

Higher Education Admission Procedure September 2021

APPROVED BY PMs and HE Academic Board September 2022

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	
White Rose Academies Trust	
University Centre Leeds	X

CHANGE CONTROL

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Approved by:	PM Meeting Academic Board	
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Policy will be communicated via:	Website, handbook	
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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 University Centre Leeds
- 1.2 Its purpose is to ensure that the HE admissions procedures are implemented consistently across the institution and that the requirements of awarding measures 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 University Centre Leeds will consider all applications submitted
- 2.1.2 During the application process potential students will be signposted by the Admissions team to appropriate support services at the earliest opportunity. Student support services in regard to additional learning support, wellbeing and mental health, finance support as well as careers and progression, upon acknowledgement of receipt of their application. The relevant student support service will also be notified of anyone who has identified on their application as requiring such support. In addition to those who require the support, this also includes and is not limited to, care leavers and estranged students.
- 2.1.3 Part time undergraduate and all Teacher Education applications can be made via the University Centre Leeds online application system at <https://webapply.leedscitycollege.ac.uk>. However, should potential applicants experience issues, they can contact the HE Admissions Officer directly at admissions@ucleeds.ac.uk or 0113 235 4450 to discuss the problem.
- 2.1.4 All applications will normally be acknowledged by email from the Admissions team within 5 working days informing students that the University Centre Leeds aims 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 applicants affected of the delay by email.

- 2.1.5 The Admissions team will undertake the preliminary screening of all applications in order to identify and request any missing information as well as to check for declarations of LS needs, unspent Criminal Convictions and the status of international students. Information relating to support needs will be reviewed by the HE Learning Support Officer so that the appropriate action can be taken.
- 2.1.6 After initial screening, applications are then considered by the Programme Manager or Course Leader 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 University Centre Leeds 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 courses validating body.
- 3.2** Details of the specific entry requirements for each course can be accessed on the University Centre Leeds website, in the course Programme Specifications [UCLeeds Courses](#) and on UCAS (if full time).
- 3.3** Where applicants wish to have prior experience considered as part or all of their application, they can request to be considered under the Higher Education Record of Prior Learning (RPL) Policy and Procedures. [UCLeeds Policy and Procedures](#)
- 3.4** University Centre Leeds does not calculate their entry requirements based on UCAS Tariff points but on graded qualifications.

4. INTERNATIONAL REQUIREMENTS

- 4.1** As the University Centre Leeds does not currently hold a Tier 4 Student Visa licence, we are unable to sponsor students who need a Tier 4 Student Visa to study in the UK.

5. APPLICANTS WITH CRIMINAL CONVICTIONS

- 5.1** Where potential students have declared an unspent 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** University Centre Leeds 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 Luminare [Data Protection Policy](#) all sensitive/personal data that the University Centre Leeds collects in relation to criminal convictions is done fairly, stored/destroyed securely and not disclosed to any third party unlawfully.

Please see the [Criminal Conviction Disclosure Process](#) for full details.

6. INTERVIEWS, AUDITIONS AND TASKS

- 6.1 The University Centre Admissions team aim to contact applicants by email within 2 weeks of receiving their application to notify them of all the details of an interview/audition such as how to confirm their attendance, date, time, duration, format of the session or whether the department requires a task to be completed in order to further their application.
- 6.2 Whether the applicant will be required to attend an interview/audition is dependent on the course subject the student has applied for. Where applicants 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 Programme Manager or Course Leader 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 Leader or Programme Manager.
- 6.5 Applicants who do not book an interview within 2 weeks of being sent a link to the interview booking system will be sent a reminder giving a further 2 weeks to book. If an interview is not booked after this time the applicant will have their application withdrawn and will be notified on their refusal on this basis. Applicants who then wish to reopen their application will then need to contact the HE Admissions Officer on admissions@ucleeds.ac.uk or 0113 235 4450 for further guidance on how to do so.

7. APPLICATION DECISIONS

- 7.1 All decisions regarding the outcome of a potential student's application will be confirmed in writing via email. By the Admissions Team admissions@ucleeds.ac.uk
- 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 Applicants 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 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 on admissions@ucleeds.ac.uk or 0113 235 4450 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. Direct applicants are required to apply to their offer email
- 7.6 By accepting the offer, the applicant agrees to abide by the rules and regulations of University Centre Leeds and the terms and conditions issued with their offer.
- 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 applicant wishing to appeal against an admissions decision should do this through the [General Appeals Process](#)

9. FEEDBACK REQUEST ARRANGEMENTS

- 9.1 Applicants wishing to procure feedback regarding their application or interview will be directed to the relevant Programme Manager or Course Leader. Feedback can be granted directly to the applicant under the Freedom of Information Act. Under the same act Applicants are also allowed to request a copy of the references supplied on their behalf by their nominated referee. This information can be requested by emailing admissions@ucleeds.ac.uk

10. CLEARING

- 10.1 For courses that have vacancies during clearing, these will be advertised on UCAS as well as the University Centre Leeds. [website](#) Information regarding the clearing process can be found at <https://www.ucas.com/undergraduate/results-confirmation-and-clearing/what-clearing>

11. DEFERRED ENTRY

11.1 Applicants wishing to defer the offer of entry until the next academic year need to contact the HE Admissions team via admissions@ucleeds.ac.uk 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 and fees 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 by the Admissions Team as soon as possible. The University Centre Leeds will aim to suggest alternative courses wherever applicable or signpost students to the IAG team for advice.

13. FRAUDULENT COURSES PROCESS

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/undergraduate/applying-university/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, unspent criminal convictions and international students;
- Passes forms to Programme Managers or Course Leaders 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 Programme Manager or Course Leader;
- Processes decisions;

- Maintains accurate records of all transactions;
- Liaise with the Safeguarding team who performs risk assessments on applications with declared unspent Criminal Convictions;
- Assist with admissions appeals.

14.2 Programme Managers / Course Leaders

- Process applications within 2 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;
- 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;
- Assist with admissions appeals.

14.3 Applicants

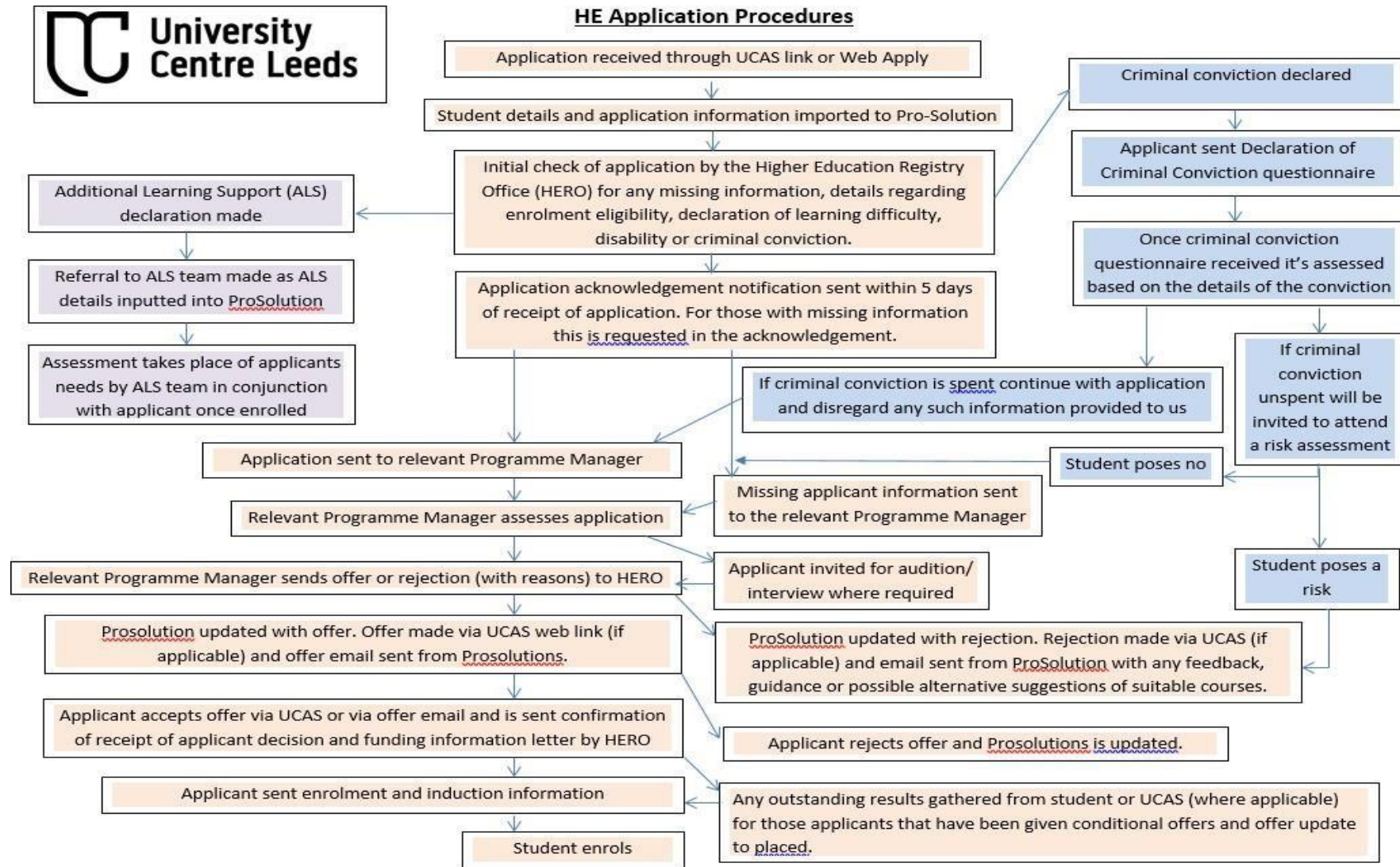
- To book on to a convenient interview session within 2 weeks of the interview booking system link being sent;
- To keep up to date with all correspondence in regard to their application
- With regards to applications made via UCAS, it is the responsibility of the applicants to make themselves familiar with relevant UCAS regulations and timescales associated with each stage of the application process and respond accordingly;
- With regards to applicants looking to secure funding from Student Finance England or other funding bodies, it is the student's responsibility to check their eligibility for funding before commencing a course. Students who withdraw from a course due to not being eligible for funding may be charged up to their last date of attendance as per the [Higher Education Fees and Refund Policy 2021/22](#)
- Regarding an enrolment eligibility, it is the student's responsibility to check that they meet the requirements to be considered as a 'home' student. Students who withdraw from a course due to not being eligible may be charged up to their last date of attendance as per the Higher Education Fees & Refund Policy.
- To inform the Safeguarding team if:

- I) They have declared an unspent conviction in error
- II) If they have any unspent convictions and to complete the relevant paperwork
- III) If a new unspent conviction is received whilst they are already a student with University Centre Leeds and to complete the relevant paperwork

If you require this document in another format please contact HE Admissions on 0113 235 4450 or email admissions@ucl Leeds.ac.uk

Relevant policies and procedures mentioned in this document can be found on our website at - <https://ucl Leeds.ac.uk/policies-and-procedures/>

15. HE APPLICATION PROCESS FLOWCHART



Change Summary		
Version	Date	Summary of Changes
1	July 15	Policy Created
2	Jan 20	Policy reviewed
3	Sept 22	Updated in line with OU audit