

Quality Code for Higher Education

Procedure for Admissions Decisions

Reference Code:	9.1
Version:	4.1
Date:	January 2020
Date of Implementation:	January 2020
Originator:	Higher Education & Skills Department
Approval by:	Higher Education Learning & Teaching Committee
Date for Review:	July 2021
Description:	<p>This document details the college procedures for admission and sets out the College's commitment to equality of opportunity in making admissions decisions</p> <p>NOTE: Where the awarding body has different requirements, this will take precedence.</p>
Responsibilities:	Academic Heads & Curriculum Managers / Units Higher Education & Skills Student Services
Applications for exemptions to:	Higher Education Learning & Teaching Committee
Report Exemptions to:	Higher Education Learning & Teaching Committee
Links to UK Quality Code for HE:	Chapter B2

Procedure for Admission Decisions

INTRODUCTION

The considerations that the College will take into account when admitting Higher Education students will be –

- Accredited prior learning (APL) – certificated (APCL) and experiential (APEL)
- English language proficiency requirements
- Parity between part and full-time study applicants
- Equal opportunities monitoring
- Applicants with disabilities
- Application with criminal convictions
- Informing students of programme details and requirements
- The making of applicants and offers
- Assessment of fee status
- Inducting new students
- Staff development for those making admissions decisions
- Monitoring admissions decisions

ADMISSIONS TUTORS

The College will identify staff from the institution who will be responsible for admissions for each of the programmes offered. Programme Leaders **may** be responsible for more than one programme. A list of Programme Leaders will be held by the Higher Education & Skills Department.

Programme Leaders **must** engage in such staff development activities as are reasonably prescribed by the College.

REQUIREMENT FOR A WRITTEN/ONLINE APPLICATION AS A PRECONDITION FOR AN OFFER

A candidate **must not** be admitted to, or be registered for, a programme of study without having submitted a written/online application using the form approved for the purpose, and without having been made an offer in writing which accords with this Code of Practice (CoP).

PROGRAMME APPROVAL

A programme **must not** be advertised before the programme has been granted Development Consent by the College and met Awarding Body requirements. Where planning permission approval has been granted any advertising **must** explicitly indicate that the programme is 'subject to approval' until such time as full approval is granted.

ADMISSIONS DECISIONS

Applications which meet the entry requirements

Admissions staff have full authority to make an offer where the applicant satisfies or exceeds the entry requirements approved at programme validation.

‘SPECIAL CASES’

Where an applicant does not meet the approved entry requirements and Awarding Body Admissions Requirements and staff wishes to make an offer, the application must be deemed a ‘special case’ and be submitted to the tutor and Higher Education & Skills Department for a decision. In this instance sufficient supporting evidence must be submitted which should be in the form of an Interview Report, detailing discussions with the applicant notwithstanding the entry requirements.

Each application must be considered on its merits by a person nominated by the Programme Leader and Higher Education & Skills Department.

APPLICATIONS BY INTERNATIONAL STUDENTS

Where an applicant has non-UK qualifications the College will make appropriate use of the guidance available from the United Kingdom National Academic Recognition Information Centre (UK NARIC) and / or UCAS.

APPLICATIONS AFTER THE COMMENCEMENT OF THE PROGRAMME

An application submitted on, or after the first day of the commencement of the programme in any given year, must be submitted to the Programme Leader and Higher Education & Skills Department. Such cases should be assessed on an individual basis to determine the effects that late arrival may have on the student, both in terms of academic and pastoral matters in accordance with the College’s requirements for induction.

CONDITIONAL OFFERS

Where an offer is made subject to conditions the College **must** ensure, by receipt of appropriate documentation, that the conditions have been satisfied **before** allowing the applicant to attend lectures and to be registered on the programme of study.

RECORD-KEEPING

The College will retain sufficient records of each admissions decision to provide an audit trail, including any advice (such as NARIC assessments) on which the decision was based. Records will at least be kept until the applicant has successfully completed the programme on to which s/he was admitted or until s/he has formally withdrawn or been failed by the appropriate Board of Examiners.

The College will take reasonable steps to ensure the authenticity of the supporting documentation and that copies are certified by a reputable body.

Student Transfer Arrangements

BACKGROUND

All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of the plan is to facilitate the continuation and quality of study for all students whenever a risk to their continued study occurs and to facilitate transfer between providers.

TYPES OF TRANSFER

Student transfer, for the purposes of this plan includes:

- Transfer triggered by the College's Student Protection Plan
- Transfer to another provider from RNN.
- Transfer into RNN from another provider
- Transfer between courses at RNN

CONSIDERATIONS

Transferring to a different institution may have implications for studies and/ or finances. Before finalising a transfer, students should consider the possible implications this may have on Student Finance England loan arrangements (if applicable). Students are advised to contact the Student Loans Company (SLC) directly for assistance and are reminded that the SLC will not discuss personal details with the College.

TRANSFER TRIGGERED BY THE COLLEGE'S STUDENT PROTECTION PLAN

In the event of a transfer being triggered by the Student Protection Plan, the College will firstly aim to teach-out all students on their current course. Further details can be found in the Student Protection Plan on our website.

TRANSFER TO ANOTHER PROVIDER FROM THE COLLEGE

As a consequence of events outlined in our Student Protection Plan or a student decision to transfer to another provider, the College will facilitate transfer to another Higher Education provider for the student to complete their studies. Should transfer to another provider be necessary, the College will support the student by providing the relevant student transcript. Pearson will also be contacted to confirm achievement where appropriate. Refunds and Compensation will be provided in accordance with the Student Protection Plan.

TRANSFER INTO THE COLLEGE FROM ANOTHER PROVIDER

- As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the College, we will consider:
- Admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through the College's usual student admissions processes (available on the website). An official, recent transcript identifying achievements may be required as well as predicted grades as part of an academic reference
- Admission of students onto an alternative taught course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our usual student admissions processes Recognition of Prior Learning Policy.
- Official, recent transcript identifying achievements may be required as well as predicted grades as part of an academic reference for all such transfer.

TRANSFER BETWEEN COURSES AT THE COLLEGE

As a consequence of students requesting to transfer between courses at the College we will consider:

- Transfer of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Recognition of Prior Learning.
- Transfer of students onto an alternative course, taking completed credit, level attained or other study undertaken into consideration, as appropriate.

Transfer between courses at the College will normally be facilitated by the current Programme Leader and the intended Programme Leader, in conjunction with the Admissions team.