



Admissions Policy

January 2016

Contents

1	Opening Statement	3
2	Key Principles	3-4
3	Responsibilities	4-5
4	Training and Support	5
5	Monitoring and Review	5
6	Transparency and Consistency	5-6
7	Entry Criteria and Selection Processes	6-7
8	Students without Conventional Entry Qualifications	7-8
9	Direct and Deferred Entry	8
10	Applicants with Criminal Convictions	8-9
11	Fraudulent Applications	9
12	Application Processes	9
13	Informing Applicants Successful Applicants Course Changes Unsuccessful Applicants Admissions Appeals	10
14	Further Information	11

1. Opening Statement

Teesside University's admissions policy details the principles and processes that underpin the selection and recruitment practices for admission to all undergraduate and postgraduate courses of study delivered both internally and externally by franchised partners. It aligns with the University's key vision, mission and values of embracing diversity and actively opposing prejudice as set out in the Corporate Plan 2015-2020 (Teesside, 2020). The policy is underpinned by the principles of the [University Equal Opportunities Policy](#), the University OFFA agreement, the Data Protection Act 1998 and maps to the [QAA Quality Code, Chapter B2: Recruitment, Selection and Admission to Higher Education and Part C: Information about Higher Education](#) and the [Supporting Professionalism in Admissions \(SPA\) Good Practice Guidance](#).

This policy is relevant to the following:

- The general public
- All prospective students
- Current students wishing to undertake further study
- Higher Education advisers and providers
- [University and Tees Valley Higher Education Business Partnership \(TVHEBP\)](#) Staff.

The University welcomes applications from all people who have the potential to succeed in Higher Education and is committed to enabling students to fulfil their personal and employment potential. [Teesside University Equal Opportunities Policy, 2013](#)

2. Key principles

The key principles of the Admissions Policy are congruent with the [UK Quality Code](#) and are broadly informed by the following:

- **Transparency.** To ensure that clear, consistent and accessible information and guidance is available to all stakeholders in all stages of the admissions process and that this is clearly communicated.
- **Inclusivity.** To attract students from a wide and diverse community and make selection decisions to provide equality of opportunity to all with the potential to succeed and benefit from a course of study.
- **Minimise barriers.** To seek to minimise barriers to prospective students and to provide a good quality applicant experience.
- **Reliability and validity.** To ensure that all processes and assessment methods result in equitable and sound judgements and offers are based on a reasonable expectation that applicants have the potential to achieve the standards of the award.
- **Professionalism.** To ensure that the appropriate organisational structures and processes are in place and are regularly reviewed and monitored to ensure continuing fitness for purpose and alignment to sectoral best practice.

3. Responsibilities

University Academic Board has the overarching responsibility for admissions and selection processes. The Admissions Policy Committee is the sub-committee established to monitor and enhance matters relating to admissions to the University and reports directly to Academic Board.

The Academic Registrar is responsible for ensuring that:

- Admission processes for all undergraduate and taught postgraduate applicants are clear and updated regularly.
- Admissions processes for research applicants are clear and updated regularly.

Deans of Academic Schools or their delegated representative are responsible for ensuring that:

- Appropriate admissions criteria are developed for each course, communicated to relevant University Departments and updated annually;
- All Admissions Tutors and other staff engaged in admissions work are: aware of and support the University's Admissions Policy and associated procedures; are competent to make fair and sound judgements; are trained to an appropriate standard in admissions work; are aware of the University's Equal Opportunities Policy and how to obtain further advice when dealing with enquiries and applications; have sufficient time to carry out their duties to a high standard.

The Research Governance and Training Manager or their delegated representative is responsible for ensuring that these processes are followed for research degrees.

4. Training and Support

All staff involved in admissions processes receive appropriate training and support.

5. Monitoring and Review

The Admissions Policy Committee will review the University Admissions Policy annually.

6. Transparency and Consistency

The University is committed to providing clear, accurate and accessible information on its courses, relevant entry requirements and associated admissions procedures. The University website provides information about [undergraduate](#), [postgraduate](#), [part-time](#) and [international](#) course fees and scholarships.

The University strives to ensure that clear, accessible information for all recruitment activities is made available with regard to academic and non-academic requirements for entry to its courses. Where additional methods of assessment (e.g. interview or

portfolio submission) are used to select candidates, this will be explicitly stated for the benefit of applicants on the course pages on the University website.

Home/EU admissions decisions are made or overseen by trained admissions tutors within the Academic Schools. The International Admissions Team along with Schools makes decisions on international applications. All admissions decisions are recorded and on the University Student Records System as well as those which are maintained on the UCAS system.

The University adheres to the UCAS procedures and deadlines in the communication of decisions to all undergraduate applicants. For further information on timescales and how to apply, including how to fill out the form, please see the [Universities and Colleges Application System \(UCAS\) website](#).

Application procedures and deadlines for postgraduate courses and research degrees are published on the [University website](#).

7. Entry Criteria and Selection Processes

All applications are assessed on an individual basis and admission to the University is based on an applicant's merits and abilities. The principal academic criterion for determining a candidate's suitability for admission that there is a reasonable expectation that he/she will be able to fulfil the learning outcomes of the course and achieve the standard required for the award. The University will look for evidence of academic achievement as well as personal and professional experiences, where relevant, that provide an indication of ability to meet the demands and professional requirements of the course.

Entry criteria for a given course are set by the Academic School responsible for the course and can be accessed through the University website. Where appropriate, Academic Schools comply with Professional Statutory and Regulatory Body (PSRB) requirements for entry.

- For undergraduate courses, entry criteria are specified in terms of [UCAS tariff tables](#) and guidance is provided on the [University website](#).

- For entry to postgraduate taught courses and research degrees, guidance is provided on the [University website](#)
- The University welcomes applications from international students and accepts a wide range of equivalent qualifications under the guidance of the [Teesside University Country Pages](#) and [NARIC](#). The International Admissions and Compliance Team is responsible for ensuring compliance with UK Visas and Immigration requirements, keeping records of all new applicants and ensuring adequate identity checks are carried out as per Tier 4 sponsorship duties. The University's Tier 4 Compliance Policy contains information regarding selection and admission of applicants requiring Tier 4 sponsorship by the University. The University's English Language requirements are set out in the [English Language Policy](#).

Entry criteria are reviewed by the responsible School annually and are updated as required. Minimum entry criteria for all courses entering clearing are deemed to be the same as those used at all other times unless a variance is specifically authorised by the appropriate Dean of School. Academic judgement may be used in special cases where a student is deemed capable to succeed in a course, but may not necessarily meet all prescribed entry criteria. Such decisions will be subject to scrutiny by the Dean or delegated representative and PSRB where appropriate to ensure consistent and transparent decision-making

8. Students without Conventional Entry Qualifications

Teesside University welcomes applications from students who do not meet conventional entry requirements and will take into account alternative qualifications or other experience. Recognition of Prior or Experiential Learning (RPEL) and Recognition of Prior Certificated Learning (RPCL) provide opportunities for individuals to claim credit for knowledge and skills that they have obtained through experience, certified learning or uncertified learning, against courses of further study (For further information please see the University Policy for Recognition of Prior Learning).

9. Direct and Deferred Entry

Applicants may be considered for entry with advanced standing to a course, dependent on credit achieved and the relevance of content from previous study. See individual courses for details. See also the University Policy on Recognition of Prior Learning.

The University is happy to consider deferred applications where prospective students request to be admitted the year after an application is made. This request may be at the application stage or after an offer has been made.

10. Applicants with Criminal Convictions

As part of its duty of care to staff and students, the University asks applicants for information about any relevant criminal convictions. A criminal conviction does not preclude an applicant from studying at the University, this will depend on the nature of the course applied for and the circumstances and background of the offence. The University will not unfairly discriminate against individuals on the basis of the information that has been disclosed. Where an applicant declares a relevant criminal conviction, the application is assessed in accordance with the University's Policy and Procedure for handling Applications from Students or Applicants with Previous Criminal Convictions.

All applicants to a programme of study requiring students to work with children or with adults in vulnerable situations will be required to provide a satisfactory Disclosure and Barring Service enhanced disclosure before being permitted to commence such a programme of study, as identified in the course entry criteria. For courses where there are PSRB requirements, such applicants may be subject to Fitness to Practice regulations.

Applicants who do not declare a criminal conviction may have their enrolment rescinded and/or be subject to University disciplinary procedures.

11. Fraudulent Applications

The University reserves the right to withdraw any offer made on the basis of an application which has been found to contain fraudulent information. If an applicant is found to have omitted key information, the offer of a place may be withdrawn. If a student has been admitted onto a course and it is discovered that they provided fraudulent information, the University has the right to terminate their studies.

12. Application Processes

All applications for full-time first degrees, Higher National Diplomas (HNDs) and foundation degrees (including EU and international applicants) should be made through the Universities and Colleges Admissions Service (UCAS). Courses are listed and applications are made through the [UCAS website](#).

Applications for part-time undergraduate courses are made directly to the University through the 'apply online' button on the relevant course page on the website. [Part-time applications](#)

Applications for postgraduate courses are made directly to the University through the 'apply online' button on the relevant course page on the website. [Postgraduate applications](#)

Applications from international applicants (outside the European Union) are encouraged to apply via UCAS.

Applicants wishing to discuss eligibility for a course before application should call the number provided in the course details on the website.

13. Informing Applicants

Successful Applicants

Successful applicants will be informed via UCAS or direct communication from the University as appropriate. Information will be issued providing full details of the enrolment process.

Course Changes

If it becomes necessary to withdraw a course, this will be communicated to applicants at the earliest possible opportunity. Applicants will be given the chance to be considered for an alternative course where possible. Where this is not possible, or where an applicant does not wish to be considered for an alternative course at the University, applicants are able to request a substitute choice through UCAS. The relevant School is responsible for co-ordinating the process of communicating with applicants affected by significant changes to courses.

Unsuccessful Applicants

Unsuccessful students will be informed via UCAS or direct communication from the University as appropriate. Feedback to unsuccessful applicants will be provided on request and will usually only be provided to the applicant themselves and not to any third party e.g. parent, teacher unless specific permission has been granted. Where a student has been unsuccessful, consideration for other courses will be actively undertaken by the University.

Admissions Appeals

In order to safeguard the interests of prospective students, the University has established an Admissions Appeals Procedure for use when an applicant believes that their application has not been dealt with in accordance with the University's policies, principles and procedures. This process is inclusive of all admissions and the University publishes guidance on the [Admissions Appeals Process](#) as part of the academic regulations. Prospective students who wish to appeal a decision on the grounds mentioned above can obtain a [University Admissions Appeals Procedure Application Pack](#) from the University website which details the process and timescales for appeals. All outcomes of appeal are recorded and monitored by the Office of Student Complaints, Appeals and Regulations.

14. Further Information

National Guidance

[Higher Education Academy, International Student Lifecycle Resource Bank](#)

[National Union of Students, Postgraduate applicant advice](#)

[QAA \(2013\) UK Quality Code for Higher Education - Chapter B2: Recruitment, selection and admission to higher education](#)

[SPA \(2014\) Good Practice Statement: Admissions Policies](#)

[SPA \(2014\) Good Practice Checklist for Admissions Policies](#)

[SPA \(2008\) Schwartz Report on Fair Admissions: Review](#)

[SPA \(2012\) Fair Admissions Task and Finish Group](#)

[SPA, Information on the applicant Experience](#)

[SPA, Example schedule for embedding the Quality Code, Chapter B2: Recruitment, Selection and Admission to Higher Education](#)

[SPA \(2013\) *Contextualising Admissions: Examining the Evidence Report*](#)

[Universities and Colleges Application System \(UCAS\)](#)

Teesside University Guidance

[Admissions Appeals Procedure](#)

[Admissions Process for Disabled Applicants](#)

[English Language Policy](#)

Approved UAB 09.03.16