

**University College Birmingham
Admissions Policy and Procedures
for Academic Year of entry 2021/22**

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1 Purpose

The admissions policy and procedures detailed are for applicants enquiring to study at University College Birmingham (UCB) for the 2020/21 recruitment cycle. This information is designed to provide clarity for applicants and staff in respect to the internal protocols that will be adhered to for admission at UCB.

This policy is for applicants applying to study a Full-time, Part-time or online course provided at UCB for the following aims; college, English, undergraduate, postgraduate.

External policies relevant to the admissions process are as follows:

- [Policy for the Recognition of Prior Learning \(RPL\)](#)
- [Student Admissions Disclosure of Criminal Convictions Policy](#)

2 Principles

The admissions policy and procedures at UCB adhere to the standards of the QAA Quality Code Chapter B2. UCB is committed to providing an admission service that is transparent, consistent, based on merit, reliable, valid and minimises barriers for applicants and is professional throughout.

2.1 All applications will be treated equally.

2.2 If a programme reaches a level of recruitment meaning a course is deemed “full” all applications will be processed up until the removal of this course from the relevant application site and external and internal marketing material.

2.3 Diverse learning pathways are recognised at UCB with vocational qualifications (UK, EU and International) given equal consideration as academic qualifications. Prior experience is also recognised and taken into account. Applicants may be required to supply evidence of prior experience or attend an interview with the curriculum team to ensure they possess skill sets that are appropriate to tackle the challenge of the course applied for.

2.3 The University is committed to widening participation and fair access ([UCB - Access and Participation Plan](#)), and encourages applicants from all social and cultural backgrounds.

3 Ownership

Admission policies and procedures will be reviewed annually by the Director of Marketing, International and Admissions and updated as necessary. Any changes made will be submitted to the Academic Regulations Sub-Committee for approval and published accordingly.

4 Role and Responsibilities

Admission to UCB is solely at the discretion of the University. The Admissions and International departments will make consistent admission decisions that adhere to

published entry criteria contained in marketing material, the University website and approved externally hosted course information.

The Admissions and International departments are responsible for;

1. Contacting applicants throughout their admission.
2. Decision making on programmes that have been delegated to the central teams.
3. Liaising with departments from within the Universities student services to ensure a smooth transition for applicants who require additional support.
4. Assessing applicant fee status using the applicant's fees assessment procedure.
5. Processing and communicating all formal admission decisions to applicants.
6. Provide information, advice and guidance to academic and administrative staff across the University regarding admission processes, statistics, targets and entry requirements.
7. Safeguarding the University from fraudulent or non-genuine applicants.
8. Processing results and confirming decisions for all applications.
9. Enrolment of successful applicants. Providing information both off and online to ensure applicants receive a seamless and efficient enrolment experience.

Head of department (or an appropriate representative) is responsible for;

1. Allocating suitable members of staff to represent and interview on behalf of the school and ensuring that these staff are appropriately trained for their role to conduct interviews in line with the University's [equality of opportunity policy](#).
2. Making decisions on applications for the following;
 - a. All College courses in the UCB portfolio
 - b. Undergraduate – Nursing and Physiotherapy degree programmes
 - c. Postgraduate Certificate in Education (PGCE) programmes.
3. Completing the assessment of applicants applying for the Recognition of Prior Learning (RPL) and communicating outcomes to the Admissions and International departments.
4. Supporting engagement with applicants throughout the admissions cycle in collaboration with the Marketing, International and Admissions as well as other departments of the University where appropriate.

5 Entry Requirements

The Admissions team at UCB will publish entry requirements in a clear and accessible manner. These are available for each course on the University's website. If an applicant is unsure if their qualifications are suitable, they are guided to contact us for clear advice and guidance in relation to suitability to study.

- Call - 0121 604 1040
 - College - feadmissions@ucb.ac.uk
 - Undergraduate UCAS - admissions@ucb.ac.uk
 - Undergraduate Direct - direct@ucb.ac.uk
 - Postgraduate - pg@ucb.ac.uk
 - International – international@ucb.ac.uk

5.1 Academic ability and the potential to succeed will be the fundamental aspects of any offer made to an applicant. In addition, holistic skills and experience deemed appropriate in preparing a candidate to be able to successfully complete the level of programme applied for, will be taken into account.

5.2 UCB operates an ethical admissions process, we will ensure that applicants are able to suitably fund their course and we will offer advice and guidance about this for domestic, EU and International applicants. Should we feel that a candidate can't adequately support themselves on programme that UCB reserves the right to withhold an offer until such time that we are satisfied that a candidate is not disadvantaged.

5.3 UCB accept a wide range of country-specific qualifications. An overview can be found on our [Country Specific information](#) webpage. If a qualification is not listed, for advice on whether an EU or International qualification is acceptable please email the Admissions and International departments for further guidance before applying.

- EU - euadmissions@ucb.ac.uk
- International – international@ucb.ac.uk

5.4 All applications must normally have at least one satisfactory reference or letter of recommendation. For certain courses we may require two documents, if these are required it will be communicated to you in our admission offer.

5.5 References and letters of recommendations submitted to UCB are required to be official and showcase the skills that you have acquired, we reserve the right to request for an additional document if the first is deemed not appropriate.

5.6 References and letters of recommendations should be authentic, UCB reserves the right to verify any reference that is supplied for its authenticity. If a reference is not authentic the application submitted may be rejected or withdrawn.

5.7 If further information or evidence is required to make a decision, the Admissions and International departments will request that the applicant supply this information prior to assessing the applicant's suitability to study.

5.8 If an applicant is unresponsive to repeated communication attempts at any offer stage UCB reserves the right to withdraw the application or remove an offer. All applicants will be notified in writing prior to the removal of any offer.

5.9 Some programmes have non-academic requirements, for example Fitness to Practise and DBS check. These are stated in the University prospectus', course specific web pages and your offer terms and conditions. These non-academic requirements will be added as conditions of an offer where required.

6 Application Process

6.1 Undergraduate full-time applications for all points of entry, are submitted to UCAS.

6.2 Applicants only interested in applying to UCB, can submit an application directly to the University through the institutions direct application system.

6.3 Applicants who wish to apply to study at UCB for Nursing and Physiotherapy must apply through UCAS. PGCE primary applications are made through UCAS Teacher Training or the new Department for Education Teacher Training Apply scheme of which UCB is a pilot institution.

6.4 Applicants are allowed to defer their application for one year, after which time the applicant is required to re-apply. Deferred applications are generally not permitted for the University's Nursing, Physiotherapy or PGCE programmes. To request deferral from one of these programmes please contact admissions as this may be allowed in some circumstances.

6.5 Applicants will normally receive an acknowledgement from the University within 24 hours of their application being received. Further communications and correspondence will be sent during the application process.

6.6 Once an application has been received, the information provided will be treated confidentially and in keeping with the University's Data Protection policy and the General Data Protection Regulations. A privacy notice and communication preferences, will be provided to applicants during the submission of their application.

6.7 Applicants must apply using their legal name. It is the duty of applicants to inform the University promptly of any change of address, any change of name, or any other change in circumstances which may affect their application.

6.8 The Admissions and International departments aims to process all applications as quickly as possible, and once a decision has been made, this will be communicated to the applicant.

Interview Process

Should candidates wish to appeal or make a complaint in relation to an interview conducted at UCB please refer to section 8.

College courses

6.9 All college courses at UCB require an interview. Interview appointments are booked during the college application prior to submission. Applicants are able to rebook their appointment by contacting admissions (feadmissions@ucb.ac.uk) should they no longer be able to attend.

6.9a If a College applicant does not attend a scheduled or rebooked interview the Admissions department will contact the students and if unresponsive will withdraw this application.

Nursing and Physiotherapy degree course

6.10 All applicants applying for our Nursing and Physiotherapy degree course are required to attend an interview at UCB

6.10a The Admissions department at UCB will assess a student's application against the published entry criteria. A student's personal statement, reference and wider application information will also be assessed.

6.10b Successful candidates will be booked in for an interview. UCB reserves the right to reject any applications received after the UCAS equal consideration date of January the 15th should all places on these programmes have been filled. UCB will treat all applications received prior to this date equally.

6.10c Interviews will be communicated to applicants on UCAS track and candidates will receive official confirmation from UCB which will contain all of the necessary information in relation to the content of the interview. Should candidates not be able to attend the date offered by UCB then they must contact Admissions to rebook this at least one week prior to their interview date. Failure to attend or to rebook in time will lead to removal of the interview offered by UCB.

6.10d If an applicant does not attend a scheduled or rebooked interview the Admissions department will reject this application if all attempts to reschedule this have proved unsuccessful.

6.10e Applicants will be assessed using our interview management system against key areas of competencies which will be individually scored and tracked. An admissions decision will then be made by Admissions and the interview team and communicated to applicants.

6.10f Academic staff, placement providers and service users work in partnership to select candidates at interview.

PGCE

6.11 All applicants applying for our PGCE course are required to attend an interview at UCB.

6.11a The Admissions department at UCB will assess a student's application against the published entry criteria. A student's personal statement, reference and wider application information will also be assessed. If students meet these criteria, then they will be booked in for a UCB interview.

6.11b Interviews will be communicated to applicants and candidates will receive official confirmation from UCB which will contain all of the necessary information in relation to the content of the interview. Should candidates not be able to attend the date offered by UCB then they must contact Admissions to rebook this.

6.11c if an applicant does not attend a scheduled or rebooked interview the Admissions department will contact the students and if unresponsive will withdraw this application.

International credibility

6.12 UCB may conduct interviews with international students to ensure we remain compliant with UKVI requirements and to ensure UCB recruits genuine applicants who wish to study with us.

6.13 Applicant who require a credibility interview will have this condition added to their offer letter at UCB.

6.14 This interview will take place online with a member of the international team, the interview will be recorded and be uploaded to your UCB student record.

Confirmation Process

6.15 All qualifications are to be verified before an applicant can be admitted to the University. Moreover, if qualifications have not been received by the University and verified then a conditional offer will be made.

6.16 Applicants who are required to participate in a UCB English Language proficiency test as part of their confirmation will be offered this test on campus or online. It is imperative that applicants attend their booking, should this not be the case UCB reserves the right to withdraw participation in this free test or if required removal of an application or offer.

6.17 UCB has rigorous English Proficiency testing requirements that are UKVI compliant, should an applicant fall short of the testing standards UCB reserves the right to withdraw participation or request a retest should this be permitted

6.18 If the nature of the programme involves the student coming into contact with children and/or vulnerable adults, the offer of a place will be subject to the satisfactory completion of a check with the Disclosure Barring Service (DBS). UCB will pay the fees necessary to obtain the required level of DBS check for courses that require this as a condition. For Nursing, Physiotherapy or PGCE programmes applicants will need to satisfy the DBS process prior to confirmation of an Unconditional offer.

6.19 International applicants will be required to supply the University with a signed pre-payment policy, paid the course deposit and must have submitted their pre-CAS questionnaire prior to being offered an Unconditional place.

6.20 Successful applicants will have their place confirmed and Enrolment and Welcome information will be sent before the start of their programme. If the applicant requires a visa to study in the UK a Confirmation of Acceptance for Studies will be issued to allow them to apply for a Student visa.

6.21 Applicants who are unable to meet all the conditions of their offer **cannot** be admitted to their chosen programme but may be offered an alternative programme where appropriate.

6.22 If an applicant is unsuccessful and wishes to receive feedback they should email or write to the Deputy Director of Admissions requesting this.

Specific Learning Needs Support

6.23 If an applicant has disclosed a disability on their application form this will have no bearing on determining their academic suitability for the programme.

College Process

6.24 Applicants will receive a call from a member of staff from our support team to complete a student requirement form after interview. This will take place with a staff member from the Academic Skills Centre (ASC) support team at UCB.

6.25 Depending on the complexity of an applicant's support needs an admissions decision may not be made at interview as additional documentation may be required such as EHCP, medical information or information about the support received from the previous education providers. If an EHCP is received prior to the interview date our ASC support team will liaise with applicants to provide guidance on if UCB is able to make reasonable adjustments to meet their support needs.

6.26 An admission decision will be made once a meeting has taken place between staff from the following areas; student services, Head of department for the course and also a member of the admissions team. These representatives will have access to information regarding any support needs and will put in place a transition plan to establish if reasonable adjustments can be made that enable the University to deliver the programme applied for.

Higher Education Process

6.28 Applicants receive an offer irrespective of any information disclosed. Upon receipt of an offer from UCB applicants will be asked to complete a student requirement form online.

6.29 This information is assessed for support needs by representatives from student services. Should a meeting be required to discuss the information provided then the Academic Skills Centre will schedule a meeting to discuss putting in place a transition plan to establish if reasonable adjustments can be made that enable the University to deliver the programme applied for.

Disclosure of Information

6.30 Please refer to the [Student Admissions Disclosure of Criminal Convictions Policy](#) for disclosures made during the admission process.

6.31 If an applicant has a criminal record, they are obliged to declare this fact on their application and online registration form.

6.32 If an applicant declares a conviction during their application or during their online registration, the University will request further information. In certain circumstances, this information may influence the decision to offer a place on a course or a place in University accommodation.

6.33 It is the applicant's responsibility to ensure that the information they provide is accurate and complete, and does not contain false or misleading information.

6.34 The University reserves the right to investigate any application suspected of including false, misleading or fraudulent information or appearing to be incomplete. If the Admissions and International department finds evidence of this then the University reserves the right to reject, withdraw or cancel the application.

6.35 Should the University receive a fraudulent application we reserve the right to notify and comply with processes and policies at UCAS, the DFE and the Student Loan Company.

7 *Changes During the Application Cycle*

7.1 Admission terms and conditions for applicants accepting offers will be sent in a durable medium to all applicants. This information will also be available in the University prospectus and [website](#).

7.2 All courses are subject to receiving a sufficient level of applications. If a course does not receive the required level the course will be deemed not viable and be withdrawn at the earliest possible time during the admissions cycle. Similarly, if a course is discontinued all applications and offers will be moved to a replacement course. Applicants will be subsequently notified of their options at UCB.

7.3 If an applicant has been offered a course other than that for which they have applied, they will be contacted to explain why the change has been made.

8 *Feedback, Appeals and Complaints*

8.1 If an applicant believes that they have any grounds for complaint with regards to the process by which their application was considered they should contact the Deputy Director of Admissions (b.stone@ucb.ac.uk) with information regarding the nature of their complaint and an explanation of why they would like a review of this decision.

8.2 The Deputy Director of Admissions (b.stone@ucb.ac.uk) will consider requests for an investigation of a complaint or a review of a decision in a timely manner, with a view to providing a response within 10 working days of a formal request being received.

8.3 There will be no appeal against the academic or professional judgement of those making admission decisions. Appeals will only be considered if submitted on grounds of procedural irregularity. Admissions staff will endeavour to feedback to unsuccessful applicants if requested to do so.

8.4 An appeal or complaint must be submitted to the Deputy Director or Admissions within 30 days of receipt of an offer or incident from the Admissions or International department.