



Academic Regulations

2024-25

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University Regulations

Academic regulations

Regulations relating to Admission

1.1.

Admission is acceptance of an applicant to begin a programme of study leading to a degree of the University. A programme of study shall be taken to include a programme of study and research. Only applicants who have been admitted may begin a programme of study leading to an award of the University.

1.2.

Only applicants who have satisfied the general entrance requirements of the University and the entry requirements for the relevant programme of study may be admitted and able to register as a student of the University.

- (a) For admission to a Foundation Degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C/4 or above (or equivalent), and a pass in one Advanced Level General Certificate, or equivalent.
- (b) For admission to an undergraduate Bachelors degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education (GCSE) passes at grade C/4 or above (or equivalent), including English, and a pass in two Advanced Level General Certificates of Education (A-level), or equivalent.
- (c) Equivalencies to the General Certificate of Secondary Education (GCSE) and the Advanced Level General Certificate of Education (A-level) will be determined by relevant staff in Admissions and are available on request.
- (d) For admission to a postgraduate taught or research degree, an applicant can meet the University's general entrance requirement by achieving the entry requirements for the relevant programme of study. For research degrees, this also includes successful completion of an interview.

1.3.

Applicants who have been offered a place to begin a programme of study must register as a student, in line with the Regulations relating to Registration. If an applicant fails to register, the offer of admission to the programme of study will lapse. Only exceptionally and with the special permission of the Academic Registrar or nominee will late registration be permitted. The University reserves the right, not to allow students to register after term has started.

1.4.

Whilst the University has no minimum or upper age limits on entry, offers will not be made to applicants who will be under 16 years of age at the point of entry. Offers of admission will only be made to those applicants who will be under 18 years of age on entry who agree to comply with the University's processes relating to admission and registration of those who are under 18 years of age, as outlined in the University's safeguarding policy and guidance. The relevant policies and processes reflect the University's obligations under UK law to protect children and adults at risk.

1.5.

Applicants for courses that require a mandatory Disclosure and Barring Service (DBS) check are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020. This requirement extends to offences committed in the UK and overseas. Each case will be considered on its individual merits in accordance with the University's Student Membership and Disclosure and Barring Service Checks Policy and Procedure. The student concerned may be permitted to continue, have their offer of admission to the University withdrawn, or transfer to an alternative programme of study. Applicants who are convicted of a criminal offence or receive a police caution after submitting an application for a course where a DBS check is mandatory must inform the University.

1.6.

The Head of a department, in conjunction with relevant colleagues shall be responsible for determining the entry requirements for individual programmes of study annually. Programme-specific entry requirements shall normally be published at least 12 months before the start of the relevant programme of study.

1.7.

The Head of a department or nominee, in conjunction with the relevant staff in Admissions, shall be responsible for determining an applicant's suitability for admission to an undergraduate or postgraduate taught programme of study in line with University admissions policy and entry requirements for the relevant programme of study. This includes admission to any programme or individual module that leads to the award of credit and modular study. Modular study is where individual modules are studied over a period of time and the credits are accumulated towards an award of the University in a manner that differs from full-time and part-time awards.

1.8.

Applicants must submit satisfactory evidence of their ability to pursue the programme of study during the application process. In most cases this will be evidenced by satisfactory completion of the relevant application form (and successful performance at interview/audition, if relevant).

1.9.

An Executive Dean or their deputy¹ may agree that applicants who do not satisfy the general entrance requirements and/or the entry requirements for the relevant undergraduate or postgraduate taught programme of study can still be admitted. This may be subject to their submitting satisfactory evidence of previous or current study and/or employment which demonstrates their ability to pursue the relevant programme of study. The Executive Dean or their deputy may delegate this responsibility to a nominee, who will normally be the relevant Faculty Dean or a member of the Admissions team.

1.10.

The Head of a department or nominee shall be responsible for assessing the suitability for admission of an applicant for a research degree programme in line with University admissions policy and entry requirements for the relevant full or part-time research degree programme.

1.11.

Applicants for a programme of study not leading to a degree or other qualification awarded by the University (eg Exchange Students) must satisfy the relevant University officer of their fitness to enter upon the programme of study which they intend to undertake.

1.12.

Applicants who have evidence of previous relevant learning may be permitted to import credit towards a named University award, within the University's policy for the *Recognition of prior learning and re-use of credit policy* (.pdf)

1.13.

Applicants who are not first language English speakers must meet the University's entry requirements in respect of English language competence. If admitted to the University, they will be offered English language support classes in their first year, and be able to access language support services throughout their studies.

¹ Where it is stated 'Executive Dean or their deputy' in most cases the deputy referred to will be the Faculty Dean or a member of the relevant Admissions team. However, in the case of postgraduate research student matters this may be the Dean, or the Faculty Dean (Postgraduate). This applies throughout these regulations.

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