



## **Recruitment, Selection and Admission Policy: Taught Courses**

### **1. Introduction**

- 1.1 This document sets out AECC University College's Recruitment, Selection and Admission Policy and describes the principles, aims and processes that are used to recruit, select and admit new students to its courses of study at undergraduate and postgraduate taught level.

### **2. Key responsibilities**

- 2.1 The Academic Registrar is responsible for the oversight of this policy.
- 2.2 The Admissions and Immigration Compliance Manager is responsible for the implementation of the policy.
- 2.3 The Recruitment, Selection and Admissions Steering Group (RSASG) is responsible for recommending the approval of any changes to this policy to Academic Board.
- 2.4 The Admissions and Immigration Compliance Manager is responsible for delivering regular and targeted training to the admissions team to ensure that this policy is implemented in a fair and consistent way, in line with the University College's strategic aims and objectives.
- 2.5 This policy will be reviewed regularly by the Admissions and Immigration Compliance Manager and Academic Registrar. Where necessary, this policy will be reviewed more frequently following significant changes affecting Higher Education admissions in the national and international landscape.

### **3. Admissions principles**

- 3.1 AECC University College aims to recruit students:
- From a wide range of backgrounds who demonstrate the potential and motivation to succeed on our courses.
  - Whom will benefit from studying on a course of study at the University College and will enhance the existing community.
- 3.2 Applications will be assessed in a holistic way using the entirety of the application to determine the suitability of an applicant to their chosen course of study. Each application will be considered on its own merit and will be assessed against the stated entry requirements of the course.
- 3.3 When an applicant has not achieved the required results as stated in their offer, we will assess the application and if there is sufficient evidence to demonstrate that the student will be successful on the course, and if the course is not full, their place will be confirmed. Alternatively, the University College may offer an alternative course.
- 3.4 The University College ensures that applications are assessed fairly and are afforded equal consideration. No applicant will be treated more or less favourably based upon their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation or any other basis that cannot be shown to be properly justifiable.
- 3.5 Information provision to applicants will be consistent, transparent and open across multiple channels. The main channels for this provision are:
- University College website ([www.aecc.ac.uk](http://www.aecc.ac.uk))
  - University College prospectus (hard copy)
  - UCAS provider and courses pages viewable through the UCAS Course Search function
  - University College Open Days

- 3.6 The University College is committed to ensuring that all communications with applicants are conducted in a courteous, respectful and professional manner. We are committed to ensuring the provision of timely decisions and responses.

#### **4 Application process**

- 4.1 Applications to all of the University College's undergraduate courses are made through UCAS. Further information on how and when to apply can be found at: [www.ucas.com](http://www.ucas.com).
- Applications received to the University College's undergraduate courses will undergo an initial assessment by trained admissions staff and where necessary, in consultation with the Course Leader. Where there is insufficient information provided in the UCAS application to make an accurate assessment, applicants will be sent a further information request.
  - Applicants who are not applying to courses that require further selection measures will be notified of the final outcome of their application by email and through UCAS Hub.
  - Where applicable, applicants who are required to undergo further selection measures (eg interview) will be contacted by email and invited to the next stage of the selection process.
  - Following any further stages of selection, a final decision will be processed through UCAS Hub and applicants will be notified by email.
- 4.2 Applications for the postgraduate courses are made through the University College's online application form, available at: <https://apply.aecc.ac.uk/>.
- Applications received to the University College's Postgraduate courses will undergo an initial screening by trained admissions staff. Where an applicant doesn't meet the minimum entry requirements of the course they have applied to, they will be contacted by email to inform them that their application cannot be considered further and is unsuccessful.
  - Applications that are able to be considered further will be sent to the Course Leaders for their decision.
  - Following the Course Leader's decision, applicants will be contacted by email informing them of the outcome of their application.

#### **5 Applicants with criminal convictions**

- 5.1 The University College has a duty of care to its community of students, staff and visitors to ensure that it continues to be a safe place to study, work and visit at all times. As such we reserve the right to refuse admission onto a course of study if there is a significant risk of danger to our community.
- 5.2 Some courses of study offered at the University College require students to work with vulnerable adults and children and therefore admission onto such courses is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service (DBS) certificate or National Police Certificate for those living outside of the UK.
- 5.3 Failure to disclose a relevant criminal conviction may result in an application being considered fraudulent. If an applicant is convicted of a relevant offence after they have submitted their application, they should contact the admissions team to inform them of this fact. Failure to do so may result in the application being considered fraudulent. In either case the Fraudulent Applications Procedures would be enacted.
- 5.4 Further information about the procedures enacted for applications from students with a criminal conviction can be found in our Criminal Convictions Procedures.

#### **6 Fraudulent applications**

- 6.1 Applicants to all of the University College's courses are expected to submit accurate and honest information throughout their application form(s) in line with the declarations made before the submission of their application, either through UCAS or our online application form.
- 6.2 In cases of suspected plagiarised applications, UCAS will notify the University College through its Verification Unit. In this case the University College reserves the right to investigate further and where necessary, enact the relevant procedure.

- 6.3 If it is discovered that an applicant has deliberately supplied false information or omitted information which would have been important in the assessment of their application, the University College reserves the right to withdraw/cancel that application and retract any offer that has been made.
- 6.4 If, after enrolling onto a course of study it is discovered that a student had deliberately omitted, or supplied false information during the admissions process the University College reserves the right to enact disciplinary procedures as set out in the Student Disciplinary Policy and Procedures for all students enrolled on courses leading to AECC University College Awards. These may lead to the student being withdrawn from their course of study.
- 6.5 Further information about the procedures enacted in cases of suspected fraudulent applications can be found in our Fraudulent Applications Procedures.

## **7 Recognition of Prior Learning (RPL)**

- 7.1 The University College is committed to the principle that appropriate learning, wherever it occurs, and provided it can be assessed, may be recognised for academic credit towards an AECC University College award. All genuine learning, however acquired, is deserving of credit towards an award provided that:
- it can be clearly identified and described;
  - its relevance and currency can be evidenced and assessed in relation to approved intended learning outcomes (ILOs);
  - it is at the same level and is appropriate to the subject of the exemptions sought.
- 7.2 Further information can be found in the Policy and Procedures for the Recognition of Prior Learning (RPL) and credit transfer for Higher Education.

## **8 Applicants with disabilities and additional support needs**

- 8.1 The University College welcomes applications from students with disabilities and additional support needs.
- 8.2 Disability is defined in the UK under the Equality Act 2010 as ‘an individual who has a physical or mental impairment that has a substantial and long-term negative effect on their ability to do normal daily activities.’ Further information about the UK definition of disability can be found at: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>.
- 8.3 The University College encourages all applicants who have a disability or any additional support needs to declare these at the point of application so that where possible, provisions can be made.
- 8.4 Consideration of listed disabilities and additional support needs and the potential requisite adjustments needed, will be independent of an applicant’s academic suitability to their chosen course and will take place after the admissions decision has been processed.
- 8.5 If there are any concerns or barriers relating to fitness to practise requirements we will contact students at the applicant stage to explore their options and if necessary, assist them to find a suitable alternative course of study.
- 8.6 More information can be found in the University College’s Equality, Diversity and Inclusion Policy.

## **9 English language proficiency**

- 9.1 All of the courses of study at the University College are taught in the medium of English. As such applicants are required to demonstrate their proficiency in the English language through a suitable qualification, including the following components; Speaking, Listening, Writing and Reading. Further information about the University College’s English Language entry requirements can be found on each course entry requirements webpage.

## **10 Deferred entry**

- 10.1 The University College is normally able to consider deferred applications for all of its courses. Any requests for deferred entry not made in the original application will need to be submitted in writing to the Admissions Team at: [admissions@aecc.ac.uk](mailto:admissions@aecc.ac.uk).
- 10.2 Deferral of a place will normally be for one year only. Applicants wishing to defer their offer of a place for more than one year will be required to submit a new application.
- 10.3 Applicants who applied for deferred entry must meet any conditions of an offer by the end of application cycle in which they apply and this will be made clear to applicants in offer emails.

## **11 Applicants requiring a visa to study in the United Kingdom**

- 11.1 The University College is able to sponsor students who require a student visa to study in the United Kingdom.
- 11.2 The University College aims to process Confirmation of Acceptance for Studies (CAS) statements for applicants who hold, and have accepted as their firm choice, an offer from us as quickly as possible but by no earlier than three months before the scheduled start of the course of study.
- 11.3 Where an applicant is not able to demonstrate that they meet all of the requirements of UK Visas and Immigration (UKVI) for a successful visa application, the University College reserves the right to refuse admission.
- 11.4 In order to comply with its sponsor duties, the University College will ensure that any late arrivals/non- enrollers are reported to the UKVI. Any changes in a student's enrolment status will also be reported to the UKVI.
- 11.5 The University College does not sponsor students under the Student Route for any of its part-time postgraduate courses.
- 11.6 The University College is not legally obliged to issue a CAS statement and will always exercise caution when doing so, and may request additional checks to ensure adherence to its obligations as a licensed sponsor.
- 11.7 The issue of a CAS by the University College does not necessarily mean that an applicant or students' application for a Student visa will be successful. The University College shall not be liable if any Student visa applications are refused by UKVI.
- 11.8 Any applicant or student with a visa refusal must provide all pages of their Home Office refusal notice to AECC University College [admissions@aecc.ac.uk](mailto:admissions@aecc.ac.uk)

## **12 Access and Participation**

- 12.1 The University College aims to conduct its admissions service based on the principles outlined in section 3.
- 12.2 The University College uses the following contextual data indicators when considering undergraduate applications:
- POLAR 4 Quintiles 1 and 2
  - Index of Multiple Deprivation Quintiles 1 and 2
  - Care Leaver
  - Declared disability or long-term health condition
  - Free School Meals
- 12.3 All applicants with one or more of these indicators will be offered an interview, where interviews are a part of the selection process.
- 12.4 Where an applicant has one or more of these indicators, and they meet the standard entry requirements, they will receive an offer 2 grades below the standard offer.

## **13 Significant Changes to Courses or Unforeseen Admissions Scenarios**

- 13.1 Where there are significant changes to a course these will be communicated at the earliest opportunity to applicants by email, informing them of the options available to them.

- 13.2 We will provide support to applicants in helping them find a place on a suitable alternative course of study. Significant changes may include:
- Substantial changes to the content or structure of the course
  - Changes to the status of the course; for example, where a course passes validation or gains accreditation from a professional body or organisation
  - A course of study being discontinued
- 13.3 In the unlikely event that the University College is unable to honour all the offers it makes to applicants who meet their offer conditions, for example where a higher than anticipated number of applicants apply, the University College will do the following as a minimum:
- Communicate at the earliest opportunity with offer holders explaining the situation
  - Provide alternative course options (where possible)
  - Defer their place to the following academic year

## 14 Communications

- 14.1 The University College aims to keep applicants informed about the progress of their application throughout the entirety of the application process. We are committed to ensuring this is done in a timely, respectful and courteous manner.
- 14.2 Applicants will normally be contacted through the email address given in their application form. Occasionally we may need to contact applicants by telephone or post.

## 15 Complaints and appeals

- 15.1 The University College strives to achieve the aims as stated earlier in this policy however we acknowledge that on occasion, applicants may wish to raise a formal complaint about their experience or make an appeal against the decision provided on their application. In this instance applicants are directed to the University College's Admissions Complaints and Appeals Policy.

## 16 Data Protection

- 16.1 Application data forms part of the student record for applicants who enrol onto one of the University College's courses. Personal Data for applicants who are unsuccessful is deleted one year after the academic year in which they applied in.
- 16.2 All information collected under the requirements of this policy/procedure will be processed in accordance with the Data Protection Act 2018. For further information please refer to the student privacy notice. Data used for internal monitoring and reporting to relevant committees will be anonymised.

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Originator/Author	Admissions and Immigration Compliance Manager
Policy Owner	Academic Registrar
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