

Admissions Policy 2020/21

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1. Introduction

This policy sets out the principles and procedures applied by London Metropolitan University to select and admit students to undergraduate and postgraduate courses at the University.

This policy is reviewed annually by the Academic Portfolio Committee which reports to Academic Board the body responsible for approving policy and regulations relating to student admissions.

2. General principles

The University believes in the transformative nature of Higher Education and the wide ranging impact education can have on individuals and the wider community through widening participation. The University encourages applications from all students irrespective of socio-economic status or background who have the potential to benefit from a higher education course and to succeed at University.

We are committed to:

- Equal opportunity of access to higher education.
- Encouraging and welcoming diversity and equality, ensuring that our processes and procedures are reasonable and equitable.
- Supporting applicants throughout the application process through reasonable adjustments based on need.
- Using standardised selection methods in order admit students based on their current achievement and potential to succeed.
- Applying admissions practices that are consistent, fair and transparent.
- Constant improvement and review of our processes.

3. Selection Process

In considering individual applicants for admission to a course, the University requires evidence of prior learning, or appropriate alternative evidence of personal, professional and educational experience demonstrating academic potential and the ability to achieve the aims and learning outcomes of the course.

Admissions decisions are made through a standardised comparison between set entry criteria and the applicant's past and predicted academic performance.

Applicants will be required to provide evidence of educational attainment through the provision of transcripts and certificates in all cases. The exception being if UCAS formally communicate results to the University through result data transfer.

Where possible admission will be offered to candidates demonstrating relevant experiential learning. Tier 4 students and those entering onto PRSB courses such as teacher training and social work will be required to provide original certificates upon enrolment to ensure accuracy of data held in regards to entry onto their chosen course.

All undergraduate applications received before January 15th will be given equal consideration against our set entry criteria. Applications received after January 15th may be assessed against different criteria dependent on the capacity of the course in question.

Each course may have individual requirements such as interview, audition or DBS check. Applicants are encouraged to view the individual entry criteria on the relevant course page on our website before submitting an application.

Mitigating Circumstances and contextual data

The University will consider mitigating circumstances such as illness or personal bereavement where it can be demonstrated to have had a negative impact on the previous academic attainment. In relevant cases applicants should contact the admissions office to request this be taken into consideration. In such cases the University may offer a place should there be confidence that the applicant has the ability to do well at the University.

Accuracy of applicant information

An offer of a place is based on the information provided by the applicant at any point during the application process. The University shall withdraw an applicant from a programme of study if the application is found to have been based on, or to have included, false or incomplete information.

The University shall exclude any applicant or student whose application is based upon, or included, false or incomplete information that would be regarded as material to the decision to admit the student or where it might affect, for example, the fees to be charged.

If an application does not contain enough information to make a decision we will give the applicant opportunity to provide further supporting information in due consideration of deadlines.

4. Entry requirements

- a. General minimum entry to a Foundation degree
 - One GCE A level or Vocational A level pass or equivalent; or,
 - Four passes in Scottish Qualifications Certificate of which one is at Higher grade; or,
 - Passes in the Irish Certificate at grade C in two subjects and passes at grade D in three subjects.
 - Normally three passes in GCSEs or equivalent at Grade C or above including English Language and where required Maths

- b. General minimum entry to a Bachelor's degree:
- Two GCE A level or Vocational A level passes; or,
 - Three GCE A level or Vocational A level passes; or,
 - Five passes in the Scottish Certificate of Education, of which two are at Higher grade or passes in four subjects all of which are at Higher grade; or,
 - A pass in an Access course recognised by QAA and designed to provide a preparation for higher education; or,
 - A pass in a Foundation course in art and design validated by Edexcel; or,
 - The award of the Diploma of the International Baccalaureate; or,
 - A pass of 60% in the European Baccalaureate; or,
 - The Irish Leaving Certificate with passes at grade C or above in five subjects; or,
 - The award of an Edexcel National Diploma or Certificate
 - Normally three passes in GCSEs or equivalent at Grade C or above including English Language and where required Maths
- c. General minimum entry to a Postgraduate Taught degree:
- Applicants seeking entry on the basis of formal certified educational, vocational and professional qualifications shall provide original evidence of a UK Honours undergraduate degree, normally in the particular or a related subject.

5. English language requirement

- a. Unless studying a course both taught and assessed entirely in a language other than English, students shall provide evidence of English language skills demonstrated by:
- a pass in English Language at GCSE at grade C or above, or a Grade 4 or higher for applicants sitting GCSE English Language in 2017 or later years, or
 - level 2 communications key skills unit, or
 - IELTS test at band 6 or above with a minimum score of 5.5 in each component, or
 - Pearson PTE of 53 or more in each component of the test or equivalent
 - a pass in the University's English language test.
- b. Additionally, students whose enrolment will be subject to the conditions of a Tier 4 Student Visa will be required to hold qualifications that demonstrate the English Language criteria as set out in the Immigration Guidance current at the time of application and/or issuance of a Confirmation of Acceptance for Study (CAS). In particular, separate competence equivalent to the IELTS requirements described above

must be demonstrated in the individual areas of reading, writing, speaking and listening.

6. International applicants

As a global and diverse University we welcome applications from around the world. We have comprehensive overseas qualification requirements which are reviewed annually in order to reflect changes in the country specific education systems.

All applicants are required to achieve a good standard of English language before joining the University. Our English language requirements provide more detail on what will be accepted. For course specific requirements applicants are encouraged to view the individual entry criteria on the relevant course pages on our website.

For those applicants that require Tier 4 sponsorship in order to study in the UK, Home Office rules will be taken into account in the assessment of the application. The University reserves the right to reject applications where these rules may not be met.

Self-financing students are required to submit a deposit towards their fees before a Confirmation of Acceptance for Studies may be issued. Applicants will be informed when to pay their deposit by email.

Applicants must satisfy all conditions of their offer and meet all Tier 4 requirements before a Confirmation of Acceptance for Studies can be issued.

7. Admissions with credit transfer

Applicants may transfer from one higher or further education course to another within the University, of from higher or further education courses elsewhere, at the discretion of the School APL Coordinator in the receiving School, depending on the match of subjects previously studied with the programme of study to which they are being admitted and the currency of the credit previously gained.

Credit is normally recorded without marks and a student's classification based on their study at this institution; however, marks gained on a previous course may be carried forward under certain conditions.

Decisions on credit exemptions are made by academic staff on the basis of the applicant's academic achievement.

8. Applicants with criminal convictions

Applications from candidates with criminal convictions will be carefully considered. Applicants will be required, upon request, to provide full details of

the conviction. The University retains the right to refuse entry to any applicant with a criminal conviction that may jeopardise the security and safety of our students and staff, or where professional body requirements related to course specific regulations apply.

The Fair Chance for Students with Convictions pledge

We believe everyone with the potential and ambition to go to university should have the opportunity to do so, regardless of background. People with criminal convictions face obstacles and barriers to accessing university, yet higher education has the power to transform their lives by helping them move forward and make a positive contribution to society. Therefore, we pledge to give applicants with a criminal record a fair chance by:

- asking applicants about criminal records only if – and when – it is necessary
- asking targeted and proportionate questions during the admissions process
- making our policy transparent and accessible to all applicants
- if necessary, offering applicants a chance to discuss their case in person before a decision is made
- considering flexible adjustments and alternatives for applicants
- ensuring staff are trained to make fair and impartial judgements about applicants
- supporting students with criminal records to help them achieve academic success
- communicating positively about the benefits of a fair admissions process.

9. Applicants with disabilities or additional support needs

The University welcomes applications from students with disabilities or who may have a long-term medical condition or learning difference. Disabled applicants will be assessed by the same criteria as all other applicants. Any reasonable adjustments will be taken into account as part of this process.

Applicants are invited to declare a disability on their application form and invited to contact the admissions office should they require reasonable adjustments for any part of the selection process.

With reasonable adjustments in place applicants must be able to meet the required entry standard of the course. All applications are considered against our set criteria, and we do not take information regarding an applicant's disability into account when making a decision to offer a place.

Our Disabilities and Dyslexia team are proactive in contacting applicants to discuss any additional support they may need whilst studying the course. Information on how to contact these teams is also included in offer letters and is available online.

10. Applicants under the age of 18

All applicants are considered on their individual merits. Accordingly the University may admit students who are under the age of 18 years. These students and their parents/guardians should understand that the University predominantly admits students who are over the age of 18 years and that they will be entering into an adult environment. The University treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.

The usual personal and academic support arrangements will apply to students who are under 18 years. However, the University acknowledges that anyone under the age of 18 is legally a child and recognises that students under the age of 18 may therefore have additional needs in relation to their wellbeing. Applicants under the age of 18 will be required to provide confirmation of appropriate Guardianship prior to being offered a place on the course.

11. Applicants who have been in Local Authority Care

We welcome applications from students who have had experience of being in local authority care and have appointed a member of staff with specific responsibility to support applicants who are care-experienced. We will contact offer holders who indicate on their application form that they have been in care to discuss qualifications or any concerns and let them know of the support we are able to offer. More details about our arrangements for care leavers may be found at: <https://www.londonmet.ac.uk/about/school-programmes-and-outreach/care-leavers/>

12. Feedback

Unsuccessful applicants submitting main cycle applications will be provided specific feedback regarding the decision to reject their application by email. Applicants during Clearing may request written feedback regarding an unsuccessful application. The University is only able to give feedback to a third party (e.g. a parent, guardian, advisor or agent) with the written consent of the applicant due to data protection requirements under the Data Protection Act 2018.

13. Admissions complaints

Applicants unsatisfied with the admissions process should submit a formal complaint in accordance with the University [complaints procedure](#).

14. Availability of courses

The University works to ensure that course availability is accurate when advertised on the University website. However we may at times need to make changes to our course offering to ensure that applicant experience is not

negatively affected we will whenever possible offer an alternative course.

Applicants will be informed as soon as a decision is made to discontinue a course. Applicants will be entitled to withdraw their applications and will be entitled to a full refund of any deposits or fees paid to the University.

15. Applicant data

Data provided by applicants is processed by the University in accordance with the Data Protection Act 2018 and the University's Data Protection Policy.

Such data is used for the purpose of processing applications and becomes part of an applicant's student record, where that applicant is admitted as a student of the University.

Appendices:

- [Academic Regulations](#)
- [Complaints Procedure](#)
- [Under 18 Policy](#)
- [Criminal Conviction Guidance](#)