

Admissions Procedures for Full Time HE Courses 2017/18 Entry Cycle

Document	HE Admissions Procedures 2017/18 Entry
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Next Review	

ADMISSIONS STATEMENT

The guiding principles for the College's approach are:

- To build a College community which celebrates its diversity and the contributions of a wide range of students and where all students believe they are welcome and safe.
- The operation of open and transparent procedures.
- The operation of procedures guided by a sense of 'fairness' and the aspiration that applicants are placed on the right programmes in terms of ability levels and interests.

These procedures apply to all applicants who are seeking admission to City College Brighton & Hove, for a full-time programme of study including those who are already at the College and wish to progress from one programme of study to another.

- The College will ensure that applicants receive information and advice from the Admissions or Course Advisor teams and/or the Curriculum Team in order to help them decide on the course of study best suited to their needs.
- The College will work with other agencies such as schools, universities, employers and specialist support services to develop appropriate information sharing and referral processes and to ensure the information and advice provided to potential learners is accurate.
- The College will offer applicants the opportunity to view the College and its facilities prior to the commencement of a course by holding open days, taster events or by arranged visits.
- Applicants with additional support needs can access appropriate support from the College's HE Support Co-ordinator and will be given the opportunity to disclose their support needs at application, interview and at enrolment.
- The College is committed to fair access and encourages applications from all students who are able to demonstrate the potential to meet the entry criteria for the relevant course and to benefit from study at Undergraduate level. Individual applicants are considered on the basis of their merits, abilities and potential, regardless of race, colour, nationality, ethnic origin, gender identity, marital status, family responsibilities, disability, age, sexuality, political or religious beliefs and affiliations or other irrelevant distinction.

ENTRY CRITERIA AND THE SELECTION PROCESS

Roles and Responsibilities

A curriculum Admissions Tutor (normally the Course Leader) or dedicated Administrator (normally the HE Academic Officer) will make an academic decision on the applications before the formal offer is processed. The Assistant Principal (HE) has overall management of the Admissions Process.

The HE Curriculum Team works in a collaborative arrangement with Heads of Curriculum and the Assistant Principal (HE) and together set entry and assessment criteria for each programme at the beginning of each admissions cycle.

Student number targets are set by the College Executive after discussions with Heads of Curriculum at curriculum planning sessions.

Entry Criteria

The College has documented minimum standard entry requirements for all programmes. These entry requirements are published annually in a hard copy prospectus/course guide, on the College website at www.ccb.ac.uk and on the UCAS website. The College reserves the right to amend its entry requirements before the proposed starting point of the admissions cycle. Amended entry requirements will be published on the University website and the UCAS website.

The College considers a wide range of UK, EU and Overseas qualifications for entry to all programmes. The College is committed to giving full and fair consideration to all entry qualification presented by individual applicants.

Applicants whose first language is not English and who have not been educated in an English-speaking environment (country and/or institution) are required to achieve a minimum overall score of IELTS (International English Language Testing System) 6.0 or equivalent to be admitted to a first year undergraduate programme. The minimum entry requirement for direct entry to the second year of an undergraduate is IELTS 6.5 or equivalent. The College accepts a range of English language qualifications as being equivalent to IELTS.

Recognition of Prior Learning would apply to applicants who can demonstrate previous academic credit. It must be clear that an applicant has achieved some of the progression and assessment requirements of the programme of study, and by completing the remaining requirements fulfil the objectives of the programme and attain the standard required for the award. The applicant may be admitted to an appropriate point in the programme at the discretion of the Course Leader offering the programme.

The College also welcomes applications from those who have significant work or life experience and who may not necessarily meet the published academic requirements for their chosen programme.

Applicants will be required to provide evidence of motivation, skills, experience and attitude, as expressed in his/her personal statement and the academic reference. The Admissions Tutor must be satisfied that an applicant's work or life experience is equivalent to the qualifications that other applicants will be studying. The College will only offer a place where there is evidence that an applicant is capable of completing their chosen programme with a good final classification.

Assessment and Selection

The College is committed to equal consideration of all applications received. For undergraduate applications this is the UCAS deadline of 15 January in each admissions cycle. The College observes all rules and procedures laid down by UCAS when processing undergraduate applications.

Each application is considered on an individual basis against the assessment criteria for each programme that are set. These criteria are set at the beginning of each admissions cycle and cannot be amended once the offer process has started. Assessment is based on the

information provided by the applicant on the UCAS application form or the City College direct application form.

In accordance with the College's commitment to fair admissions, each application is considered individually by an Admissions Tutor or dedicated administrator, who will determine whether an offer should be made on the basis of academic achievements to date, predicted academic achievement and other evidence of the applicant's ability and potential to complete the programme for which s/he has applied. This includes evidence of the applicant's motivation, skills, experience and attitude, as expressed in his/her personal statement and the academic reference.

The College fosters an inclusive and diverse environment for study, providing opportunities for study to individuals who are able to demonstrate the greatest potential to benefit from the type of education delivered at undergraduate level, regardless of their background. The HE Widening Participation Officer is engaged in a range of activity targeted at students from groups that are under-represented in higher education, and aims to recruit to the College students with merit and potential and to prepare them suitably for entering and undertaking study at a university.

The College aims to deliver a cohesive approach to widening participation and fair access, which is expressed in its Access Agreement.

The Admissions Tutor may take into account any extenuating circumstances which have affected an individual applicant when deciding whether an offer should be made.

Based upon this information the Admissions Tutor will decide whether to consider the application further.

Applicants to particular courses (normally Arts based courses) will be invited to attend an interview as part of the selection process. Individual applicants to other courses may also be invited to interview if their application is based on significant work or life experience or if they have non-standard qualifications.

The College does not normally employ Admissions Tests as part of its selection methods. However, should a test be required this will be made known to potential applicants.

Applicants who have been made an offer without attending an interview will normally be invited to attend an applicants day or visit the College individually as this provides applicants with an opportunity to make an informed choice about whether they would like to study at the College.

Offer-Making

Where the College decides to make the applicant an offer, this is communicated to undergraduate applicants via UCAS Track and in writing by letter from the College. For direct applications to the College, an offer will be communicated via letter. The offer will set out any conditions that the applicant must meet.

If an applicant is currently studying towards academic qualifications it is likely that a conditional offer will be made that will require the applicant to fulfil certain requirements either academic or otherwise before a place is confirmed. If an applicant has already achieved the requirements for admission an unconditional offer of a place will be made.

The offer sets out the specific entry requirements that the applicant must achieve in order for his/her place to be confirmed. The offer will be expressed in terms of A level grades or the equivalent for applicants who are taking alternative qualifications. Where appropriate the offer will include the English language and Maths requirement that the applicant must achieve in order for his/her place to be confirmed.

The College normally makes the Standard Conditional Offer for the course. However, Admissions Tutors may make a lower offer in individual cases.

Confirmation decisions are made based on the information provided by UCAS via the Awarding Body Linkage (ABL) process where the applicant has a conditional offer based on qualifications that are provided in the ABL. In all other cases decisions are made based on the results sent in by the applicant or by their school/college/university. Applicants are responsible for providing their results to the College by 31 August in the year in which they have applied.

ADMISSIONS PROCEDURES

Admission of Applicants with Disabilities

The College encourages applicants with a disability or long term health condition to disclose information about their condition as early as possible in the application process to ensure the necessary support arrangements can be put in place during the admissions cycle and before they arrive at the College.

No applicant judged academically suitable for a course should be refused admission on the grounds of disability without compelling and legally defensible reasons.

Applicants who declare a disability in their application are referred to HE Support Co-ordinator, who may issue advice and guidance or, where appropriate, make an assessment of the applicant's reasonable adjustment. The HE Support Co-ordinator's assessment of applications from students who declare a disability takes place independently of the academic selection process, which is based entirely on academic merit and takes place in accordance with standard policy.

Occasionally the nature of an applicant's disability will conflict in essence with the nature of the course. For further information and guidance in these areas, please consult the HE Support Co-ordinator.

It is important to note that any decision to offer, or not to offer a place to a disabled applicant must be made in the light of appropriate reasonable adjustment. An applicant may only be refused entry to a course on the grounds of disability if all reasonable support and adjustment has been considered and dismissed. This decision will be made by the HE Support Co-ordinator, with guidance from other appropriate professionals where relevant.

Criminal Convictions

Applicants are required by UCAS to declare criminal convictions that are not spent at the time of application or if applying direct to the College declare this on the direct application form. If the Admissions Tutor recommends that an offer be made, such applications will be referred for consideration by the College Safeguarding Officer. The Safeguarding Officer's assessment will take place independently of the academic selection process, which is based entirely on academic merit and takes place in accordance with standard admissions policy.

Similarity Detection and Fraud

Applications submitted via UCAS are subject to the anti-fraud procedures and checks carried out by UCAS. All personal statements submitted via UCAS are subject to the UCAS similarity detection procedure. Where a personal statement contains significant similarities to another previously submitted to UCAS the College is notified of this and of the extent of the similarity.

All applications highlighted by the UCAS Similarity Detection Service are sent to the Admissions Tutor for consideration. If the Admissions Tutor wishes to make a conditional or unconditional offer, the applicant may be invited to submit a revised personal statement by a specific date, normally within two weeks of the request. On receipt of the revised personal statement the application will be scrutinised by the Admissions Tutor and a selection decision will be made in accordance with standard procedures.

Deferred Entry

The College recognises the advantages that some students can gain from a 'gap year'. An applicant wishing to apply to the College but defer entry to the following September will normally indicate this on the application form. Applicants should be encouraged to provide a brief outline in the personal statement of the reason(s) for choosing to defer entry. Admissions Tutors will consider applicants on the same basis as applicants for the year prior to entry and applicants will receive correspondence during that year from the university.

The College will normally only allow deferred entry for up to a maximum of one year.

Fee Status Assessment

Applicants are required to declare their fee status when they complete their application form, selecting from a number of options including UK home, EU or overseas (non-EU) fee status. The HE Academic Officer checks information in the UCAS application relating to fee status, including the nationality, country of residence, address and declared fee status of each applicant.

Where the combination of information provided suggests that the fee status declared by the applicant may be incorrect, the College carries out a fee status assessment. Fee status assessments are carried out by the HE Academic Officer who is a trained member of admissions staff in accordance with UK fees and awards regulations and guidance provided by the UK Council for International Student Affairs (www.ukcisa.org). The

College does not exercise discretion when determining applicants' fee status.

The College reserves the right to amend an applicant's fee status after the formal offer has been issued.

Confirmation of the applicant's fee status is included in the offer letter issued to the applicant.

Discontinuation or suspension of courses

The College reserves the right to discontinue or suspend a course for which offers have already been issued, but undertakes to do this in exceptional circumstances only. Where a course is discontinued, applicants holding offers are informed as soon as possible, and where possible and appropriate, are offered a place on an alternative course offered by the College or offered support to find an alternative institution.

FEEDBACK, APPEALS AND COMPLAINTS

The College strives to treat all applications fairly and without prejudice.

Feedback

The College will for the majority of programmes provide feedback on request to applicants who have not been offered a place. Applicants are able to request feedback at any time during the admissions year in which they are applying.

Appeals

An appeal refers to the decision reached rather than how the application has been dealt with.

The College considers each application on its own merits, in relation to published selection criteria and within the context of the number of places available on any individual course.

Due to the finite number of places available on any course, the College acknowledges that where a course is oversubscribed some, suitably qualified, applicants may not be offered a place.

The College reserves the right to make independent academic decisions on applications to be admitted to any of its courses and will not enter into dialogue about any other individual applicant to a course.

An applicant who is considering making an appeal against the decision made upon their application to the College should initially seek feedback from the Admissions Tutor.

If the situation is not resolved, the next stage is to make a formal appeal, in writing, to the Assistant Principal (HE).

It is advisable that any such appeal contains clarification of information already provided in the original application. Whilst additional information will be received, it must be acknowledged that this must not give the appellant an unfair advantage over other applicants who will not have had this opportunity through the normal application process.

Complaints

A complaint is distinct from an appeal as a complaint refers to how the application decision was reached rather than the decision itself.

A complaint should be dealt with quickly and as close as possible to the point at which it arises. Applicants should be advised that, if they are not satisfied with the way in which an application has been considered, they should first write to or speak with the Admissions Tutor concerned.

If they remain dissatisfied, they will be referred to the College's Complaint Policy and Procedure.

DATA PROTECTION AND COMMUNICATION WITH APPLICANTS

The HE Academic Office and Student Records Department aim to operate in compliance with data protection legislation and good records management practice. Applicants' data is treated as confidential by all staff involved in the admissions process and is not divulged unnecessarily or inappropriately.

In accordance with College policy, staff involved in admissions, communicate only with applicants themselves, unless the applicant has given express permission for a third party to communicate on his/her behalf. Third parties may be parents, teachers, advisers or agents acting on behalf of applicants.

Associated College Policies and Documentation

- Equality & Diversity Policy
- Safeguarding Policy
- City College Accessibility Statement
- City College Risk Assessment Process for Criminal Conviction Disclosures
- Policy for Managing the Recognition of Prior Learning (RPL)
- HE Admissions Process 2017/18 Entry Cycle
- Learning Support available to HE Students
- Framework for Fees Questionnaire – 2017/18
- Criminal Conviction Disclosure Form
- Disability Declaration Form
- Complaints Procedure