STUDENT ADMISSIONS POLICY
[FOR PROGRAMMES VALIDATED BY HARPER ADAMS UNIVERSITY]

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1. STRUCTURES AND PROCESSES

1.1 General statement

Admission to Reaseheath College (RHC) is based entirely on merit and on the basis of ability to achieve and ensures equality of opportunity. The college recognises the importance of admitting applicants to a course suited to their ability and aspirations and the selection process therefore takes account of all aspects of an application and not just an applicant's academic profile.

The college endeavours to ensure that policies and procedures used to admit students are clear, fair, explicit and consistently applied and are compliant with relevant legislation and meet the expectations of the QAA Quality Code, Chapter B2: Recruitment, Selection and Admission to Higher Education.

Reaseheath is committed to delivering an admission policy and practice that promotes fair admission and delivering a system that admits those with outstanding achievement and potential regardless of their background.

Equal consideration will be given to applications received by the main annual UCAS deadline (15th January). Late applications will be considered at the individual department's discretion and appropriate offers made if places are still available.

Please note if you are applying for a programme that is validated by the University of Chester please see their Undergraduate Admissions Policy.

1.2 Responsibility for Admissions

Admission to RHC is coordinated in partnership between different parts of the College and follows this policy. Course teams are responsible for determining criteria for admission, such as required subjects and attainment levels. These decisions are made when a course is validated. Course teams are responsible for making decisions regarding applications throughout the application cycle, providing they meet the deadline as per the service level agreement (as at 4.2 RHC Admissions protocols and service levels). Where required a member of the core HE team will make the decision in lieu of the course team, in order to comply with service levels.

This policy is reviewed periodically and tested to ensure that it is fit for purpose. The institutional lead for this policy is the Assistant Principal & Dean of Higher Education.

2. INFORMATION PROVISION

2.1 Pre-admission information

RHC aims to provide clear, accurate and transparent information about its programmes, that are appropriate to the needs of prospective applicants, in both internal and external publications regardless of the medium (i.e. printed, audio-visual, world wide web, etc.) enabling them to make choices in an informed manner. The main sources of information on entry requirements can be found in:
Any changes made to entry requirements post publication of printed materials will be communicated as soon as possible via the college website (and the UCAS website where applicable). *These sources should therefore be considered the most up-to-date and applicable.*

The college will inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and registration is completed, and that they are advised of the options available in the circumstances.

### 2.2 Applicant data

The College operates within the boundaries of Data Protection Act 1998 and all data is held and processed in line with that legislation. Please see the RHC Data Protection Policy for more information, available on the College [website](#).

Applicant data is routinely analysed by the College for many purposes, including institutional and statutory data returns, market research and planning teaching and learning in order to ensure that our delivery and College resources are being utilised efficiently.

### 2.3 Required Information from Applicants

RHC expects that an applicant will, in line with the UCAS regulations where applicable, provide full and accurate information in order to be considered for admission. Full-time undergraduate applicants suspected of submitting, or found to have submitted, false information will be referred to UCAS. In the case of international applicants, details may also be passed to the United Kingdom Visas & Immigration Service (UKV&I). The College reserves the right to withdraw an offer of a place if fraud is discovered following an applicant receiving an offer.

### 3. HOW APPLICATIONS ARE CONSIDERED

#### 3.1 Fair admissions

Reaseheath College seeks to broaden the pool of candidates at undergraduate level by raising awareness and expectations of prospective applicants in line with its Widening Participation Strategy, available on the College [website](#).

The College recognises the principles of fair admission to higher education set out in the [Schwartz Report](#) and in Chapter B2 of the QAA Quality Code for Higher Education. RHC Admissions practices are therefore characterised by the five principles of the Schwartz report which are, transparency, minimising barriers for entry, selecting for merit, potential and diversity, professionalism and using methods that are reliable and valid.
Similarly, the College upholds admissions practices in line with UCAS guidance as well as framing admissions activity in line with good practice published by SPA.

3.2 Selection Criteria

Applicants are advised to check information on course specific entry requirements which are published on the College website.

In considering applications, the College is interested in an applicant's academic achievements to date, predicted academic achievement and any other evidenced information that demonstrate an applicant’s ability to pursue the course for which they have applied. In addition, the applicant's personal statement and the referee's report will be taken into account when making decisions.

The college operates one 'closed' programme, the Foundation Degree in Dairy Technology. This programme is specifically for the dairy industry and to be able to apply to the programme, perspective applicants must be in suitable employment at the time the application is made. For more information about this course please contact info@foodanddrink.nsaacademy.co.uk. Applicants are usually sponsored by their employers.

3.3 International applicants

Applicants will be expected to comply and abide by the regulations set out by the United Kingdom Visas & Immigration Service (UKVI). For full details please click here.

Applicants who have been made a formal offer will be required to deposit an agreed sum of money to be offset against their tuition fees in advance of the college's issuing a Certificate of Acceptance of Studies (CAS), which is required for visa applications.

All applications from perspective students from outside the UK should go through UCAS. International application information is available from UCAS by clicking, here.

Requirements for a student visa and processes

RHC holds a Tier 4 Sponsor license and ‘Highly Trusted’ Status with UK Visas and Immigration Service.

Applicants should add their passport details to their application form (UCAS or College application form). If applicants do not have a passport yet, UCAS (or the College) will ask the applicant again when they receive an offer.

When an applicant accepts a place at RHC, they will be required to deposit an agreed sum of money that will be offset against their tuition fees. This is to show that applicants can cover the costs associated with studying at University.

The College will then issue the applicant with a Certificate Acceptance for Studies. This proves that the applicant is studying a course at an acceptable level to get a visa. The requirements for the issuing a CAS are:
1. An unconditional place studying a higher education course.
2. The applicant must demonstrate good English language skills. This is assessed by the applicant undertaking a Secure English Language Test (SELT), such as an IELTS test. For more information, please click here.

International students are advised to check how much it costs to study in UK; information is available from UCAS and information specifically for RHC is available here.

3.4 Applicants with disabilities

RHC welcomes applications from students with disabilities, defined as applicants with dyslexia, dyspraxia, autism, mental health concerns and physical need.

It is very important, however, that applicants with a disability make this known to the college on their applications so that reasonable adjustments can be assessed.

Applicants with disabilities are asked to make this known via their application forms (UCAS for full time and College application form for part time) so that the College can enter into a discussion about how to ensure applicants health and safety and enable their academic success.

The HE Learning Support Team will make initial telephone contact with applicants in an effort to identify the support that the applicant may need in order to access their chosen course. The team will advise and guide applicants through the Disabled Students Allowance (DSA) process.

Students that have received additional learning support (ALS) at Further Education and require it to carry on into Higher Education are advised to submit any and all evidence regarding their support arrangements to the HE Learning Support Team. This will trigger a full diagnostic assessment and will result in reasonable adjustment recommendations being made which may be funded by the Disabled Students Allowance.

Students are reminded that in all instances, the onus is on the student to arrange their additional learning support.

The college is committed to achieving an educational and working environment that incorporates these aims. The requirements of the Equality Act 2010, Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disabilities Act 2001 were considered when writing this policy.

3.5 Criminal convictions and duty of care

It is essential that all applicants should disclose all unspent convictions and all convictions as detailed in the UCAS application. Having a criminal conviction will not necessarily prevent an applicant from gaining admission to RHC. In reaching decisions on those with criminal convictions, the college will consider not only its own responsibilities and duties to the
academic community at large but also the safety and well-being of the individual and its ability to provide any appropriate support arrangements.

The test the college will use is whether any criminal conviction disclosed by an applicant gives reasonable grounds for considering that the admission of the individual: (a) poses a real threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies or others involved in college business; or (b) would be contrary to the law or to the requirements of any relevant professional or other regulatory body in accordance with the college’s safeguarding policy.

The college has a ‘duty of care’ to students, staff and visitors. It considers that this duty is both ‘moral’ – our general responsibility to promote the welfare of their students and staff – and ‘legal’, in the form of a duty to take appropriate steps to protect students, staff and visitors. To ensure we maintain this ‘duty of care’ the college will not admit students who may pose a significant risk to any of these individuals. For more details please see the Safeguarding Adults Policy and the Young Person Safeguarding Policy, both available on the College website.

3.6 Additional information

Non-disclosure of relevant unspent criminal convictions

If it is discovered that the applicant has a ‘relevant’ conviction that is not spent and the box has not been ticked on their application, the college will wish to take a view on the circumstances. It may decide that this is due to an error and can be easily rectified, or it may consider that the applicant has knowingly withheld this information in which case it may consider that the applicant has made a ‘fraudulent’ application. If it is considered that the application was ‘fraudulent’ it will wish to take the matter forward including reporting it to the UCAS Verification Unit - if it is an application through UCAS - and possibly treating it as ‘cancelled’; thereby refusing admission.

Deferred Entry

RHC recognises the advantages that some undergraduate students can gain from a gap year, and therefore welcomes applications for admission for the following year. The college also understands that an applicant’s personal circumstances may necessitate a change to his or her intended year of entry. Admissions tutors will consider deferred applications using the same selection process as for applicants for the current year. A successful applicant will receive correspondence from the college, but the college will normally only defer an offer of a place for one year. Applicants wishing to defer a place for a second year will be required to submit a new application.

Credit Transfer

Acceptance of prior academic credit is at the discretion of RHC and its departments but is determined by the guidelines of the validating body, Harper Adams University.
Assuming the credit is acceptable, i.e. certificated credit obtained from another institution, it can be recognised in one of two ways:

1. Exemption from individual modules within or from the whole of year 1 of an undergraduate programme.
2. Transfer of credit and marks in substitution for modules within an undergraduate programme that count towards the classification of that programme.

Where a module contributes to the classification of an undergraduate qualification i.e. those in years 2 or years 3 of a programme, exemption from those modules will not normally be granted to an applicant. However, the transfer of credit or marks already obtained in substitution for those modules can be permitted if appropriate.

Applicants should be aware that credit transfer is different from the submission of a portfolio of evidence of Assessment of Prior [Experiential] Learning (APL/APEL).

3.7 Feedback

Feedback will be provided for unsuccessful applicants upon request. Feedback will take two forms

1. By telephone (ensuring a record is kept on file) and being sure that the person representing the College is sanctioned to deliver the feedback.
2. By letter, email or web based response.

Please note however, that feedback will only be given to the applicant.

4. POLICY RELATING TO UNDERGRADUATE ADMISSIONS
4.1 UCAS procedure

All applications for full-time undergraduate programmes should be made through the Universities and Colleges Admissions Service (UCAS).

Equal consideration will be given to applications received by the main annual UCAS deadline (15th January). Late applications will be considered at the individual department’s discretion and appropriate offers made if places are still available.

An applicant will receive notification of the college’s decision on his or her application electronically or/ and by letter, and where applicable, electronically via UCAS. If he or she is to be made an offer of a place, the offer will specify any conditions of entry that he or she is expected to meet and the date by which these conditions must be met in order to take up that place. The offer will also detail the first year tuition fee (or guidance on the likely figure if the fee has not yet been set).

An applicant will be expected to respond to an offer using the appropriate method e.g. online through UCAS for full-time programmes. Any deadline for reply and the method for responding will be indicated by the college or, where applicable, by UCAS.
RHC will confirm an applicant’s place on a programme when he or she meets all the conditions set out in his or her offer within the timescale stated in the offer. The college will send all successful applicants confirmation of his or her place on the programme, as well as enrolment information providing details concerning induction, enrolment and activities to help them settle in during the first few weeks of term. This information may be sent in hard copy or by electronic means. Enquiries regarding pre-entry information should be sent to HEoffice@reaseheath.ac.uk.

4.2 Applying for a part time course

Part time applications go directly to Reaseheath College and not through UCAS. Applicants can find the application online on the college website here.

The application process will then follow the same process as that for full time applicants.

4.3 Admission service levels and interviews

Once your application is received, we will review it and contact you within five working days.

You may receive a phone call from one of the course team who might wish to introduce themselves to you and have an informal conversation about your application or you might receive a request for a formal telephone interview.

You will receive information about the next available opportunity to visit the College, where you will be able to tour our facilities and meet members of staff to talk about any courses of interest. All course open events are listed on the events page of the College website.

4.4 Student Protection: course close and changes to programmes

The College recognises the statement of good practice issued by HEFCE regarding changes to course information, content and course closure.

A wider policy is being developed in light of the emerging guidance from HEFCE, however, applicants should note the following points regarding course closure:

1. The College will only close courses when it is not financially viable to do so or when the student experience will be compromised.

2. Normally for a course to run, there must be a minimum of 10 firmed applicants. A decision will be made about whether a course will run five working days after clearing opens by the Vice Principal and the Dean of Higher Education.

3. Where it is anticipated that a course will not run, i.e. any courses with numbers under 10, applicants to these courses will be contacted regularly so that they have all the information they need to make a decision about their application.

4. If a course does close, the College will assist affected applicants in identifying similar programmes of study, both internally and externally.

5. Applicants should be mindful that the College will not coordinate an application to another provider, but will give advice.
Applicants should note the points in section 2, paragraph 2.1, ‘Pre-admission information’, regarding the College’s commitment to ensuring accuracy of course information.

The College policy regarding Student Protection will develop on these points and will be published in due course.

5. FEES & FUNDING

Our tuition fees are listed on the Money Matters section of the College website. Applicants will find information pertaining to funding on those pages as well as details regarding our bursaries.

Tuition fees are reviewed annually and are published on The College website. As RHC charges the higher rate tuition fee, it is required to submit an Access Agreement to the Office For Fair Access (OFFA) which details and lays out how our fee income is invested into widening participation activity. Please see the ‘HE Policies’ section of the College Policies webpage for the Access Agreements.

6. APPEALS AND COMPLAINTS

It is recognised that very occasionally applicants may have reason to question or express an opinion to the college about its decision or the way in which their application has been handled. Applicants in this situation should direct their query initially to heoffice@reaseheath.ac.uk. If they remain dissatisfied, the query should be directed to the Dean of Higher Education, who will conduct a review of the situation.

The college reserves the right to refuse admission to applicants who have not met academic entry thresholds; or where there is evidence that they cannot (or are likely to be unable to) meet the academic, professional (such as DBS checks) or vocational requirements.

However, appeals may be made where candidates feel that there has been procedural irregularity. In this instance, grievances should follow the HE Complaints and Grievances Policy available on the College website.