieving a stated academic or other standard,

and/or on the provision of suitable references, and/or on evidence demonstrating the applicant has satisfied all non-academic conditions. In all cases, where evidence required by the University to inform its decision whether or not to admit an applicant is written in a language other than English, the applicant will be responsible for providing a notarised translation of the same into English and for arranging the submission of both the original and translated copies to the University.

- f. Applicants made an offer will be informed as to how they should accept or decline the offer.
- g. Applicants made a conditional offer may not enrol with the University, nor embark upon their programme of study until all conditions have been satisfied in full and the applicant is in receipt of an unconditional offer and has accepted their place and not until the stated commencement date of the programme of study.
- h. Applicants in possession of an offer of a place may request that it be deferred for up to one academic year. Such requests should be submitted in writing to the Admissions team (via e-mail to [admit@regents.ac.uk](mailto:admit@regents.ac.uk)). No guarantee is made that such a request will be approved. The decision of the Admissions Office, in relation to requests to defer, is final.

#### 5. Overseas (Visa) Nationals

- a. All applicants to Regent's University London must provide evidence that they hold the right to study in the UK or are eligible to apply for a Student Routes Visa (for applicable programmes) as determined by the University's Admissions Office in conjunction with the University's Student Immigration & Compliance Services team. In addition, the University withholds the right to permit students to study based on their immigration permission in the UK.
- b. Before a student can make a visa application, they must have a Confirmation for Acceptance of Studies (CAS) statement from Regent's University London. Regent's holds a Student Routes sponsor licence and is therefore authorised to issue a CAS by UK Visas & Immigration (UKVI). Issuance of a CAS is at the sole discretion of the University. In addition, issuing a CAS does not guarantee a successful visa application.

#### 6. Enrolment and Registration

- a. Admissions staff will explain to applicants who have accepted a place on a programme the arrangements for the enrolment and registration of new students. All students who register on programmes at Regent's University London must submit full, original documentation to the Admissions Office as detailed in their unconditional offer letter to complete their registration process. Students will also have to satisfy the University's requirements to enroll.

### **Applicants with a disability and/or additional support needs**

1. The University welcomes applications from candidates with a disability or additional support needs. Such applicants will be considered against the same Academic and English criteria as all other candidates following the process outlined in this policy.
2. The procedure for admission of disabled applicants should be in compliance with the legislative requirements of the Equality Act 2010 and one in which the consideration of academic suitability is separated from the discussion centered on the applicant's other needs.
3. The University commits to making reasonable adjustments to support and to achieving equality of opportunity for its students. However, the University has a duty of care to all

staff and students and cannot guarantee to provide for the needs of every individual. The reasonableness and feasibility of any adjustments sought will be widely assessed.

4. Further information for prospective students regarding disabilities and additional support needs may be found online at <https://www.regents.ac.uk/information/student-life/for-current-students/disability-information>.

### **Applicants declaring a criminal conviction**

1. Applicants should be aware that the University has a duty of care to all staff and students and may refuse entry to any applicant who is regarded as a danger to the safety of others. The University also reserves the right to request verification of any information provided, and expects applicants to declare any criminal convictions prior to entry, and any criminal convictions accrued during registration at Regent's.

### **Fraudulent and misleading information**

1. The University expects that applicants and/or their representatives will have provided full, honest, and accurate information on their application form and in all subsequent communications with the University. Where the University has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.
2. If, in the course of such an investigation, the University finds that an applicant and/or their representative has made fraudulent or misleading claims in their application, the University reserves the right to withdraw any offer it has made. In the event that an offer is withdrawn for the reasons set out above, the University may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal.

### **General Right to refuse admission**

1. The University reserves the right to reject an applicant or withdraw any offer made based on an applicant's behaviour during any part of the application process, if such behaviour is deemed to be unacceptable in accordance with the University's Equality, Diversity & Inclusion Policy or Dignity at Work Policy or any other relevant policy of the University or the University values.

### **Feedback, Complaints, and Appeals**

1. Regent's University London is committed to providing applicants with appropriate feedback within resource constraints upon request. The Admissions Office will document appropriately the decision it has reached on each application and will respond to requests for feedback in that context. Requests for feedback must be submitted in writing by the applicant. Requests for feedback from third parties on behalf of an applicant are not permitted.
2. The regulations governing appeals and complaints from applicants may be found in the Admissions Appeals & Complaints Policy.
  - a. In cases where a dispute arises as a result of the application process and / or decision, applicants should seek to resolve the issue informally, through discussion with the relevant member of Admissions staff.
  - b. Where this is not possible and / or appropriate or this route has been exhausted, applicants may pursue their appeal or complaint through the formal process outlined in sections 4 and 5 of the Admissions Appeals & Complaints Policy.

- c. Applicants can be assured that the formal submission of an appeal or complaint will not prejudice any opinion of the applicant, or be used to adversely affect any later dealings with the applicant, including any future applications.

### **Measurement of policy's success**

Regent's aims to resolve all enquiries informally in the first instance and will adhere to the admission criteria set by the Admissions panel.

## Appendices

### General Entry Requirements

Applicants should usually be able to demonstrate a level of literacy and numeracy appropriate to the programme of study. Some programmes of study may require qualifications such as GCSE English; Key Skills level 2 in literacy; GCSE Mathematics; Key Skills level 2 in numeracy.

Where an applicant's first language is not English, and/or where an applicant possesses a qualification other than those indicated above, the following qualifications may provide evidence of English language competence: IELTS (International English Language Testing Scheme); and/or TOEFL (Test of English as a Foreign Language); and/or a Cambridge Advanced Certificate or international equivalent; and/or a pass in the University's own English Language Proficiency Test.

Applicants who meet admissions requirements for admission at Level 4, but who do not achieve the required English language proficiency scores, may be offered a place on the programme.

Applicants requiring a visa to study in the UK must also meet the specific English Language requirements of the UK Visa and Immigration department.

Programme entry requirements are detailed in Programme Handbooks and set out:

- (a) The entry criteria and the means by which students will be judged for entry onto that programme;
- (b) Any English language requirements;
- (c) Any other exceptional entry routes onto programmes;
- (d) Recognition of prior learning;
- (e) Any other requirements (such as specific professional requirements).

All applicants are considered with due reference to the University's Equalities, Diversity and Inclusion Policy (2018), and any current antidiscrimination legislation.

### The Admission of Students to a Foundation level for integrated Bachelor's degree programmes at Level 3

#### Minimum Requirements

The minimum entry requirement to a foundation programme at level 3 is normally 5 GCSEs (including English and Mathematics) at grade 4-9 (A-C) or equivalent.

In cases where additional or alternative qualifications and/or experience are required, details are set out in the relevant programme handbook.

### The Admission of Students to a Programme at Level 4

#### Minimum Requirements

The minimum entry qualifications are specified in individual programme regulations and might typically include:

A minimum number of awards from GCE A levels or equivalent. In terms of equivalence, achievement at a lower level will be subsumed into the higher level, i.e. AS points will be subsumed into the A level points for the same subject and are not acceptable for entry.

OR

Successful completion of a recognised level 3 or Access Programme; the full International, European and Welsh Baccalaureate; other qualifications as deemed acceptable by the University.

## **The Admission of Students to Level 7 Programmes**

### **Minimum Requirements**

The minimum entry qualifications are typically:

A first degree with Honours or a recognised equivalent qualification; and/or appropriate professional experience deemed to be equivalent.

## **The Admission of Students to a Programme at a Higher Level**

The stage at which admission takes place will be dependent upon the number of credits previously achieved but will not normally be allowed at a stage beyond halfway through a programme unless specified in the programme handbook.

Applicants who claim credit for prior learning as a means of entering a programme at other than level 4 may have:

- (a) Certified evidence of prior learning which has been acquired by either:
  - Satisfactory full completion of a programme of study;
  - Satisfactory partial completion of a programme of study; or
  - A professional or vocational qualification.
  
- (b) Uncertified personal experience which may be tested or a combination of both.

Assessment of such prior learning or experience may lead to the award of credits prior to the commencement of study, or of admission with advanced standing.

## **Recognition of Prior Learning (RPL)**

Applicants may be admitted to a programme of study with 'advanced standing' at levels 4, 5, 6 and 7. Where this is applicable:

- (a) That prior learning will be mapped against the intended programme learning outcomes and that a record of recognized RPL will be stored with the applicant's record;
- (b) Up to what level of a programme applicants with 'advanced standing' will be allowed to join;

(c) Regent's University London's acceptance of credit from other institutions of higher education is subject to the following conditions:

1. The transcript is an official transcript from the initiating institution. (An official translation should be provided where relevant).
2. The transferred credit must be similar in scope, content and competency to a Regent's University London credit.
3. The transferred credit must have a Pass grade (e.g. a 4 "C" grade), or higher.
4. All transfer students must normally subsequently complete at least three terms at Regent's University London.
5. Credits are awarded at the point of an offer being made to a student. Transcripts presented later will not be considered for credit.
6. Academic credits which meet the above conditions are not an automatic entitlement, but are at the discretion of Regent's University London's Heads of Programmes.

### **Internal Programme Transfers**

Subject to any programme specific requirements, and with the permission of both Heads of programmes students may be allowed to transfer from one undergraduate programme within Regent's University London to the same point on another, providing that the intended programme learning outcomes and the curriculum can be demonstrated to be equivalent. Where the intended programme learning outcomes and the curriculum are demonstrably different, then the regulations regarding RPL above will apply.

Students must complete and submit an Internal Transfer Form to the Registry no later than Friday of week 2; requests submitted to Registry after this time cannot be considered. On programmes with year-long modules, transfers can only be permitted no later than Friday of week 2 in the autumn term.

Where students are transferring between programmes they automatically lose the right to repair any outstanding modules. Credit cannot be transferred at a later date.

Where a student chooses to transfer internally to another programme of study at Regent's University London, using credit achieved from a programme or module(s) validated by the institution through the RPL scheme, the academic record and grades associated with the RPL credit will also be transferred.

Students will not be readmitted to the same programme and will not normally be readmitted to another programme leading to an award of the University if the following applies:

- (a) A student has been exited from their programme by the Progression and Finalist Board at Regent's with an interim award because they have not fulfilled the requirements of a higher award;
- (b) A student's studies have been terminated on the grounds of academic failure of that programme;
- (c) A student has been excluded from the University for any other reason.