

**Leeds City College**  
**Higher Education**  
**Admissions Procedures**

DRAFT

**Owner: HEDO**

**Policy Introduced: September 2015**

**Next Review: September 2016**

**Endorsed by: HE Committee and HE Academic Board**

## **1. Scope and Purpose of Procedures**

- 1.1 The procedures discussed in this document apply to all staff teaching on higher education awards and learners undertaking a higher education award with Leeds City College.
- 1.2 Its purpose is to ensure that the HE Admissions procedures are implemented consistently across the College and that the requirements of awarding bodies are met. In addition, the HE Admissions procedures are fully informed by the requirements of awarding bodies, the QAA Quality Code and the QAA Guidelines.

## **2. The Admissions Procedures**

### **2.1 Applications**

- 2.1.1 The college will consider all undergraduate applications submitted by those aged 18 years +.
- 2.1.2 Due to safeguarding reasons we are unable to consider applications from potential students aged below 18 years of age at the start date of the programme for the year of entry for which the applicant has applied to study for.
- 2.1.3 Full time undergraduate applications are in most instances submitted via the online UCAS system at [www.ucas.ac.uk](http://www.ucas.ac.uk). Equal consideration will be given to all applications received by the published UCAS deadlines.
- 2.1.4 During the application process potential students will be signposted to appropriate support services at the earliest opportunity.
- 2.1.5 Part time applications can be made via the College's online Web Apply system at <https://webapply.leedscitycollege.ac.uk/> however should potential applicants experience any issues, they can contact the HE Admissions Officer directly to discuss the problem.
- 2.1.6 All applications will normally be acknowledged within 5 working days informing students that the College aim's to respond to their application with either an interview/audition date or a decision regarding their application within 2 weeks. We recognise that at peak times, particularly at the January UCAS deadline that the processing of applications and the subsequent decision, may take longer to process due to the large volume of applications received at this time. However in these instances the HE Admissions Officer will inform students affected of the delay.
- 2.1.7 The Admissions team will undertake the preliminary screening of all applications in order to identify and request missing information as well as to check for declarations of ALS needs, Criminal Convictions and International students. Information relating to support needs will be forwarded to the relevant teams for actions to be taken.
- 2.1.8 After initial screening, applications are then considered by the Course Manager responsible for the course for which the applicant has applied. The outcome can take the following forms:
  - More information is needed before an outcome can be reached.
  - The student would be asked to attend an audition / interview or asked to submit a task to support their application.

- An offer can be made, either conditional or unconditional.
- The student does not meet the entry criteria or the course they have applied for will not meet the needs of the student and so is refused a place.

### **3. Undergraduate entry requirements**

- 3.1 For each of the College's Higher Education courses a minimum entry requirement is given however, dependant on the course there may also be details of a typical entry requirement for that particular programme of study. These have been set in accordance with the College's validating body.
- 3.2 Details of the specific entry requirements for each course can be accessed on the College's website, UCAS and the courses Course Information Handbook.
- 3.3 Where applicants wish to have prior experience taken into account as part or all of their application, they can request to be considered under the Higher Education APL Policy and Procedures.
- 3.4 The College does not calculate their entry requirements based on UCAS Tariff points but graded qualifications.

### **4. International Applicants**

- 4.1.1 Applications received from International students are welcomed however successful applicants will be subject to international fees, will need to successfully apply for a pre-CAS statement and obtain a Tier 4 Student Visa. The HE Admissions Officer will liaise with the College's International Officer and the relevant Course Manager for the course the potential student has applied for, in order to ensure that any international qualifications are suitable checked for equivalence in the UK, that the entry criteria is met, that the student is aware of the financial implications of the Tier 4 visa, tuition fees and accommodation costs, that the student fully understands the nature of the course they have applied for and that they successfully complete the pre-CAS checks.
- 4.1.2 International students would be requested to undertake an online interview with the Course Manager and International Advisor as part of the checks required for their Tier 4 visa application. For all applicants where English is not their first language they must have achieve an appropriate level of competence in this area demonstrated by a recognised proficiency test such as an IELTS or a recognised level 2 English qualification.

### **5. Applicants with Criminal Convictions**

- 5.1 Where potential students have declared a Criminal Conviction the application will be placed on hold and a questionnaire will be sent to the applicant to assess whether the conviction is spent or unspent and to gather details of the circumstances regarding the offence.
- 5.2 The College will disregard criminal convictions that are spent under the terms of the Rehabilitation of Offender Act 1974 and updated in 2014, unless the programme of study is subject to an exemption under that Act, for example in situations where a Disclosure and Baring service (DBS) Enhanced check is required, in which further discussions will be undertaken.

5.3 In accordance with the College's Data Protection Policy all sensitive/personal data that the College collects in relation to criminal convictions is done fairly, stored/destroyed securely and not disclosed to any third party unlawfully. Please see the College's Criminal Conviction policy for full details.

## **6. Interviews, auditions and tasks**

6.1 The college aims to contact students within 2 weeks of receiving their application to notify them of an interview/audition date or whether the department requires a task to be completed in order to further their application.

6.2 Whether the student will be required to attend an interview/audition is dependent on the course subject the student has applied for. Where students are unable to attend an interview due to distance, alternative arrangements will be made.

6.3 Applicants who have disclosed Learning Support Needs are entitled to appropriate support during their interview / audition where necessary.

6.4 Interviews and auditions may take the format of one-to-one or group sessions but are decided upon by the Course Manager for that particular course. Tasks may be instigated as an investigative tool to find out more information regarding the applicant's skills, knowledge and abilities in relation to the course that they have applied for and again are decided upon by the Course Manager.

6.5 Applicants who fail to attend 2 interview/audition dates without any contact made to the College will have their application withdrawn and will be notified on their refusal on this basis.

## **7. Application decisions**

7.1 All decisions regarding the outcome of a potential student's application will be confirmed in writing either via email or post.

7.2 In the case of UCAS applicants, decisions will be confirmed via the UCAS Web Link as well as applicant being sent a written confirmation that an offer has been made and the conditions of which can be found on their UCAS Track account.

7.3 Those who apply via paper or an online application will be sent an email confirmation as to whether this is a conditional or unconditional offer. If conditional then the terms of the conditions are also outlined.

7.4 Offers include:

- Conditional Offer – The candidate is made an offer of a place on a suitable course subject to meeting one or more conditions by a specified time. This may include attainment of particular grades, receipt of a satisfactory reference, personal statement, further evidence, the attendance of further assessment activities or the submission of a task. Some candidates may be made an offer subject to agreement of a probationary behavioural / attendance contract at enrolment stage. Should the applicant fail to achieve the conditions of the offer, the offer will normally be withdrawn. In exceptional circumstances the offer may be reassessed. To discuss such circumstances, applicants should contact the HE Admissions Officer in the first instance.
- Unconditional Offer – No formal conditions attached to the offer (subject to funding and availability)

- No Offer (Refusal) – Where it has been discussed with the candidate that no suitable course is available within the faculty or a student has not met the entry criteria.
- 7.5 If an offer is made, UCAS students are required to respond to the offer via their UCAS Track account before the relevant UCAS decline by default date (DBD) which applicants are given at the point of application.
- 7.6 By accepting the offer, the applicant agrees to abide by the rules and regulations of the College.
- 7.7 An offer made and accepted cannot be withdrawn without the applicant's consent, except in the case of the cancellation of a course or where the applicant has supplied fraudulent or plagiarised information.
- 7.8 If an applicant is rejected this will be confirmed in writing as well as on applicants track accounts if they applied via UCAS.
- 8. Appeals Against Decisions**
- 8.1 Any student wishing to appeal against an admissions decision should do this through the General Appeals Process.
- 9. Feedback Request Arrangements**
- 9.1.1 Students wishing to procure feedback regarding their application or interview will be directed to the relevant Course Manager. Feedback can be granted directly to the student under the Freedom of Information Act. Under the same act students are also allowed to request a copy of the references supplied on their behalf by their nominated referee.
- 10. Clearing**
- 10.1 For courses that have vacancies during clearing, these will be advertised on UCAS as well as the College's website. Information regarding the clearing process can be found at <https://www.ucas.com/ucas/undergraduate/apply-and-track/results/no-offers-use-clearing>
- 11. Deferred entry**
- 11.1 Students wishing to defer the offer of entry until the next academic year need contact the HE Admissions team and submit the request in writing. The offer will be honoured subject to the following conditions:
- Offers can only be deferred for one academic year;
  - That the department agrees to honour the deferred place;
  - Students are responsible for contacting HE Admissions within reasonable time of the start of the deferred year.
  - Students deferring their place will be subject to the terms and conditions set for that year of entry.
- 12. Withdrawn Courses Process**
- 12.1 Where the decision is made that a course will not run for an advertised year of entry all advertising material will be removed within a timely manner and applicants will be

notified as soon as possible. The College will aim to suggest alternative courses where ever applicable or signpost students to the IAG team for advice.

### **13. Fraudulent Applications**

13.1 UCAS has the responsibility to report to the applicant's choices of institutions any cases in which plagiarism has been found.

<https://www.ucas.com/ucas/undergraduate/apply-and-track/filling-your-application/fraud-and-similarity>

### **14. Roles and Responsibilities**

#### **14.1 HE Admissions**

- Advises potential applicants on HE Admissions procedures and course details;
- Advises Curriculum staff on HE Admissions procedures and policy, offer numbers and details regarding comparable qualifications when originated outside of the UK;
- Receives applications, undertakes the preliminary screening for missing information, declarations of learning difficulties and disabilities, criminal convictions and international students;
- Passes forms to Course Managers for consideration, ensuring that any special circumstances are highlighted;
- Send out initial notifications to students invited for an interviews/ audition or asked to submit a task to be considered alongside their application. This is based on the information supplied by the relevant Course Manager;
- Processes decisions;
- Maintains accurate records of all transactions;
- Performs risk assessments on applications with declared Criminal Convictions;
- Deals with first stage admissions appeals.

#### **14.2 Course Managers**

- Process applications within 3 weeks of receipt with either an offer or an invitation to interview/ audition / complete a task;
- Inform HE Admissions which applicants to invite for interviews;
- Conduct interviews/auditions or assessments based on tasks submitted;
- Follow up with students who have failed to attend an interview/ audition or failed to submit a task by the stipulated date;
- Rearrange dates for interviews/auditions for those students who make contact with the College;
- Confirm decisions regarding the outcomes of potential student's applications in a timely manner;
- If the applicant is unsuccessful, give any suggestions of ways to build up their experience or qualifications to may be apply at a later stage.

#### **14.3 Applicants**

- Confirm whether they are able to attend an interview or audition on the date they have been given;
- With regards to applications made via UCAS, it is the responsibility of the applicants to make themselves familiar with relevant UCAS regulations and timescales associated with each stage of the application process;
- With regards to International applications it is the responsibility of the potential student to submit all documentation needed in order to complete the pre-CAS checks to then enable them to apply for their Tier 4 visa.