



## HE Student Admissions Policy and Procedure 2026-2027

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

### 1. POLICY STATEMENT

- 1.1 Askham Bryan College is committed to a fair, transparent and open admissions system for Higher Education, assessing applicants on individual merit, protecting applicants' interests, widening participation, and promoting equal access.
- 1.2 Our admissions practices align with guidance from the Competition and Markets Authority (CMA) to ensure applicants receive accurate, timely information and clear terms and conditions to support informed decision-making.
- 1.3 The College follows relevant external guidance, including UCAS requirements for undergraduate admissions and Office for Students (OfS) expectations for fair and ethical student recruitment.
- 1.4 This policy covers the full Higher Education admissions lifecycle, from enquiries and information, advice and guidance (IAG), through to application, interview, offer-making and enrolment, and avoids practices that place undue pressure on applicants or distort choice.

### 2. SCOPE AND LIMITATIONS

- 2.1. This policy and procedure refer to prospective or returning students intending to join full-time or part-time Higher Education programmes of study delivered on any of the campuses of Askham Bryan College.
- 2.2. Admissions policy and procedures for Further Education courses and Apprenticeships are dealt with under a separate policy and procedure.

### 3. PROCEDURES

- 3.1. **Prospective Higher Education students of Askham Bryan College are entitled to:**
  - a) A response from the College following the receipt of an application;

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- b) Impartial information and guidance concerning programmes of study, course costs (tuition fees and potential additional costs) student support arrangements and other services provided by the College;
- c) Opportunities to discuss individual options on a one-to-one basis;
- d) Opportunities to visit the College and view locations of study and relevant facilities;
- e) Specialist guidance for those needing inclusion and support services;
- f) Well-organised, efficient and responsive enrolment arrangements; and
- g) An induction to the College and to the programme of study.

### 3.2. All applicants to Higher Education programmes must:

- a) Satisfy the requirements for admission to the proposed programme of study including any admission requirements set by the awarding or validating bodies and/or professional or regulatory body;
- b) Demonstrate a strong commitment to further study and the ethos of the College;
- c) Provide evidence of their previous achievements at their current/previous school, college or work place;
- d) Undertake further assessments or provide information as necessary to allow the College to support any learning support needs; and
- e) Agree to adhere to the College's Student Code of Conduct and any relevant policies related to student conduct and behaviour.

## 4. PRE-APPLICATION

### 4.1. Initial Information and Guidance

- 4.1.1. Prospective and current applicants are encouraged to attend to an information event, open day, taster event or access a range of published information on our website or via UCAS.
- 4.1.2. College support and teaching staff are available at advertised events to provide information, advice, and guidance or enquiries can be made via [he@askham-bryan.ac.uk](mailto:he@askham-bryan.ac.uk)
- 4.1.3. Published information about indicative course content, fees and possible additional costs and student life at the College can be found on the college website as well as via our Annual UCAB Prospectus. Available via <https://www.askham-bryan.ac.uk>.

### 4.2. Admissions Criteria:

- 4.2.1. The admission of any applicant will be determined by an assessment of their potential to contribute to and benefit from their proposed programme of study. Admission will be based on a contextualised assessment of a range of criteria and will include academic qualifications, personal circumstances, professional skills and expertise and other course entry criteria and requirements;
- 4.2.2. Individual programmes of study may specify entry requirements, which can include specific-subject elements (see 4.3. Entry Requirements).
- 4.2.3. No potential student will be excluded from entry on the basis of any protected characteristic as defined under the Equality Act 2010. Decisions relating to admission

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will be based on published entry criteria and the institution's ability to meet academic, professional, or placement requirements, following consideration of reasonable adjustments where applicable.

- 4.2.4. Applications from prospective students with learning difficulties and/or disabilities will be assessed fairly against published entry requirements. Support needs will be reviewed by the HE Learning Support Team in consultation with the relevant Course Team, and reasonable adjustments will be considered where appropriate. Where essential programme requirements cannot be met, even with such adjustments, the College may be unable to make an offer, and the application may be referred to an Admissions Panel.
- 4.2.5. Applicants must declare any relevant unspent criminal convictions at application and enrolment. This information will be handled confidentially and used to assess suitability for study, access to College facilities, and compliance with professional or regulatory requirements where applicable. Disclosure will not automatically prevent an offer being made; however, applications may be referred to an Admissions Panel where safeguarding or other concerns arise.

### 4.3. Entry Requirements

- 4.3.1. The College's typical academic entry requirements for each programme are published annually on the College website at <http://www.askham-bryan.ac.uk/> and via UCAS.
- 4.3.2. Applicants are advised to check individual programme requirements, as whilst a wide range of subjects may be suitable for entry, in some cases there are specific subjects or combinations of subjects which college believe will provide the best preparation for study on a particular subject area.
- 4.3.3. The College welcomes applications from those who are returning to education, who do not have specified formal qualifications and those who are not applying directly from or within a year of leaving school or college. Non-standard qualifications are also considered, and applicants may request work or life experience to be considered as part of their submission.
- 4.3.3.1. In addition to the qualifications specified for each programme or award type, the suitability of candidates for particular programmes may also be assessed by:
- a) an admissions interview;
  - b) reports from referees;
  - c) evidence of previous experience;
  - d) submission of piece of assessment.
- 4.3.4. If an admissions interview is required, this may be completed in-person or via video conferencing as suitable. Note that applicants for Veterinary Nursing and Extended Foundation Degrees are normally invited for interview prior to any offer being made.
- 4.3.5. Some programmes, such as Veterinary Nursing, require applicants to have a minimum amount of work experience before they are made an offer or admitted onto the programme.

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- 4.3.6. The College reserves the right to verify the result of any examination that is not supplied by UCAS. Where we do not receive results directly from UCAS, applicants should expect to provide evidence of their qualifications directly to the College.
- 4.3.7. Transfer and acceptance of prior academic credit or experience is at the discretion of the College and is determined by the guidelines of the relevant awarding body or validating institution. Please refer to the policy on Accreditation of Prior Experience/Learning AP(E)L for further details.
- 4.3.8. The College is committed to widening participation and welcomes applications from individuals from under-represented groups, as defined by the Office for Students and contextualised offers may be made to applicants from specific under-represented groups, as defined in the College's published Access and Participation Plan.
- 4.3.9. Applicants are responsible for financing their programme of study (tuition fees). All applicants are strongly advised to contact Student Finance England to discuss their eligibility for a fee loans and grants prior to applications
- 4.3.10. Current or former members of the UK Armed Forces may be eligible for Enhanced Learning Credits (ELCAS) funding. The College is a registered provider. Applicants should refer to the ELCAS website for details of eligible courses or contact their Forces Education Officer. Applicants seeking or holding ELCAS funding must declare this at application (directly to the College or via UCAS). Further information is available at <https://www.enhancedlearningcredits.com/> or [ELCAS | Provider Details | Askham Bryan College](#)

### 4.4. Right to refuse admission

- 4.4.1. The College may refuse admission to a course or programme where, **in its reasonable opinion**, one or more of the following non-exhaustive grounds apply:
- The applicant does not meet the published entry requirements for the course or programme applied for, although the College may advise on or refer the applicant to a more suitable alternative where appropriate;
  - The course or programme is undersubscribed or oversubscribed, or the College is otherwise unable to deliver the course or programme for operational, academic, or resource-related reasons;
  - The applicant has a criminal conviction or other safeguarding concern which, following appropriate assessment, prevents them from undertaking the course or programme applied for;
  - The College reasonably considers that admitting the applicant would pose a risk to the health, safety or wellbeing of staff, students or others;
  - The applicant has identified physical, medical, social or academic needs which, following reasonable consideration and without breach of the Equality Act 2010, the College determines it is unable to support or make reasonable adjustments for;
  - The applicant is deemed not Fit to Study or Fit to Practise, or has been subject to relevant disciplinary, fitness or safeguarding procedures under College policies;
  - The applicant has previously been withdrawn or removed from a programme of study as a result of Fitness to Practise concerns;

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- h) The applicant does not meet the minimum age requirements (normally 18 years) for entry to the course or programme as at 31 August in the year of intended commencement;
- i) The applicant is unable to demonstrate the right to study in the UK in accordance with UK Visas and Immigration requirements.

4.4.2. There may be other circumstances in which the College, **acting reasonably and in accordance with its legal and regulatory obligations**, determines that a specific course, programme, or the College itself is not suitable for an applicant. Where the College decides that it is unable to admit an applicant to the course or programme applied for (whether for one of the reasons set out above or otherwise), it will:

- provide the applicant with clear reasons for the decision;
- consider, where appropriate, whether an alternative course or programme may be suitable; and
- offer appropriate advice and guidance to support the applicant in making informed alternative choices.

4.4.3. Where admission is refused, the decision will be considered by an Admissions Panel in accordance with Section 9 of this Policy.

### 4.5. Pre-admission information

4.5.1. To support informed choice, we aim to provide clear, accurate and transparent information about our programmes, in both internal and external publications regardless of the medium. The sources of information provided to applicants prior to and on entry to a programme may include:

- a) College and UCAS websites
- b) UCAB Annual prospectus
- c) Open days and offer holder events
- d) College policies
- e) Published academic regulations
- f) Programme specifications

4.5.2. Any changes made to entry requirements post-publication of printed materials will be communicated to any affected applicants as soon as possible via letter/email and through UCAS (where applicable) and updated on the College website. These sources would therefore be considered the most up-to-date and applicable.

4.5.3. Prospective students will be informed in writing, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made, and enrolment is completed and will be advised of the options available in the circumstances.

## 5. APPLICATIONS

### 5.1. All Applicants

5.1.2. *External applicants:* All undergraduate applications should normally be via UCAS. Information about applying through UCAS and annual application and confirmation deadlines can be found at [www.ucas.ac.uk](http://www.ucas.ac.uk).

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- 5.1.3. *Internal applicants:* Students currently enrolled at Askham Bryan College may submit a direct internal application (e.g. studying on a T Level or a Level 5 FdSc programme) but only for those who wish to apply for UCAB courses only and not to other institutions. Otherwise, applications should be made via UCAS.
- 5.1.4. The College complies with UCAS rules on fraudulent applications. Any suspected fraud will be referred to UCAS. Applicants confirm that all information provided is complete, true, and accurate through UCAS submissions and enrolment agreements.
- 5.1.5. The College reserves the right to withdraw offers or cancel enrolment where fraudulent information is identified. Students admitted on this basis may be suspended during investigation and may be permanently excluded.
- 5.1.6. All personal statements submitted via UCAS are subject to plagiarism checks by UCAS. Where potential plagiarism is identified, the College will review the case, may seek further information, and may reject the application.
- 5.1.7. All applications are reviewed on an individual basis. Whilst the majority of offers made are within the range of the published entry requirements, the College retains the right to use its discretion to make exceptional offers outside of the standard entry qualification range.
- 5.1.8. Applicants may be required to provide additional information regarding work experience or proof of their qualifications. Applicants are responsible for monitoring their email, which is the College's primary communication method.
- 5.1.9. Certain programmes may require Disclosure and Barring Service (DBS) certification due to contact with children or vulnerable adults. Where required, this will be stated in course entry requirements and costs are borne by the applicant; external placement providers may also require DBS checks.
- 5.1.10. Deferred entry applications are considered alongside other applicants in the same cycle. Conditions must be met within the same application year, and enrolled students are liable for fees based on their year of entry. If an applicant wishes to defer or has applied for deferred entry and subsequently wishes to join in the application year, they need to contact the UCAB Academic Services team to inform them of this decision.
- 5.1.11. Offers, once accepted, form a contract with the College and include information on cooling-off periods and UCAS decision-change rights.
- 5.1.12. The College may refuse admission where conditions or minimum requirements are not met and may offer an alternative course where appropriate, subject to availability.

## 5.2. Applications to Veterinary Nursing Programmes

- 5.2.1 For entry to Veterinary Nursing programmes, the College is required to comply with guidance issued by the Royal College of Veterinary Surgeons (RCVS). This ensures

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that all admitted students are fit to practise and able to complete an accredited professional programme safely and effectively.

- 5.2.3 The RCVS sets the professional standards, competences and expectations required of student Veterinary Nurses. These standards are applied to all applicants and enrolled students to ensure they are capable of performing the role in the interests of animal welfare, public safety, and the wellbeing of the applicant.
- 5.2.4 The College assesses each applicant's suitability against both the academic entry requirements and their ability to complete the accredited and practice-based elements of the programme. While the College is committed to making reasonable adjustments where appropriate, any adjustments must remain consistent with those that would be considered reasonable within a veterinary practice environment.
- 5.2.5. The College may seek advice from the RCVS if there is any doubt over the suitability of an applicant or enrolled student for the accredited programme. The College must also consider any long-term or serious illnesses which may prevent applicants from practising as a veterinary nurse.
- 5.2.6. All applicants to Veterinary Nursing programmes must provide appropriate industry references and complete a medical questionnaire as part of the application process. Any required work experience must be completed by the College's specified deadlines, as offers cannot be confirmed without this evidence.
- 5.2.7. Further information is available in the College's **Fitness to Practise Policy and Procedure**.

### 5.3. International Applications

- 5.3.2. Applications are welcomed from international applicants, which should be made via UCAS.
- 5.3.3. International applicants will be asked to provide evidence of qualifications achieved and where this is not in English, officially translated documents will be requested. Qualifications will be checked to determine their equivalency and suitability for entry against the published UK entry requirements.
- 5.3.4. International applicant's will be required to have a level of English Language that meets the Colleges minimum requirements and those of the Home Office.
- 5.3.5. The fee status of all applicants will be determined following application and communicated where an offer is made (Home Fee or International/Overseas. For information and guidance regarding fee status please visit the [UKCISA](#). Please refer to the College's Tuition Fee Policy for additional information.
- 5.3.6. International applicants requiring sponsorship to study in the United Kingdom will be need fulfil the requirements outlined by the UK Visas and Immigration and the Colleges requirements for international applicants. Please refer to Section 5.4 of this policy and Appendix A for further information.

### 5.4. International applicants requiring visa sponsorship

- 5.4.2. Applicants who require sponsorship to study in the United Kingdom will be asked to attend an interview, normally via a video call platform, so that the College can assess their suitability for the course, the University Centre, and the UK.
- 5.4.3. Applicants may also be subject to other non-academic offer conditions which are determined by the policies of the UK Visas and Immigration (UKVI) department of the Home Office, where such is required for the College to fulfil its Student Route Visa sponsorship obligations, as opposed to solely academic and vocational requirements for admission onto the course.
- 5.4.4. International applicants who require visa sponsorship must pay a deposit of 50% of the Year 1 tuition fees and provide evidence of sufficient funds before the College issues a Confirmation of Acceptance for Study (CAS). Prior to making an offer, the College will undertake appropriate checks of an applicant's immigration history, financial status, and qualification history to ensure compliance with UKVI sponsorship requirements. UKVI requirements are subject to change at any time and such changes are outside the control of the College.
- 5.4.5. The College will be required to share personal information with UKVI to facilitate the visa application process. Information about visa sponsored students post-enrolment, may also be shared with UKVI, in fulfilment of the Colleges visa sponsorship obligations. While applicants are permitted to use agents to help them with their application, the College will only deal directly with the applicant.
- 5.4.6. Further information on the requirements and processing of international applications for Higher Education programmes is set out in **Appendix A: International Applicant Flowchart**.

### 5.5. Student Attendance Monitoring

- 5.5.2. All enrolled students will be subject to attendance monitoring as per the colleges HE Student Attendance Policy and Procedure.
- 5.5.3. Attendance monitoring and reporting for students with visa sponsorship from the College will comply with requirements set by UKVI. For further details, see Student visa: Overview - GOV.UK (<https://www.gov.uk/student-visa>).

## 6. POST- APPLICATION

### 6.1. Offer

- 6.1.2. Applicants who apply via UCAS, who receive an offer for a place on a undergraduate programme - either conditional or unconditional - will be able to view the College's decision online using UCAS Track. All successful applicants will be sent an email from the College confirming that they have been offered a place.
- 6.1.3. If an applicant who has received a conditional offer fulfils the conditions of the offer as specified, or if the College accepts an applicant based on satisfactory academic

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performance, then an unconditional offer will then be transmitted to UCAS. Applicants will again be able to view the College's decision using UCAS Track.

- 6.1.4. Applicants who have applied outside of the UCAS system will be notified via email and should respond via email to confirm or decline their offer.
- 6.1.5. Applicants may be offered an alternative programme if the College is unable to offer a place on the original programme to which an applicant has applied. In this situation the College will contact the applicant to confirm that they wish to be made the offer for the alternative programme.
- 6.1.6. Applicants who are not offered a place are welcome to request feedback by contacting UCAB Academic Services at any time during the admissions year in which they applied, and the College aims to respond within twenty working days. Please note that feedback cannot be provided for requests made anonymously, on behalf of someone else, or where the request relates to a decision from a previous admissions cycle.

### 6.2. Confirmation

- 6.2.2. 'Confirmation' refers to the period in August when the College receives examination results. Applicants who achieve the required entry grades have their conditional offer confirmed and accepted. Applicants who have not met the conditions of offer are reviewed by the College. Applicants may be contacted to discuss possible alternative course/s, although there is no guarantee that an alternative offer will be confirmed.
- 6.2.3. Applicants who do not meet the requirements of their original offer may also be made an offer of an alternative programme. In this situation the College will process the alternative offer and applicants will have the opportunity to accept or decline this through UCAS Track (or via email or Internal applicants only).

### 6.3. Enrolment and registration

- 6.3.1 All successful offer holders who have their place confirmed will be invited to enrol onto their programme of study. Enrolment will usually require provision of additional information to allow full registration to the qualification and signing of a learning agreement.
- 6.3.2 If after enrolment and registration is completed a student requires their name to be amended on the records system the following information will be required.
- 6.3.3 If a student wishes to have their name changed then a legal signed change of name by deed poll is required, which is fully embossed and watermarked. If a full deed poll cannot be produced then the College can change a student's name to preferred name but certificates, etc. would be produced using their legal name.
- 6.3.4 All enrolled students will be subject to an ID check as part of enrolment process, this will include providing digital copies of identification as well a physical copy of at least one form of identification during the first week of enrolment. This is to ensure the college can check right to study and fee status as per UK Visa and Immigration regulations.

### 6.4. Programme changes or closure

- 6.4.1 The College reserves the right to amend its programme offer and will communicate changes to the availability of its advertised programmes as soon as possible to minimise any impact for individual applicants.
- 6.4.3 If a programme is unable to run, College staff will assist affected applicants in identifying alternative programmes of study internally, where relevant. Applicants should be mindful the College will not coordinate an application to another provider, but may give advice.
- 6.4.5 Please refer to the policy on the Suspension or Closure of HE programmes for further information and guidance.

## 7. APPLICANTS WITH ADDITIONAL LEARNING SUPPORT NEEDS OR DISABILITIES

- 7.1. The College welcomes applications from individuals who disclose a disability, long-term health condition, or additional learning support need. All applications are assessed fairly and consistently against the published entry requirements for the chosen course or programme, which may include professional, statutory or regulatory body requirements where applicable.
- 7.2. Applicants have access to the College's Learning Support Services during and after the application process, should they wish to seek advice or guidance. Where advance notice is provided, the College will make reasonable arrangements to support applicants attending open days, interviews or assessments. Following disclosure, all students will be considered for appropriate support, although in some limited circumstances there may be a charge for specific services.
- 7.3. In exceptional cases, there may be circumstances where an applicant's physical, mental or learning disability means they are unable to undertake a particular programme. Any such situation will be considered on an individual basis by the Admissions Panel, with careful regard to the College's duties under the Equality Act 2010. Wherever possible, the College will seek to put reasonable adjustments in place to enable participation, taking account of course requirements and, where relevant, Fitness to Practise standards.
- 7.4. The College strongly encourages applicants to disclose any disability or long-term health condition as early as possible in the application process. Early disclosure enables the College to work collaboratively with applicants to plan appropriate transition arrangements and support, helping to ensure a positive and inclusive student experience from the outset. Where information is not disclosed at the point of application, there may be limitations or delays in putting support in place, and in some cases it may be necessary to postpone entry until a later academic year. In rare circumstances, where late disclosure identifies a need for adjustments that are not reasonably practicable, or where Fitness to Practise requirements may be compromised, the College may advise that participation on the programme is not possible (see the Fitness to Practise Policy).

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- 7.5. Eligible higher education students with a declared disability or learning need may be able to access funding through the Disabled Students' Allowance (DSA) to support their studies. Applications for DSA are made independently by students, though the College will provide advice and guidance throughout the process. As DSA applications can take time to be assessed, applicants are encouraged to apply as soon as they have accepted an offer, to help ensure support is in place at the start of their studies. The College cannot assume responsibility where a student chooses not to apply for, or to decline and available DSA support.
- 7.6. Applicants or enrolled students who do not meet the eligibility criteria for DSA, but who feel that they may benefit from additional support for learning, should contact the College's HE Learning Support Coordinator. An appointment can be arranged to discuss individual circumstances and explore what support options may be available.

## 8. APPLICANTS WITH CRIMINAL CONVICTIONS

- 8.1. The College is committed to fair and inclusive admissions and recognises that a criminal conviction does not, in itself, prevent an individual from studying. Applicants who have an **unspent criminal conviction or pending criminal charges** are required to declare this at the point of application **where it is relevant to the course or programme applied for**. Applications from individuals with declared convictions are **not automatically rejected**, and each case is considered carefully and on its own merits.
- 8.2. Where a criminal conviction is disclosed, admission may be subject to further consideration by the Admissions Panel (See Section 9 of this Policy). This process focuses on ensuring the College fulfils its **duty of care to students, staff, and the wider College community**, while seeking to support applicants to access education wherever it is safe and appropriate to do so. All information disclosed as part of this process is treated sensitively and confidentially and handled strictly in accordance with the **Data Protection Act 2018** and UK GDPR.
- 8.3. In reaching a decision, the Admissions Panel will carry out a balanced assessment that considers the nature, context and relevance of the conviction in relation to the course applied for, alongside the College's responsibility to safeguard the health, safety and wellbeing of its community. Decisions will be **proportionate, evidence-based, and focused on risk management**.
- 8.4. A spent conviction is a conviction which, under the terms of Rehabilitation of Offenders Act 1974, can be effectively ignored after a specified amount of time. The amount of time for rehabilitation depends on the sentence imposed, not on the offence. The more serious the conviction, the longer the period of rehabilitation. Cautions and bind overs are not considered to be relevant. They will not be considered within the initial risk assessment process.
- 8.5. If a conviction is brought to the College's attention once a student has commenced studies or a new conviction occurs during the student's registration at the College, the College will take urgent steps to determine if it is still appropriate for the student to remain registered on their programme. This may involve applying the College's disciplinary, safeguarding and/or Fitness to Practise policies, where relevant.

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- 8.6 Registered and enrolled students are required to disclose any new convictions as soon as they occur to the UCAB Academic Services Team.
- 8.7 Any consideration of a criminal conviction will involve a separate risk assessment process, distinct from the academic admissions decision. This assessment will focus on understanding any potential impact on the programme, professional requirements, and the College community, and will aim to identify whether risks can be appropriately managed through conditions or support measures.

## **9. COLLEGE ADMISSIONS PANEL**

- 9.1. Applicants or returning students may be referred to an admissions panel for reasons including declaration of criminal convictions, additional needs requirements or personal/professional conduct.
- 9.2. All applicants and enrolled students who declare a current criminal conviction will be referred to the College Admissions Panel for further consideration.
- 9.3. In relation to health issues identified by the applicant, the panel may request supporting medical evidence or information from the supporting local authority or other relevant external agencies to assist with decision making.
- 9.4. Applicants and enrolled students who are referred to an admissions panel will be informed in writing regarding the status of their application.
- 9.5. The Admissions Panel will normally be chaired by a member of the senior leadership team. Applicants referred to an Admissions Panel will normally be informed of the panel's decision and the reasons behind the decision within ten working days of any panel meeting taking place.

## **10. APPEALS AGAINST ADMISSION DECISIONS**

### **10.1. Admission appeals - New entrants to HE study at the college**

- 10.1.1. Where applicants are refused a place at the College (or refused a place on the programme applied for), they have a right of appeal against the decision. This right must be exercised within (five) working days of the applicant being refused admission by writing to the College CEO and Principal setting out the grounds of their appeal; the appeal will then be heard by a member of the Colleges' Senior Leadership Team, supported by relevant managers.
- 10.1.2. The appeal will normally be heard within ten working days of the College's receipt of the unsuccessful applicant's written appeal. The College will normally write to the individual within ten working days of the appeal to confirm the College's decision. This decision is final and there is no further right of appeal.

### **10.2. Admissions appeals for returning or internally progressing HE students**

- 10.2.1. For appeals against admission decisions for returning or progressing students previously enrolled onto a HE programme of study the HE Academic Registrar will

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hear the appeal. The unsuccessful applicant may, at the College's discretion, be invited to a meeting at which they will have the right to be accompanied by a friend, family member or student representative.

- 10.2.2. The meeting will normally take place within ten working days of the College's receipt of the unsuccessful applicant's written appeal. The College will normally write to the individual within ten working days of the appeal meeting to confirm the College's decision. This decision is final and there is no further right of appeal.

## **11. COMPLAINTS**

- 11.1. Although the College attempts to deal with applications and admissions in a fair, effective, and efficient way, there may be an instance where applicants feel dissatisfied with the service provided.
- 11.2. Applicants who believe that their application has not been handled appropriately through the admissions procedures outlined within this Policy, should follow the College's HE Student Complaints Policy.

## **12. RESPONSIBILITIES**

- 12.1. The HE Academic Board has the executive responsibility and strategic oversight of the HE Admissions Policy and Procedure.
- 12.2. The HE Academic Registrar, supported by the Head of Academic Services and Quality Assurance are responsible for the effective development, implementation and review of the College's HE Admissions Policy and Procedure.
- 12.3. UCAB Academic Services is responsible for the day-to-day administration and implementation of the College's higher education admissions procedures and guidelines.
- 12.4. The College Senior Leadership Team, heads of Department, managers and all relevant staff each have a responsibility to give full and active support to the College's Higher Education Admissions Policy by ensuring the policy and procedure is known, understood and implemented.

## **13. MONITORING AND REVIEW**

- 13.1. The Head of Academic Services and Quality Assurance will maintain oversight into the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the HE Academic Registrar and the Head of HE Academic Services and Quality Assurance.

## **14. SUPPORTING/RELATED DOCUMENTS**

- Fitness to Practise Policy and Procedure
- Support for Continuing Studies Policy and Procedure
- Safeguarding Policy
- Student Protection Plan
- Policy and Procedure on Suspension or Closure of HE Programmes

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- HE Student Postponement and Withdrawal Policy and Procedure
- HE Students Reasonable Adjustments Policy
- ABC Access and Participation Plan 2025-2029
- HE Student Attendance Policy and Procedure
- Admissions Panel Terms of Reference

## **15. RELEVANT LEGISLATION**

15.1 In all aspects of this policy the College will comply with the following legislation:

- Equality Act 2010
- Data Protection Act 2018
- General Data Protection Regulations (GDPR)
- Safeguarding Vulnerable Groups Act 2006

## **16. APPENDICES**

Appendix A – International Applicant Flowchart (Page 15)

## **17. DOCUMENT HISTORY**

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Appendix A – International Applicant Flowchart

