

<b>ADMISSIONS POLICY</b>			
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## **GLYNDWR UNIVERSITY ADMISSIONS POLICY – For Applicants, Advisors and Glyndwr University staff.**

### **1. PURPOSE OF THE POLICY**

This policy applies to the admission of all students (Home, EU and International) to Glyndwr University and includes all undergraduate, postgraduate and professional applicants, full-time and part-time, that should go on to study for and/or receive an award from the University.

For the purposes of admission to Glyndwr University, as well as assessing the applicant's academic ability and their potential to study and achieve the intended award, the University must also assess the following:

- the applicant's eligibility to live and study in the UK for the duration of the course
- the applicant's fee status, including their eligibility for Student Finance, bursaries, grants and other funding
- the applicant's English Language ability

'Home/EU' will be used to signify an applicant who is 1) of UK nationality, 2) a national of a member country of the EU, EEA or Switzerland, or 3) who has indefinite leave to remain in the UK with no conditions attached to this leave.

The term 'International' will signify any applicant that does not fall into the Home/EU category. Please see 'Annex A' for further guidance.

The policy includes applicants to WGU (Wrexham Glyndŵr University) and GUL<sup>1</sup> (Glyndŵr University London) and those who apply to one of the University's collaborative partners. It also includes those who study for a GU qualification as part of a work-based learning course, and those who apply to the university through both 'traditional' and 'non-traditional' routes.

## **2. POLICY OUTLINE**

2.1 Glyndŵr University recognises that its success depends on its ability to appeal to a wide range of potential students, and to give these potential students an equal opportunity to study with us. The university also recognises that potential students will come from a wide variety of educational backgrounds, and will not necessarily hold 'traditional' qualifications.

*In addition to this,*

2.2 Glyndŵr University is committed to providing inclusive, high quality higher education and training to all who can benefit from it, in the service of the needs of students, employers and the wider community. We are therefore committed to ensuring that our procedures and practices for the recruitment and admission of students to all of our programmes are of the highest standard, that we are able to provide open, fair and consistent levels of access to all potential students.

*When considering access to our programmes;*

2.3 Glyndŵr University will seek to provide access to higher education to the broadest range of participants within the University policy of widening access and participation and equal opportunity.

*This means that;*

2.4 All Applicants will be considered solely on the basis of their merits, abilities and potential to succeed in their chosen course. This will be done within the framework set by the University's policies and procedures (including those regarding suitability for practice (in respect of professional programmes) and applicants declaring a criminal conviction) and relevant external bodies including UK Visas and Immigration (UKVI) guidelines and legislative requirements.

*In line with the Equality Act, 2010;*

2.5 All applicants will be considered individually, regardless of an applicant's background. Glyndŵr University opposes all forms of unlawful or unfair discrimination and all applicants will be considered individually, regardless of their background or protected characteristic including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (including lack of belief), sex and sexual orientation or any other inappropriate ground.

2.6 The Equality Act's 'Protected Characteristics' are all acknowledged with regard to equal treatment within this policy. 'Protected Characteristics' are not considered negatively in admissions decisions and will not form a barrier for any applicant with regard to their admission to Glyndŵr University. We welcome the early disclosure of any additional needs in order that reasonable adjustments can be put in place at the earliest possible opportunity.

*With regard to Welsh qualifications;*

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<sup>1</sup>The University is not currently recruiting students to its London campus and cannot admit Tier 4 students at GUL.

- 2.7 In particular Glyndŵr University supports and will recognise Welsh national Qualifications, including the Welsh Baccalaureate, as a basis for consideration for entry.

*With regard to International qualifications*

- 2.8 The University accepts a wide range of qualifications offered by Home, EU, and International applicants for undergraduate, postgraduate and professional programmes. The University is guided by UCAS and the National Academic Recognition and Information Centre (UK NARIC) in terms of the equivalence given to international qualifications (see [www.naric.org.uk](http://www.naric.org.uk)). Only qualifications listed and verified on NARIC will be accepted as fulfilling Glyndŵr University entry requirements for international applicants, except where a formal Progression, Advanced Standing or Articulation agreement has been approved by the University.

*And when considering English language requirements;*

- 2.9 All applicants to the University whose first language is not English or Welsh are required to prove their level of English language proficiency.
- 2.10 Applicants must satisfy the University's English Language requirements as laid out in the current Glyndŵr University English Language Policy and according to their individual immigration status (for example UK National, EU National, International applicant subject to immigration control under the Points Based Immigration System – see Annex A – 'Guidance on Assessing Applicant Criteria' for further details)

*In addition, and to encourage application from all who have potential to succeed;*

- 2.11 Glyndŵr University recognises that applicants may have extra support needs due to their caring and domestic responsibilities and will seek to make reasonable adjustment to assist applicants in these cases.
- 2.12 Communication to applicants is offered in English or Welsh throughout the process dependent on the preference expressed by the applicant during the application process.

### **3. RECRUITMENT AND PROMOTIONAL MATERIALS**

- 3.1 Glyndŵr University is committed to make fully accessible materials so as to enable applicants to make informed decisions about their choice of Institution and programme of study.
- 3.2 All materials must reflect the need for accuracy, relevance and fairness in order to provide timely and helpful information.
- 3.3 Changes in the information will be notified to applicants as soon as possible.

### **4. SELECTION**

- 4.1 Selection criteria will be fair, consistent, transparent and publicised.
- 4.2 Selection criteria will consider both academic and non-academic qualifications and achievement.
- 4.3 Selection will be made upon transparent entry requirements, both academic and non-academic.
- 4.4 Selection should be undertaken by authorised staff (ratified by Academic School Heads), who form part of the course team of the programme applied for, or by Central Admissions in accordance with criteria agreed by the Academic School Head.
- 4.5 Consideration will be given to the abilities, qualifications and experiences of applicants that indicate their potential to be successful on the programme for which they have applied.

- 4.6 Selection can include a review of an applicant's Record of Achievement where available and where appropriate.
  - 4.7 Selection, where appropriate, may include externally set criteria (successful Social Care Wales Registration or a professional body requirement to hold Maths GCSE at grade A-C for example).
  - 4.8 Where a DBS check is required as part of a course's entry requirements, this shall form part of any conditional offer made to the applicant and should be completed satisfactorily before the applicant is made unconditional. Where an applicant for a course that requires a DBS check declares a criminal conviction, this should be dealt with as per the Policy & Procedure for Admission to Programmes Requiring DBS and Candidates with Criminal Convictions
  - 4.9 Where an applicant is applying for re-admission to the university following withdrawal, and where continued study on the previous programme would have resulted in a disciplinary procedure or suitability for practice procedure, no offer will be made until the application is considered by Glyndŵr University's Admissions Assessment Panel.
  - 4.10 Where appropriate all Home and EU applicants will be offered the opportunity of interview should an admissions decision not be possible from their initial application (for example, if they do not have or do not expect to gain the UCAS tariff points indicated in that course's published entry requirements). This does not apply to those courses where an interview is compulsory. For International applicants, interviews may be conducted via Skype.
  - 4.11 All selection outcomes will be recorded and communicated to the applicant in a helpful and timely manner. Bilingual communication (Welsh and English) is offered.
  - 4.12 Where an application to study with us on a particular course is unsuccessful, applicants will be advised of possible alternatives or given guidance on how to achieve entry requirements in a future intake.
  - 4.13 In all cases where an application to study with us is unsuccessful, records should be held to enable feedback and further advice upon request from the applicant. Feedback to unsuccessful applicants will be provided in line with Glyndŵr University's policy for applicant feedback, available online via the Glyndŵr University website.
  - 4.14 Applicants will be informed of the procedures to be followed where additional criteria need to be considered, for example those relating to obtaining a visa, health and criminal records.
  - 4.15 Applications from applicants whose leave to remain in the UK runs out before the end of their chosen course will be considered on an individual basis. If permitted to enrol, applicants will be informed that the University is under no obligation to provide Tier 4 sponsorship on the cessation of their current leave and is not liable for the applicant not being able to complete their course with us in these circumstances.
  - 4.16 An offer to study will not be made, and a CAS not issued, to any new applicant whose visa has expired and who is considered to be an 'overstayer' in the UK.
  - 4.17 Applications to all programmes must demonstrate satisfactory academic progression onto the course applied for. Considerations regarding this progression will take into account various factors including previous level of study and any previous educational institutions attended.
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- 4.18 The issuing of a CAS to international applicants is a separate process to the issuing of a conditional or unconditional offer. The final decision on whether or not to issue a CAS to an international applicant rests with Glyndŵr University's UKVI Authorising Officer, whose decision on such matters is final.
- 4.19 All procedures and outcomes will be recorded and retained as part of the student file for the duration of the programme.

## **5 INFORMATION TO APPLICANTS**

- 5.1 Applicants will be informed of selection decisions in writing. UCAS applicants will receive their official offer via UCAS, and an additional offer letter directly from Glyndŵr University. Direct applicants will receive an offer letter from the university. The procedures for acceptance, deferral or decline of the offer are published in this Admissions Policy.
- 5.2 The Terms and Conditions of a Home/EU applicant's offer are available on the university website, and a link to these terms will be provided on the offer letter sent to the applicant from the university. Terms and conditions of an International applicant's offer will be included in their offer letter
- 5.3 Applicants will be informed, through a managed programme of communications to agreed service standards, of any significant changes relevant to their programme and the support they should expect to receive from the university during their programme.
- 5.4 As part of a managed communications programme, details of arrangements for arrival, enrolment, and induction will be supplied prior to arrival to successful applicants as part of a welcome package.
- 5.5 Applicants will be offered the opportunity to identify support needs and requirements prior to arrival via a self-declaration form sent to each applicant with their offer letter. Applicants are encouraged to declare additional support needs as soon as possible in the admissions process to ensure reasonable adjustments can be made prior to enrolment whenever possible.

## **6 APPLICANT RESPONSIBILITY**

- 6.1 All Applicants (full-time, part-time, collaborative, work-based or all other applicants) are expected to comply with all procedures relating to the Admissions process.
- 6.2 All applicants must read and accept the Terms and Conditions of their offer, as stated on the university website and as linked to on their offer letter.
- 6.3 Applicants are responsible for accepting, deferring or declining their offer from Glyndŵr University and must do so within timescales set by UCAS and by the University (for Direct applications only). Where an applicant misses a deadline resulting in an automatic decline of a place, they should contact the Central Admissions office directly to request this decline decision is reversed.
- 6.4 On acceptance of a conditional or unconditional offer, all applicants have the right to change their mind about this decision within 14 days. UCAS applicants should initially contact UCAS directly if they change their mind about an acceptance within this 14 day period. Direct applicants should contact the University directly. All applicants who change their mind more than 14 days from their firm or insurance acceptance should contact Glyndŵr University directly for further information.
- 6.5 Enrolment of the applicant will be dependent on the receipt of evidence of original qualifications or certificates as stated on their original application form.
- 6.6 Applicants will be responsible for the provision of the authorised and correct forms of evidence concerning non-academic conditions of entry, including immigration documentation required before the issuing of a CAS.

- 6.7 It is the applicant's responsibility to fulfil all conditions imposed on their enrolment at the university, for example the completion of a DBS check. Where a student fails to fulfil any conditions set, the university reserves the right to suspend or withdraw them from their programme of study.
- 6.8 Prior to the issuing of a CAS and before an unconditional offer letter can be issued to an international applicant, all applicants will be required to undertake a satisfactory credibility interview with the Immigration Compliance Team.
- 6.9 Applicants are encouraged to declare fully all known requirements or support needs at the time of application so that reasonable adjustment can be made prior to enrolment whenever possible.

## **7 MONITORING AND REVIEW**

- 7.1 Policies and procedures will reflect the changing requirements of both Glyndŵr University and potential students.
- 7.2 Monitoring and Review of admissions policy, processes and procedures will be undertaken throughout each cycle as part of the role of the Admissions Office and as part of the University's programme of audits.
- 7.3 Equality and Diversity will be monitored and reviewed in accordance with University guidelines, and with regard to the Equality Act, 2010.

## **8 ENTRY REQUIREMENTS AND CREDIT TRANSFER**

- 8.1 An Applicant may be admitted to a programme leading to a named award if, at the selection process, there is a reasonable expectation that the applicant will be able to attain the academic standard, and professional standard where applicable, appropriate for the award sought.
- 8.2 Specific entry requirements for programmes of study will be indicated within the individual course specifications. These entry requirements are not, however, a guarantee of offer – each applicant will be considered individually, and offers may be made above or below the published tariff.
- 8.3 An applicant may be granted entry or advanced standing based on prior certificated or experiential learning. The University has formal RPL (Recognition of Prior Learning) and RP(E)L (Recognition of Prior Experiential Learning) procedures for assessing claims for entry based on experiential and/or certificated learning that need to be adhered to in advance of unconditional offers being made. These procedures are available online at <https://moodle.glyndwr.ac.uk/course/view.php?id=28&section=2>

## **9. AGENTS**

- 9.1 Only Glyndwr University approved international agents holding a current contract can refer applicants to the University.

## **10. COMPLAINTS**

- 10.1 Glyndŵr University provides an accessible procedure for complaints concerning the admissions process. This policy is available online at <https://moodle.glyndwr.ac.uk/course/view.php?id=28&section=2>

## **INTERNAL - Glyndŵr University staff**

### **11 STAFF RESPONSIBILITIES AND DEVELOPMENT**

- 11.1 All Academic Departments must provide a list of staff undertaking a selection role. This will then be registered with the Admissions Office.
- 11.2 Staff will be provided annually with an updated Admissions Guide.
- 11.3 Admissions tutors will all receive training in Equality and Diversity policy.

- 11.4 All Admissions Tutors will have regular and scheduled communication, updates and training where required from the Central Admissions team and the sharing of knowledge, updated information and good practice between Admissions Tutors will be actively encouraged.
- 11.5 Where a member of staff undertaking admissions decisions is required to make a decision on an application from a relation or someone with whom they have a close personal relationship, this relationship should be highlighted to the Admissions Manager and an alternative and suitably trained member of staff should make the resulting admissions decision on that application.

## **12 RESTRICTIONS ON THE ENROLMENT OF UNIVERSITY STAFF**

- 12.1 Members of University staff, or partner institutions who make a contribution or assess on the award, will not normally be admitted to that module or award.
- 12.2 Members of University staff, or partner institutions, will not normally enrol as a student on a module or an award that is considered by an assessment board of which they are a member.
- 12.3 Members of staff may seek approval from the Chair of the Learning and Teaching Quality Committee (LTQC) for an exception to be made to the above provisions. In such cases the member of staff will provide detailed information to demonstrate how the integrity and independence of the assessment process will be maintained at all points. The Chair of LTQC may seek advice from Chairs of award boards, external examiners and/or the Academic Registrar as necessary.