

1. Principles and Scope

- 1.1 This Policy explains our approach and process for considering applications for taught and research courses, including Recognition of Prior and experiential Learning (RPL) and transfers. This means we provide you material information that allows you to make an informed decision about joining us to study, and which course is right for you. All applications are considered against the same academic and English criteria following the process outlined in this Policy. Changes to this Policy are considered by our Admissions Panel.
- 1.2 This Policy applies to applications for study to our taught courses to ensure we have a consistent, fair, and transparent approach to making admissions decisions. Its application to courses offered by our collaborative partners is outlined in Schedule A below. The process described in this Policy is designed to meet the expectations of relevant UK legislation, including the Equality Act (2010) and the Data Protection Act (2018). We welcome applications from candidates regardless of their background and aim to eliminate discrimination on the grounds of sex, 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.
- 1.3 If you have a need for additional support (for example, in relation to a disability), our consideration of your application will be on academic merit. Our ability to meet your support needs is considered separately from academic merit-based admissions decisions. We will make reasonable adjustments where required. However, we cannot guarantee to provide for the needs of every individual where this is not reasonable or possible. We take into account a wide range of factors in making determinations about the reasonableness of adjustments. Further information can be found at: <https://www.regents.ac.uk/student-support>.
- 1.4 All our courses have a set of general admissions requirements. In some cases, an individual course may have specific, as well as general, admissions requirements. In accordance with our Quality Assurance and Enhancement framework, these admissions requirements are set for each course during initial course validation and are updated as necessary during any subsequent approved updates. It is a matter of academic judgment whether your qualifications and/or experience meet both the general and specific admissions requirements for the course to which you are applying. These academic judgments are documented and take into consideration whether you will be able to meet the intended learning outcomes of the course and successfully achieve the required standard for the award.
- 1.5 All our courses are delivered in the English language. This means that you must be able to demonstrate, at a suitable academic level, your ability to understand and express yourself in English (including in reading, writing, speaking and listening). Our minimum English language proficiency criteria are published on our website. In addition, if you require a visa to study in the UK you must also meet any specific English Language requirements set by UK Visas and Immigration (or any other government designated visa-granting body) where higher than the University's criteria. Our School of English provides a range of English language courses designed to support applicants whose English proficiency is below the required standard.
- 1.6 Our Admissions criteria are set by our Admissions Panel and published annually on our website and in our digital and print prospectuses. If there is any difference in published Admissions criteria, those on our website take precedence.
- 1.7 Admissions criteria represent the usual expected level of academic attainment. However, we consider all applications on individual merit and potential. This means

that we take academic qualifications into account, as well as a range of other relevant criteria as appropriate (for example, work history, professional experience).

- 1.8 We welcome your application if you have (or will have) a qualification of the equivalent level, including any of those offered internationally. We are guided by international qualification information provided by the University and Colleges Admission Service (UCAS), the UK National Recognition Information Centre (UK ENIC) and the awarding organisation(s) when determining academic equivalence.
- 1.9 Actual or predicted achievement of relevant qualifications does not guarantee an offer of admission. We may consider any, or all, of your personal statement, references, performance at interview (or similar), curriculum vitae, test results, and UK immigration history.
- 1.10 If we offer you a place to study on one of our courses, a contract is formed when you have completed all of the following:
 - a. followed our instructions to accept the offer, including having met any conditions associated with the offer;
and
 - b. paid the tuition fee deposit;
and
 - c. confirmed your acceptance of the Terms and Conditions of Study;
and
 - d. confirmed your agreement to abide by our Regulations, Policies, Procedures, and Code of Conduct found on our website and updates to these which will be communicated to you in accordance with the Terms and Conditions of Study.
- 1.11 We treat all applications confidentially as personal and sensitive data. This means that during the period we consider your application and if we make you an offer, your information is stored securely, shared only as necessary to make a decision about your application. If you accept an offer to study with us, we use your information to create a student record for you in our electronic student records system. We may share your data with third parties if required for the fulfilment of the student contract and/or managing the student experience and for statutory and/or legal reasons.
- 1.12 There may be circumstances in which we need to make a material change to a course, suspend a course, or withdraw it. If this applies during your application (including when we have formed a contract with you as described above), we will make you aware of this as soon as possible and give you relevant information, support, and advice to allow you to make an informed decision about your options.
- 1.13 The applicability of this Policy under the University's Collaborative Provision arrangements is detailed in Schedule A.
- 1.14 Any designated role (e.g. Head of School or Director of Programme) will be taken to include 'or nominee'.

2. Interaction with other Regent's University London Regulations and Policies

- 2.1 As a minimum, this Admissions Policy should be read alongside current versions of the following documents that can be found on our website:
 - a. Student Terms and Conditions
 - b. Student Protection Plan
 - c. Confirmation for Acceptance of Studies Policy
 - d. Admissions Complaints Policy
 - e. Regent's University London Student Charter

- f. Data Protection Policy
- g. Safeguarding and managing Student Risk Policy
- h. University Refund Policy
- i. Regulations for validated awards of the Open University
- j. Academic Regulations, especially Course Regulations and those concerning Course Amendment, Suspension and Withdrawal.

3. Admissions Process

3.1 We accept applications:

- a. directly, including through agent application via our website;
- b. via the University and Colleges Admission Service (UCAS).

3.2 Any direct entry application deadlines are published on our website. Late admissions may be accepted up to week 3 of any first term if spaces remain available and if the applicant can demonstrate they can be ready to study on campus in London. Late applicants may be required to enter into a Learner Contract explaining the actions they will take to catch up on missed learning.

3.3 To make a decision, our designated staff take into account the information provided in your application against the relevant admissions criteria. As a minimum we consider your existing academic achievements, any predicted academic achievements and English language proficiency. We may also consider your personal statement, academic/professional references, CV (curriculum vitae), and/or other relevant supporting information.

3.4 If you have suitable academic credit obtained from another institution, we may recognise it to exempt you from a limited amount of modules in your chosen course (we call this Recognition of Prior and experiential Learning or 'RPL'). We explain in Section 14 the rules we use for accepting and applying prior learning or credit to your course at Regent's.

3.5 Where relevant, and in consultation with you, we may make you an offer for a different course than the one for which you originally applied, for example, where we decide you would be better suited to an alternative course.

3.6 We will clearly tell you if our offer to you is conditional and, if it is, what those conditions are. You are responsible for providing all evidence and documentation, including a notarised translation of the original evidence or document if it is not in English. If you have a conditional offer, you cannot enrol or begin your course of study until all conditions have been met. In such circumstances, we will replace our conditional offer with an unconditional offer.

3.7 If we have made you an offer you may usually defer it for up to one academic year by emailing admit@regents.ac.uk. This means that, if we agree to the deferral, you begin your studies either in the next term, or the following academic year. Such deferral decisions are final.

3.8 You must provide evidence that you hold the right to study in the UK or are eligible to apply for a Student Routes Visa (for applicable courses). The type of evidence we accept is determined by our Admissions team and our Student Immigration & Compliance team. We retain our right to admit you to study based on your immigration status in the UK.

3.9 If you require a visa to study, you must have a Confirmation for Acceptance of Studies ('CAS') statement from us before you make a visa application. We hold a Student Routes sponsor licence and are therefore authorised to issue a CAS by UK Visas and

Immigration (UKVI). It is at our sole discretion whether we issue a CAS. Issuing a CAS does not guarantee a successful visa application.

4. Criminal Convictions

- 4.1 We have a duty of care to all staff and students and may refuse entry to you if we reasonably believe you pose a danger to the safety of others. We reserve our right to request verification of any information provided and expect that prior to entry you tell us about any of your unspent criminal convictions. We also expect you to tell us if at any time during your studies you receive a criminal conviction. This includes if the criminal conviction(s) was received whilst you were on an Interruption of Studies or withdrawn and later readmitted.

5. Fraudulent and/or Misleading Information

- 5.1 We expect you and your representatives to provide full, honest, and accurate information in your application and supporting evidence, and in all subsequent communications with us. Where we suspect an application has been plagiarised or relied on automatic text generation software (including artificial intelligence tools such as ChatGPT) we reserve the right to investigate and, if relevant, withdraw an offer or your place on a course. If we withdraw an offer we may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal. We retain the right to determine if we will accept any future application from you following these circumstances.

6. Refusing Admission

- 6.1 We reserve the right to reject an application or withdraw an offer if, during any part of the application process, your behaviour is deemed to be unacceptable in accordance with any of our regulations and/or policies.

7. Feedback, Complaints, and Appeals

- 7.1 We are committed to providing you with appropriate feedback where resources allow. Our Admissions team will document the decision reached on your application and will respond to requests for feedback in that context. Your request for feedback must be submitted in writing by you: we do not allow requests for feedback from third parties.

- 7.2 Where a dispute arises as a result of the application process and/or decision, you should attempt to resolve the issue informally, through discussion with the relevant member of the Admissions team. Where this is not possible and/or appropriate or this route has been exhausted, you may make a complaint through the Admissions Complaints Policy.

7.3 Minimum General Entry Requirements

- 7.4 Applicants should usually be able to demonstrate a level of literacy and numeracy appropriate to the course of study. Some courses of study may require qualifications such as GCSE English.

- 7.5 Where an applicant's first language is not English, and/or where an applicant has a qualification other than those indicated above, the following qualifications may provide evidence of English language competence (this is not an exhaustive list): 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.

- 7.6 Applicants who meet English language proficiency scores but do not meet admissions requirements for admission at Level 4, may still be offered a place.

- 7.7 Applicants requiring a visa to study in the UK must also meet the specific English Language requirements of UK Visas and Immigration (UKVI).
- 7.8 Course entry requirements are detailed in the University's Entry Criteria Statement and set out:
- the entry criteria and the means by which applicants will be judged for entry onto each course;
 - any English language requirements;
 - any other exceptional entry routes onto courses;
 - any other requirements (such as specific professional requirements).
- 7.9 All applicants are considered with due regard for the University's [Equality, Diversity and Inclusion Policy](#) and any current UK equality legislation.
- 8. Admission to Foundation (Level 3) for integrated Bachelor's Degree Courses**
- 8.1 The minimum entry requirement to a foundation course at Level 3 is normally five GCSEs (including English where applicable) at grade 4-9 (A-C) or equivalent.
- 8.2 In cases where additional or alternative qualifications and/or experience are required, details are set out in the relevant course specification.
- 9. Admission to a Course at Level 4**
- 9.1 The minimum entry qualifications are specified in individual course 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 Course; the full International, European and Welsh Baccalaureate; other qualifications as deemed acceptable by the University.
- 10. Admission to a Course at Level 5**
- 10.1 The minimum entry qualifications are specified in individual course 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; and
 - successful completion of 120 academic credits (UK CATS points) at Level 4; other qualifications as deemed acceptable by the University.
- 11. Admission to a Course at Level 6**
- 11.1 The minimum entry qualifications are specified in individual course 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; and
 - successful completion of 120 academic credits (UK CATS points) at Level 4 and 120 academic credits at level 5; other qualifications as deemed acceptable by the University.
- 12. Admission of Students to Level 7 Courses**

12.1 The minimum entry qualifications are typically a first degree with Honours at second-class or above; or a recognised equivalent qualification; and/or appropriate professional experience deemed to be equivalent, as appropriate to the course.

13. Admission of Students to Level 8 (Doctoral) Courses

13.1 You will typically need an honours degree at second class or above in an appropriate subject; or a recognised equivalent qualification. The application typically includes submission of a 1,000-word research proposal, personal statement and two references at least one of which must be academic. Please see the Regent's website for further information about Level 8 course admissions requirements.

14. Recognition of Prior and Experiential Learning (RPL)

14.1 Recognition of prior or experiential learning (RPL), also sometimes known as 'advanced standing', is the use of any learning that has been or will be awarded as a recognised qualification for exemption from a requirement of a course.

14.2 RPL can only be used to exempt a whole level of an undergraduate course or one-third of a master's course. This means that we may decide to recognise prior academic credit to exempt you from a maximum of 120 credits at Level 4 and a further 120 credits at Level 5 for undergraduate study, or a maximum of 60 credits at postgraduate level for the course to which you are applying.

14.3 To be considered, the credit must have been awarded in the previous three years and you must usually make the request to have it applied during your application for study (i.e., before we make an admissions decision). Any previously achieved credit can also be considered during the admissions process after an offer has been made at the discretion of the Admissions team. All decisions about RPL must be concluded before you commence study.

14.4 To apply for RPL to enter a course you must provide confirmation that the academic credit you are seeking to rely on has been achieved (usually through an official transcript and relevant marking scheme) and evidence of the module content and learning outcomes to be considered. That prior learning will be mapped against the intended course learning outcomes to help us decide whether we can accept the RPL and which level of your intended course you may enter. We will not grant RPL for any module that is a condoned pass from another institution. A record of recognised RPL will be stored with your application and, if you are admitted, it will form part of your student record.

14.5 We do not permit 'double counting'. This means that if you complete and are given an award for one of our courses at any level of the Framework for Higher Education and Qualifications (FHEQ), you cannot use that as RPL for exemption from another of our courses at the same level, even if the content of academic credit is significantly similar or the same. To be considered for RPL, any previous award would need to be revoked so that the credit is not double counted.

14.6 We cannot grant RPL after you have enrolled on a course of study. This process must be completed prior to entry.

15. Internal Course Transfers

15.1 Subject to any course specific requirements, and with the permission of both Course Leaders, you may be allowed to transfer from one of our undergraduate courses to the same point on another, providing that the intended course learning outcomes and the curriculum can be demonstrated to be equivalent. Where the intended course learning outcomes and the curriculum are demonstrably different, then the regulations regarding RPL above will apply.

- 15.2 Regent's [Academic Regulations: Interruptions of Study, Transfers and Withdrawals](#) apply to any students seeking to make an internal course transfer.
- 15.3 You must complete and submit an Internal Transfer Form to Registry no later than the end of the third week of teaching at the beginning of your academic year. Requests submitted to Registry after this time cannot be considered.
- 15.4 If you are transferring between courses, you will need to meet the rules concerning transfers outlined in Regent's [Academic Regulations: Assessment and Course Regulations](#) and in the [Academic Regulations: Interruption of Studies, Transfer and Withdrawal](#). This will include a matter of academic judgment. Where you choose to transfer, you will not normally be permitted to resit or retake assessments to achieve the credit for incomplete modules.
- 15.5 Where you choose to transfer internally to another course of study at Regent's University London, using credit achieved from a course 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.

16. Applications from Former Students

- 16.1 To consider applications from our former students (and graduates) we use the following categories:
- Completers;
 - Withdrawn (non-enrolment);
 - Self-withdrawn;
 - Withdrawn (misconduct);
 - Withdrawn (non-attendance);
 - Withdrawn (academic failure).
- 16.2 **Completers** are those former students who successfully completed their course of study and may be graduates of Regent's University London. Such former students are eligible to apply for a new course but must meet the relevant Admissions Criteria for that course, including meeting evidence of right to study in the UK or eligibility for a Student Routes Visa.
- 16.3 For former students previously **withdrawn for non-enrolment**, we will apply the rules outlined below.
- If you were withdrawn **within** the previous **12 months** and wish to return to the same course from which you were withdrawn, you may use the [Academic Regulations: Readmission](#).
 - If you were withdrawn **within** the previous **12 months** and wish to study on a different course to the one from which you were withdrawn, you may make a new application and must meet the Admissions Criteria for that new course.
 - If you were withdrawn **more than 12 months ago** you may make a new application and must meet the Admissions Criteria for the proposed course of study.
- 16.4 For former students who **withdrew themselves** from a course ('Self-withdrawn'), we will apply the rules outlined below.
- If you withdrew **within** the previous **12 months** and wish to return to the same course from which you were withdrawn, you may use the [Academic Regulations: Readmission](#).
 - If you withdrew **within** the previous **12 months** and wish to study on a different course to the one from which you were withdrawn, you may make a new application and must meet the Admissions Criteria for that new course.

- c. If you withdrew **more than 12 months ago** you may make a new application and must meet the Admissions Criteria for the proposed course of study.
- 16.5 Applications for study from former students **expelled** (compulsory withdrawal) **for academic or general misconduct** are only permitted after five years of the date of withdrawal and re-entry is only permitted with the express approval of the Vice-Chancellor.
- 16.6 For former students **withdrawn for non-attendance**, we will apply the rules below.
- a. If you were withdrawn **within** the previous **12 months** and wish to return to the same course from which you were withdrawn, you may use the [Academic Regulations: Readmission](#). You will be obliged to provide evidence of the extraordinary circumstances which affected your ability to meet attendance requirements. The Readmissions Panel will consider your circumstances and the evidence you provide to determine whether to accept it as part of your reapplication. There is no right of appeal against their decision concerning your extraordinary circumstances, although you retain the right to raise an Admissions Complaint if you are not satisfied with the decision of the Readmission Panel.
 - b. If you were withdrawn **within** the previous **12 months** and wish to study on a different course to the one from which you were withdrawn, you may make a new application and must meet the Admissions Criteria for that new course. You will be obliged to provide evidence of the extraordinary circumstances which affected your ability to meet attendance requirements. The Readmissions Panel will consider the evidence you provide to determine whether to accept it as part of your reapplication. There is no right of appeal against their decision concerning your extraordinary circumstances, although you retain the right to raise an Admissions Complaint if you are not satisfied with the decision of the Readmission Panel.
 - c. If you were withdrawn **within** the previous **12 months**, wish to return and have no extraordinary circumstances or evidence of those circumstances which prevented you from attending, we will not consider your application to any course.
 - d. If you were withdrawn **more than 12 months ago** you may make an application to a different course, and you must meet the Admissions Criteria for the proposed course of study. You must also provide a personal statement and supporting evidence demonstrating the steps you have taken to ensure that you will be able to engage with your studies and meet attendance requirements. The Readmissions Panel will consider the evidence you provide and determine whether to accept it as part of your reapplication. There is no right of appeal against their decision concerning your extraordinary circumstances, although you retain the right to raise an Admissions Complaint if you are not satisfied with the decision of the Readmission Panel.
- 16.7 Former students **withdrawn for academic failure** cannot apply to study the course from which they were withdrawn.
- a. If you were withdrawn **within the previous 12 months**, we will not accept any application for any course.
 - b. If you were withdrawn **more than 12 months ago at the point of making an application**, you may apply for a new course and you must meet the Admissions Criteria for that course. To be clear, you may not commence a new course within 12 months of the date you were previously withdrawn.

17. Schedule A

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

DOMUS Academy

17.1 This policy does not apply to Domus Academy applicants. Applicants should refer to Domus Academy's policies for applicable policy.

Istituto Marangoni (London)

17.2 This policy is replaced by Istituto Marangoni's Student Recruitment and Admissions Policy.

Istituto Marangoni (Paris)

17.3 This policy is replaced by Istituto Marangoni's Student Recruitment and Admissions Policy.

Liverpool Media Academy (LMA)

17.4 This policy is not applicable to applicants to LMA courses. Applicants should refer to LMA's Admissions Policy.

MACROMEDIA

17.5 This policy does not apply to Macromedia applicants. Applicants should refer to Macromedia's policy for applicable regulations.