HIGHER EDUCATION ADMISSIONS POLICY

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1. Principles and Aims

1.1 The principal aim of the Policy is to ensure recruitment and admission practices are fair, transparent, and implemented consistently to support equality of opportunity. The University encourages applications from talented and motivated students of all ages, and from all backgrounds. The University promotes diversity and our commitment to widening participation, and ensuring fair access is outlined in our Access and Participation Plan.

1.2 Our Admissions Policy has been developed to reflect the expectations of the Office for Students (OfS) Regulatory Framework, UCAS Business rules and principles (for undergraduate students) and all relevant legislation that applies to the recruitment, selection and admission of students in England.

2. Transparency and Consistency

2.1 Information on the entry criteria for all courses will be available on the University website. The UCAS website will also provide information for undergraduate courses.

2.2 Information provided is intended to give potential applicants specific details to help them make informed decisions about the courses they apply for, it includes:

- entry requirements which include the details of what is required for entry, such as qualifications and grades;
- details of Open Days;
- accommodation, finance and support services;
- course specific guidance providing information on the admissions process;
- key information about each course;
- the University's Terms and Conditions.

2.3 Whilst the University will try to ensure that all courses run as advertised in the prospectus and website, it is sometimes necessary to make changes to courses or to discontinue a course entirely. Applicants are notified of significant changes to a course as soon as is reasonably possible.

3. Assessment and Selection

3.1 Admissions activities are carried out by the central Admissions Team, Academic staff, and the Internationalisation Team.

3.2 Entry requirements will be published on the University webpages and UCAS for all courses and are reviewed on an annual basis.

3.3 In assessing an applicant's potential to succeed in their chosen course the University considers an applicant's academic ability. This may be evidenced by a range of factors, including:

- achieved or predicted academic/professional qualifications and grades;
- qualifications in the use of the English language;
- own statements of interest in the course;
- potential to perform well as evidenced by references (usually academic, but also professional where relevant);
- relevant work or other professional experience;
- where appropriate, an interview or a portfolio, or sample of the applicants' work, or an audition;
- contextual data.

3.4 Contextual Information (for Undergraduate Programmes)

3.4.1 To support the University's mission to provide a high-quality educational experience for students from all backgrounds, the use of contextual data is embedded within the undergraduate admission process to help identify applicants with the greatest potential to succeed in higher education and so that particular groups of applicants are not disadvantaged during the application process. A range of measures can be used to provide insight into the context in which academic qualifications have been achieved, thereby generating a more rounded understanding of a student's achievements and their subsequent potential to study at university. Measures that we may consider include:

- if the applicant is living in an area of low participation to Higher Education;
- if the applicant lives in an area of socio-economic deprivation;
- is care experienced;
- has caring responsibilities;
- has a disability or long-term health condition;
- where an applicant will be aged 21 or over at the start of the course (defined as mature);
- is estranged from their family;
- is a recognised refugee, asylum seeker or has been granted humanitarian protection;
- other - any personal or extenuating circumstances not covered by the above.

3.4.2 The University uses a wide range of methods to assess applications, these can include submission of examples of work from the applicant's portfolio, interviews or auditions depending upon the course that the applicant has applied to. There is more information on the website regarding the specific requirements for each course and the Admissions Team will provide clear guidance to applicants about the process via email.

4. English Language Requirements

All courses at the University are taught and assessed in English. All applicants are required to meet the University's English language requirements which are stated on the entry requirements section of the University's website.

5. Applicants Requiring a Visa to Study in the UK

5.1 Students that require a visa to study in the UK must comply with the UK Visas and Immigration (UKVI) regulations. Further information is available on the international section of the University website.

5.2 The University is committed to meeting its requirements as a sponsor, should an applicant be found not to be in a position to meet all UK visa requirements for the anticipated full duration of their programme of study, the University reserves the right to refuse to sponsor the applicant. In the event of changes to immigration legislation, if information becomes available that might impact our ability to sponsor a student, or if evidence intended to be submitted in support of a visa application is suspected to be fraudulent, the University reserves the right to refuse to sponsor an applicant and/or amend or withdraw any sponsorship already made.

5.3 As part of the University's UKVI Student Route Sponsor License, the University is required to view and maintain copies of the passport and visa (valid for study at Leeds Arts University) and any other relevant documents as decided by the University. We may also check original qualification documents (including certified translations if these are not in English) on the basis of which admission was granted to the University. The University undertakes these checks as part of the enrolment process upon arrival.

5.4 As part of our admissions process, the University will conduct a Right to Study check on all applicants.

6. Recognition of Prior Learning – RPL

Applicants that have followed a non-standard educational route will be considered on an individual basis. Applicants may be able to gain admission to a course on the basis of Recognised Prior Learning (RPL). The RPL process forms part of the admissions process to enable applicants to evidence that they have achieved the requirements necessary to join an undergraduate or postgraduate course. It may also be used to enable individuals who can gain credit for their prior learning and experience, allowing them to gain entry to a course or transfer from another institution to complete their studies at Leeds Arts University. The requirements for admission through RPL are set out in the University's Academic Regulations.

7. Applying

7.1 Undergraduate applications should be submitted via UCAS (Universities and Colleges Admissions Service). Information on how to apply is available at www.ucas.com. The University will observe the UCAS procedures and deadlines with regard to undergraduate applications.

7.2 International applicants can also apply direct through the online application portal on the University's website.

7.3 Applications for postgraduate courses should be submitted via our online application portal through the link that is on our website.

7.4 Applicants should be aware that there is competition for places on many courses. As a result, we may close courses to new applications during the admissions cycle if we believe courses to be full. For undergraduate courses, any closure to new applications will always be after the equal consideration deadline – (normally end of January) for entry in the following academic year.

7.5 Should an undergraduate applicant be made an offer of deferred entry, the agreement inclusive of financial support and tuition fees will be determined by the year of entry and not the year of application.

7.6 In any year of entry the University may choose not to accept deferred applications, and therefore any request to defer the offer of a place to the following year, would not be approved.

7.7 The Admissions Team will communicate with applicants via email and telephone throughout the applicant journey. If an applicant fails to respond to a request for further information or provide examples of work requested, this may lead to their application being withdrawn.

7.8 Prior to enrolment, all applicants will be asked to upload documents such as certificates or proof of identification to their applicant portal.

7.7 The University is committed to ensuring that any communication with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way. Applicants should note that the University will not tolerate inappropriate behaviour or language towards its employees or members of the wider University community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language will be viewed seriously and may adversely affect the consideration of an application or complaint.

7.8 The University will normally warn an applicant that their behaviour or language is inappropriate, and that action is being considered, but where the behaviour or language is particularly inappropriate, no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an applicant.

8. Offer

8.1 Any offer of entry will be outlined in a formal offer communication from the University (and additionally for undergraduate applicants via UCAS).

8.2 Occasionally, the University may decide that it is unable to offer admission to the original course to which an applicant has applied, but is able to make an offer for an alternative course. In this situation, the University will contact the applicant to confirm that the offer has been made for the alternative course.

9. Replying to an Offer and Declaration of Unspent Criminal Convictions

The University will provide guidance of how to accept our offer.

As a part of the offer acceptance process, applicants will be asked to declare information about unspent criminal convictions when they firmly accept an offer to study at the University.

10. Unsuccessful Applicants and Feedback

10.1 The University experiences high volumes of applications for certain courses resulting in competition for places. Regrettably, this means that we are sometimes unable to make offers to or accept a number of well qualified applicants.

10.2 If an application is unsuccessful, we will inform the applicant via UCAS and the Application Portal and will provide the primary reason for the decision.

11. Applicants with a Disability or Long-Term Health Condition

11.1 The University welcomes applications from candidates with a physical or mental disability or long-term health condition or specific learning difficulty. Such applicants will be considered against the same criteria as all other candidates following the process outlined in section 3 of this policy.

11.2 Applicants are encouraged to declare this information in their application.

11.3 If an offer is made, the Academic Support/Student Advice and Wellbeing team will contact an applicant to discuss support needs.

12. Admission of applicants under the age of 18

12.1 Although there is no minimum age for admission to University, students under the age of 18 are classed as children or 'minors' under UK law.

12.2 All applicants under the age of 18 are subject to a risk assessment. The University reserves the right to defer or reject admissions on the outcome(s) of that risk assessment where admission to a course is determined to be inappropriate.

12.3 If students are under the age of 18 when the course starts they will need to provide parental consent and prove that they have guardianship in the UK.

12.4 Applicants who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them at the University while they are under 18.

13. Extenuating Circumstances

It is the responsibility of the applicant to inform the University of any extenuating circumstances that may lead, or have led to, academic performance that is not truly indicative of their true potential. Extenuating circumstances should be brought to the attention of the Admissions team before examination results are released. We would usually expect circumstances affecting assessment to have been taken up with the relevant examination body in the first instance. However, all relevant cases will be considered as part of the decision-making process and the University reserves the right to request further information from any applicant submitting extenuating circumstances.

14. Previous Education

Applicants must give details of all previous education, including any previous study in higher education, even if this was not successfully completed. Applicants should give the reason for any unsuccessful outcomes (e.g. academic failure, decision to withdraw, required to leave for disciplinary reasons, financial problems etc.). Each application will be considered on its merits and future potential to succeed. Failure to disclose all relevant information may lead to action under section 17.

15. Re-Admission of Students

15.1 Applications from the following will require the approval of the Academic Registrar, before the applicant can be offered a place:

- Students whose registration has been terminated by the University (under the relevant section of the Academic Regulations) and are seeking re-admission after a 2-year period. The University may ask for further supporting evidence or invite the applicant to an interview when considering an application.

15.2 Students who terminate their registration but subsequently wish to return to study following withdrawal must re-apply to the University. There is no guarantee of readmission.

16. Incoming Exchange and Visiting Students

Students wishing to spend one semester studying at Leeds Arts University as a visiting or exchange student must apply direct to the University, following the process outlined to our international partner universities. Study abroad periods are for a maximum duration of one semester. Please be aware that it may not always be possible for the University to offer any of these exchanges.

17. Fraud, Omission and Plagiarism

The University reserves the right to withdraw any offer made on the basis of an application which has been found to contain fraudulent information, omission or is plagiarised. At undergraduate

level, applications are reviewed by the UCAS similarity detection service and applications found to contain a high level of similarity to another will be flagged with the Admissions Manager.

18. Financial Information

18.1 Detailed information on tuition fees and financial support can be found on the University's website and in an applicant's offer communication. Tuition fees charged in the future may change as a result of Government policy.

18.2 Tuition fee status is determined by the University in accordance with the Education (Fees and Awards) (England) Regulations 2007. Guidance is provided by the UK Council for International Student Affairs.

19. Complaints

Applicants may not make a complaint about a selection decision which seeks to dispute the academic or professional judgement of University staff regarding their suitability for entry to a particular course. Please refer to the Admissions Complaints Policy for further details.

20. Data Protection and GDPR

The University process applicant data in line with the Student and Prospective Student Privacy Notice, its Data Protection Policy, and Data Protection Legislation (including the UK GDPR, the GDPR and the Data Protection Act 2018). Records are stored and managed in line with the University's Record Management Policy. The University may disclose relevant details to a third party where it is necessary for us to help safeguard the health and safety of the applicant, or the health and safety of others. Anonymised data is also used by the University for statistical and reporting purposes. Application data forms part of the student record for applicants who are admitted to the University.