



UKMC Admissions Policy

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Admissions Principles

1. The College is committed to ensuring an inclusive approach to people aspiring to higher education and aim to provide higher education to anyone with the potential to benefit. We accept students with a wide range of educational experiences and qualifications in line with our University Partners requirements and regulatory requirements.

Aims

2. We aim to:

- Welcome breadth of study and experience.
- Promote and actively encourage increasing participation in higher education from under-represented groups including those with disabilities, minority ethnic groups, mature people and applicants with vocational qualifications and/or experiences.
- Welcome applications from students who come from families new to higher education and encourage this through our outreach activities.
- Ensure students have sufficient depth of knowledge and understanding where particular subjects are required.
- Actively promote equality and diversity in our admissions processes.

Transparency

3. The College operates a transparent admissions policy as detailed in this document. We are committed to providing clear, consistent, easily understandable and accessible information regarding entry requirements, selection procedures, and conditions of offer and fees which will support students in making an informed decision about their course.

4. Entry requirements are reviewed annually and published on the UKMC website related to each course.

5. Feedback on admissions decisions is available to applicants on request.

Consistency

6. All admissions decisions are taken in line with the College's Admissions Aims and the procedures set out in this document. Some procedures may vary to meet the particular requirements of some subject areas but they are based on the underlying principles of transparency, consistency and fairness.

7. UKMC support the publication of information/entry profiles for each course, which are available upon request.

8. All staff involved in the administration of admissions and/or selection and interview of applicants undergo relevant training upon onboarding and annually as a refresher.

Monitoring

9. The College regularly monitors and reviews its admissions policies and procedures so that they are fit for purpose. Entry requirements are reviewed and discussed on an annual basis by the Head of Admissions and Provost, with recommendations submitted to the Executive Board for approval.

10. Application and offer levels are reviewed and monitored monthly by the Head of Admissions and Provost during the academic cycle.

Admissions Criteria

11. Admissions staff will be expected to use professional judgement in assessing the academic potential of individual candidates. In exercising their judgement, admissions staff must operate in a way that is consistent with the College's Admissions Aims. Admissions selectors treat each application to the College individually and will normally consider the following information when making offers for undergraduate study, including:

- Academic ability and potential as shown in the qualifications and experience section on the application form.
- Predicted grades for qualifications yet to be taken, if relevant.
- The academic proficiency test and interview responses as indications of ability, motivation and potential, alongside information about personal circumstances and contextual social and cultural information.
- Related work or voluntary experience showing commitment to a chosen career.
- Extenuating circumstances, whereby factors beyond the student's control have caused the student to perform less well in their coursework or examinations than they might otherwise have been expected to do.

12. The College may request a DBS or medical fitness check for some courses as part of the admissions process and as a result of information provided as part of the application or during the application process.

Entry Requirements

13. In order to ensure that applicants for admission are appropriately qualified for their programme of study and to ensure high standards of fairness and consistency, the College maintains a record of minimum entry requirements for all courses at undergraduate level. All admissions staff

will be required to adhere to these requirements.

14. It is normally expected that applicants will have had two years' experience of post-16 study.
15. Applicants over the age of 21 should also see the paragraph: Mature Applicants.
16. Applicants with Level 3 qualifications or equivalent typically progress through 'academic route'.

Honours Degree courses: Minimum entry requirements

17. In order to ensure sufficient depth of knowledge and understanding we normally require applicants to have achieved a minimum of two A-Levels (GCE) or equivalent Level 3 study, and a proficient level of English language (See English language section).
18. Certain courses will require a particular level of performance in a subject at GCSE, A-level or other examinations. These subject-specific requirements will be specified on the course pages of the UKMC website.
19. Equivalent awards include BTEC/OCR Diplomas, Nationals and Certificates; Level 3 CACHE Diploma; Vocational A level (double award), T Levels and Access to Higher Education Courses.

Foundation year - minimum entry requirements

20. Generally, applicants will be required to have achieved a minimum of one A-Level (GCE or VCE) or equivalent Level 3 study, or equivalent Ofqual qualification credits. For some courses, non-academic entry is available based on work experience, aptitude, motivation, and interest in the course in question.

Other Qualifications

21. We welcome applications from candidates with a wide range of qualifications. For further information about entry requirements, please contact the Admissions Office.

English Language

22. All students are expected to be able to understand and express themselves in both written and spoken English. Students whose first language is not English and do not hold any recognised certificate in English language will be expected to undertake an English Language test called Academic Proficiency test with UKMC in advance of commencing a course with us.

23. There are a range of tests available for students from outside the UK to demonstrate their

English Language proficiency. English Language requirements are published on the UKMC website and may vary between courses. Recognised tests include a robust in-house examination aligned to the formal expectations of rigour and quality assurance.

Recognition of Prior Learning

24. We recognise that experience counts and offer the Recognition of Prior Experiential Learning (RPEL) and Recognition of Prior Certificated Learning (RPCL) as processes that allow applicants to gain recognition for skills or qualifications gained through previous study, at work or elsewhere.

25. RPEL and RPCL can help the applicant gain credit towards a wide range of qualifications and may reduce the period of study time necessary to obtain their chosen award. Consideration for admission based on RPL will be given in accordance with the Recognition of Prior learning Policy.

Entry to Second, Third Year or Final Year (Top Up) of Programme

26. Applications can be considered for direct entry to the second or third year of an undergraduate programme via the Recognition of Prior Learning process as outlined in this policy.

27. Applicants will be expected to have the standard entry requirements for the course as well as the appropriate number of higher education credits.

Mature Applicants

28. UKMC welcomes applications from people over the age of 21 and, while usually expecting applicants to meet the minimum entry requirements for study, offers a flexible admissions policy which takes into account life and work experience for all courses.

29. Undergraduate applicants will usually need to provide evidence of successful recent study at Level 3 (i.e. A Level or equivalent) in relevant subjects, or relevant professional qualifications or experience. Applicants with no recent experience of studying may be eligible for entry onto foundation year programmes, or will receive other relevant advice and guidance relating to this.

Deferred Entry

30. We recognise the advantages that some students can gain from a 'gap year', and our Admissions Team is happy to discuss deferred entry with applicants. Applicants who would like to defer entry should indicate this in their application. It is also recommended that they outline briefly on application form their reason for choosing deferred entry. Applicants will usually be considered on the same basis as applicants for the current year of entry.

Criminal Convictions

31. The College aims to provide a supportive and positive environment for learning and teaching

and follows the General Data Protection Regulation (GDPR) guidelines on the declaration of Criminal Convictions.

32. Applicants to certain courses¹ are required to inform the College of any relevant unspent criminal convictions during the application process. A relevant criminal conviction would usually include convictions, cautions, reprimands, bind-over order or similar involving one or more of the following:

- any kind of violence including (but not limited to) threatening behaviour, concerning the intention to harm or offences which resulted in actual bodily harm;
- offences listed in the Sex Offences Act 2003;
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- offences involving firearms;
- offences involving arson;
- offences listed in the Terrorism Act 2006.

Students on any courses involving contact with children and/or vulnerable adults, and on UKMC campus (due to the presence on campus of FE students under the age of 18 years) will be required to declare any relevant unspent criminal convictions.

In addition to any relevant unspent convictions, students on courses involving contact with children and/or vulnerable adults will also be required to declare spent convictions, cautions and bind-over orders which will not be filtered under Disclosure and Barring Service (DBS) guidelines. These students will also be required to undergo an Enhanced DBS check, including a check of the child and/or adult barred list and/or local police check from any countries you currently or have previously resided in as appropriate,

33. Applicants are informed via the direct application form, the UKMC website, and other course related information where they are required to declare any relevant criminal convictions, including spent convictions and cautions (including verbal cautions) and bind-over orders that will not be filtered under DBS guidelines, in addition to any relevant unspent convictions.

34. Individuals applying for courses where a declaration of any criminal convictions is not a specific requirement are encouraged to share any restrictions or probation orders that may have a direct impact on their studies in order that relevant support can be put in place.

35. Any criminal convictions, restrictions or probation orders that are declared will be considered by the Admissions Team in consultation with the Director of Operations.

36. The Admissions Team may seek the applicant's consent to write to a Probation Officer or other appropriate independent person/body asking for: any other relevant factors including any probation requirements; and a statement on the applicant's suitability for the programme applied for, including an assessment of the risk of further offending.

37. The role of the Admissions Team is to take a reasonable view of the risk the applicant poses to the institution and those with whom the applicant will come into contact as part of their programme, including external stakeholders (such as placement providers), and assess whether the applicant poses an unacceptable risk.

38. The Admissions Team will consider all the evidence available to assess the applicant's non-academic suitability for a place on the course and undertake a risk assessment taking into account:

- the relevant of the offence(s) to the course of study;
- the seriousness of the offence(s);
- the length of time since the offence(s);
- whether there is a pattern of offending;
- whether the applicant's situation has changed since the offence(s) was/were committed;
- the circumstances surrounding the offence(s);
- the applicant's explanation for the offence(s); and
- evidence submitted of their good character.

39. The Admissions Team may decide:

- that the offer be processed as normal or enrolment be allowed to continue;
- to make a new offer with new conditions attached or to specify conditions for continued enrolment on the course;
- to suggest an alternative course; or
- not to make, or to withdraw, an offer.

40. The Panel shall make a formal record of the reasons for their decision to be retained by the Admissions Team.

41. The Admissions Team shall advise the applicant of the Panel's decision as soon as possible, and no longer than five working days after the decision is made. If the Panel has decided not to make a formal offer of a place, to suggest an alternative course or to set conditions, the applicant shall also be informed by the Admissions Team of the Appeals Process.

Interviews

42. In addition to meeting the academic entry requirements, applicants for some courses, such as courses with a work placement, will be required to attend an interview or portfolio review as part of the selection process. In some cases, applicants will be required to confirm their competence in English and/or Maths through an accredited assessment.

43. Some courses may offer interviews in order for applicants to be made a reduced or unconditional offer. Interviews may also be requested on an individual basis by the Admissions Team, and some courses may carry out informal interviews as part of the application process to ensure applicants completely understand the course. In some cases, applicants will be required to confirm their competence in English and/or Maths through an accredited assessment.

44. Where an interview is required, applicants will receive details of the selection procedure in advance to ensure sufficient time for preparation for interview and or for the confirmatory academic proficiency test. Applicants with additional needs are invited to stipulate any additional requirements on their interview response. Applicants will book their interview slot at a time convenient to themselves via the online platform.

45. It is usually expected that applicants will attend the initial interview date offered as alternative dates are not always available. Where an applicant is unable to attend they should contact the Admissions Team as soon as possible to discuss appropriate options. The College is unfortunately unable to guarantee that an alternative date will be available, where this is the case, applicants will be advised accordingly.

Offers of Study

46. Offers are usually expressed on the basis of UCAS tariff points, and will include both completed and pending qualifications (usually accumulated over two years of post-16 study).

47. Within any offer, a pass at a particular grade and/or in a particular subject may be required, or tariff points from a particular subject may be limited.

48. Some courses may use methods such as assessment of predicted grades, reviewing of personal statements and/or references, written tasks or interviews in order to consider applicants for a reduced or unconditional offer for study. Criteria for reduced or unconditional offers will be agreed at Course level at the beginning of each academic year.

49. Making an offer for study, which is subsequently accepted, is the creation of a contract between UKMC and the applicant. Only trained Admissions Advisers are therefore able to make a formal offer of study to applicants.

50. Where an applicant does not meet the entry requirements and/or have a successful interview for their original selected programme of study but does meet the requirements for an alternative related programme either at point of the initial application or at confirmation, the College may make an offer or consider the application for an alternative course. The College will contact the applicant by email to request that they

confirm interest in the new course. Applicants are under no obligation to accept the alternative offer, and should consider their options carefully before doing so.

51. The College reserves the right to amend or withdraw an offer of a place based upon (but not limited to) the following:

- If the student is subsequently found to have made false statements, submitted falsified or fraudulent documentation, provided inaccurate information, or omitted significant information, including criminal convictions, during the application process;
- On the basis of information provided to the College after an offer has been made (i.e. via a reference or DBS certificate).
- If the applicant or student is found to have contravened the College Terms and Conditions of Offer for Applicants as set out in their original offer email.

52. The College may report any application, or associated documents, it suspects to be fraudulent to the relevant authorities.

53. The College may convene an Admissions panel to consider the suitability of any applicant to join the course at any stage of the admissions process. In this case, the applicant will be invited to submit a statement for consideration.

Applicants wishing to Reapply or Return to Study

54. Applicants who are unsuccessful for their chosen course must wait one application cycle before reapplying for the same programme.

55. Applications will be considered against the current academic requirements for the cycle of entry. The College may draw upon information submitted or considered as part of a previous application, or any previous enrolment (including accordance with the College's Recognition of Prior Learning Policy (RPL) and relevant assessment regulations) when assessing suitability for study.

56. Previous students of UKMC are advised to check the College RPL Policy, and relevant assessment regulations when considering a return to study in order to confirm their eligibility.

57. Individuals with outstanding tuition fee debts to the College will not be considered for entry until these debts have been cleared, or an appropriate payment plan has been agreed with the College's Finance Team.

58. Previous students of the College who have been withdrawn from a programme for academic reasons including academic failure or misconduct; or they have already been awarded an exit award (which is considered a final award) may not be eligible to reapply

Academic Study Support

59. The College is committed to supporting students to enable them to succeed in their studies. Academic Study Support is available to applicants within the College prior to course start dates to assist individuals in preparing for study.

Guaranteed Progression

60. Students successfully completing a relevant Level 3 programme of study at UKMC will be guaranteed progressions to a relevant undergraduate course of their choice at UKMC. This may include a lower or unconditional offer being made in recognition of engagement between the applicant and the College.

Additional Support Needs

61. The College welcomes applications from students with additional needs and will make every reasonable effort to meet their needs to enable them to study at the College. Applications from individuals with disabilities and/or additional needs are considered on their academic merits in line with all other applications. We would encourage all applicants to view the College Disability Statement for more information.

62. Applicants are strongly encouraged to discuss their likely additional support requirements with the College as early as possible to ensure that consideration can be given to any arrangements that may need to be put in place. The College, through its Student Support Service in the Student Academic Office (SAO), is committed to providing on-going support with the focus on providing accessible services and supporting students to complete their courses as independently as possible.

Applicant Behaviour

63. The College expects that all interactions between applicants, representatives of applicants, students and staff are conducted with courtesy and respect. Inappropriate behaviour towards members of the College community is not tolerated.

64. Examples of inappropriate behaviour include hostile or aggressive behaviour, or the act of offering a bribe or financial inducement.

65. Such behaviour is viewed very seriously and may prejudice the further consideration of an application, appeal or complaint.

66. Applicants will usually be warned by the College when their conduct is such that action is being considered, however in exceptional cases (e.g. where a threat is made to a member of staff), then no warning need be given before action is taken.

Awarding University Courses

67. Franchised courses that are listed as *subject to validation* are new courses that are presented with

indicative course content on the College website. Applicants who apply for a course that is subject to validation will be contacted as soon as reasonably practical, when the validation decision has been made.

68. *Franchised Courses*

- Applicants will be provided with complete information about the course, including core modules, award title and assessment methods.
- If, as a result of the detailed course information, you wish to withdraw your application:
 - You must notify the College in writing within 14 days of receiving written notification of the change;
 - If you would like to be considered for another course, the College will use its reasonable endeavours to provide a suitable alternative course within the College (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
 - The College will provide you with a full refund of any deposit or tuition fees paid.

Course Re-approvals

69. All Franchised courses at UKMC undergo a cycle of review at the Awarding University. This regular review ensures that UKMC course teams can update courses to meet industry standards, and include new modules that enhance the student academic experience, and that respond to student feedback. Franchised courses that are subject to re-approval may therefore have changes made to modules and assessments, and these changes will be communicated to applicants.

70. Courses that are subject to re-approval are existing College franchised courses that are undergoing a normal cycle of review. The course content published on the College website is accurate for the previous entry year and will be provisional content for the application entry year.

Course information on the College website will clearly state if this

information is likely to change, and applicants will be notified when the updated course documents are available.

71. If, as a result of any changes to the material information you wish to withdraw your application:

- You must notify the College in writing within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the College will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The College will provide you with a full refund of any deposit or tuition fees paid.

72. It is very unlikely that a franchised course will not be re-approved, but this may happen if the suggested content does not meet external, accrediting or other regulatory body requirements. In this circumstance, the College will provide you with a list of suitable alternative courses within the College, inviting you to confirm in writing within 14 days (of receiving written notification of the change) if you would like to be considered for the alternative(s):

- If you do not contact the College within 14 days to confirm that you would like to be considered for an alternative course, your application will be withdrawn and you will be contacted by the College to confirm that this has taken place.
- If the College does not have any suitable alternative courses available, the College will use its reasonable endeavours to suggest a suitable alternative course with an alternative provider and will provide you with a full refund of any deposit or tuition fees paid.

Course Changes

73. The College reserves the right to make course changes as required by the awarding university, including changes to course content, structure, teaching and assessment, at any time between your acceptance to 28 days prior to the date when your course starts, for one or more of the following reasons:

- To comply with external, accrediting or other regulatory body requirements.
- To improve course quality.
- To ensure that the curriculum is relevant to the intended learning outcomes and/or standards set by relevant professional bodies.
- To implement external examiner and academic adviser feedback.
- To implement student feedback, for the benefit of students.

74. The College will notify you of any such changes as soon as reasonably practicable. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify the College in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the College will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The College will provide you with a full refund of any deposit or tuition fee paid.

Late Course Changes

75. The College reserves the right to make course changes, including changes to course content, structure, teaching and assessment, at any time later than the 28 day period specified in section 87, including after your enrolment and/or your course start date.

76. If the Awarding University makes any changes to your course, you will be notified of such changes as soon as reasonably practicable.

77. If you do not agree that the change of which you have been notified after your enrolment is fair, you may wish to seek redress under the College Student Complaints Procedure.

78. If, as a result of a change made under this clause, you wish to withdraw your acceptance or terminate your enrolment:

- You must notify the College in writing or through UCAS, within 14 days of receiving written notification of the change;
- If you would like to be considered for another course, the College will use its reasonable endeavours to provide a suitable alternative course within the institution (for which tuition fees may be payable) or suggest a suitable alternative course with an alternative provider;
- The College will provide you with a full or partial refund of any deposit or tuition fee paid.

79. Any major change made to your course would be considered by the College to be a variation of your contract with the College, to which your consent is required. In these circumstances you will be asked to contact the College in writing, normally within 14 days, if you are not willing to consent to the changes. Student representatives will be consulted in advance about course changes made under this clause.

80. If you do not give consent to a change made within the circumstances, the following will apply:

- Upon receiving your written concerns, the College will invite you to meet relevant College staff to discuss the issue with the aim of seeking a mutually acceptable resolution.
- If no resolution is reached, you will have the right to withdraw from your course.

81. If you decide to withdraw from your course in these circumstances:

- You must notify the College in writing, within 14 days of receiving written notification of the change;
- If you so request, the College will use its reasonable endeavours to provide a suitable alternative course at the College (for which tuition fees may be payable) or suggest a suitable alternative course at another provider;
- The College will provide you with a full refund of any deposit or tuition fee paid towards the course from which you are withdrawing. The College will also consider, on a case by case basis, evidence of direct losses incurred by students withdrawing from a course as a result of late changes.

Course Suspension

82. The College reserves the right to suspend a course before it has started, for the following reasons:

- Due to an insufficient number or quality of student applications received, the College is unable to guarantee the student experience and/or is unable to meet course number requirements.
- Accreditation/support from relevant awarding bodies is withdrawn.
- The course is not financially viable.

83. In order to minimise disruption caused by course suspensions, the College will:

- Use its best endeavours to recruit sufficient numbers of students in order to run the course.
- Warn you if a course is at risk of suspension due to failure to achieve sufficient numbers and quality of student applications.
- Give you no less than 28 days' notice of suspension prior to the start of the course.
- If, due to circumstances beyond the institutions reasonable control, it is not possible to notify you in advance, the College will endeavour to do so as soon as reasonably practicable.

84. If the College has to suspend your course after you have accepted an offer the College will:

- use reasonable endeavours to provide a suitable alternative course at the College (for which tuition fees will be payable) or suggest a suitable alternative course at another provider;
- provide you with a full refund of any deposit or tuition fee paid towards the course which has been suspended.

Feedback to Applicants

85. If an applicant requires feedback on an unsuccessful application, this should be in writing to the Admissions Team. The College will not discuss the outcome of individual applications with anyone other than the applicant.

Complaints

86. Concerns that the College's admissions principles and procedures have been incorrectly implemented may be raised through the College Applicant Appeal and Complaints Procedure via email admissions@ukmc.ac.uk. The College does not normally offer applicants the right to appeal an academic decision not to offer a place on a UKMC degree, unless additional information is provided to support the original application.

87. Applicants are encouraged to view the UKMC Student Attendance and Engagement Policy, and Tuition Fee Policy and the General Regulations (Students) which may be available on the UKMC or university partners website respectively, together which set out the requirements of students relating to student attendance.

Use of Applicant Data

88. The College needs to collect, maintain and use personal data in order to process applications for study, to enrol students, to administer courses, and provide relevant facilities and timetabling planning.

89. Data collected during the admissions process is used for the purposes of creating applicant records (and subsequently student records if an individual enrolls) and to process the applications in accordance with

relevant policies and procedures.

90. The College may need to collect and process sensitive personal data such as ethnic origin, disability data and sometimes other personal data in order to provide access to some courses and additional support where appropriate.

91. We are also legally required to collect and process data on current and past criminal convictions. This data will only be shared between staff who have a legitimate need to see it.

92. Data is processed in accordance with data protection legislation, including the General Data Protection Regulation (GDPR), and the College Data Protection Policy.

Questions about this policy

93. Any questions about the College Admissions Policy should be directed to admissions@ukmc.ac.uk

Appendix 1

Additional admissions arrangements for applicants who will be under the age of 18 on commencement of studies

Where an applicant will be under the age of 18 at the start of their chosen course, the College will require the applicant's parent/guardian to sign the College's Consent Form and return it to the SAO as confirmation that they, the parent/guardian, have read and understood the nature of the obligations which the College owes to its students under the age of 18 and the extent of the services and facilities available to them.

No applicant under the age of 18 will be admitted by the College undergraduate course unless and until the Consent Form has been signed and returned to the SAO.