

Recruitment, Selection and Admission Policy

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 level.
- 1.2 This policy sits underneath the Recruitment, Selection and Admission Regulations and above the Recruitment, Selection and Admission Procedures.

2. Key responsibilities

- 2.1 The Academic Registrar is responsible for the management and implementation of this policy.
- 2.2 The Admissions Subcommittee is responsible for recommending the approval of any changes to this policy to Academic Board.
- 2.3 The Admissions 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.
- 2.4 This policy will be reviewed regularly by the Admissions 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 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 gender, age, race, religion, disability, sexual orientation, marital status, civil partnership status, colour, nationality, ethnic or national origins, political beliefs, citizenship or membership of a Trades Union or any other representative association of employees or students.
- 3.4 Applicants will be assessed in line with the five principles of Fair Admissions set out Schwartz Report (2004) *Fair admissions to Higher Education: Recommendations for good practice* and will incorporate best practice guidance from Supporting Professionalism in Admissions (SPA) (www.spa.ac.uk).

3.5 The Recruitment, Selection and Admission Regulations, Policy and Procedures are transparent, fair, valid and consistent and complies with the QAA Quality Code for Higher Education, Chapter B2: Recruitment, Selection and Admission to Higher Education (2013) (www.qaa.ac.uk).

3.6 Information provision to applicants will be consistent across multiple channels and will be transparent, consistent and open. The main channels for this provision are:

- University College website (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

3.7 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.

- 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 Programme 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 Track.
- 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 Track and applicants will be notified by email.

4.2 Applications for the Access to HE Diploma and 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 Access to HE Diploma and 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 Programme Leaders for their decision.
- Following the Programme 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 The University College encourages applicants to declare any criminal record at the point of application. Declaring a criminal record does not necessarily prohibit admission to a course of study at the University College. This will depend on the nature of the course applied for and the circumstances and background of the offence.
- 5.3 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.
- 5.4 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.
- 5.5 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 practice 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 Dignity, Diversity and Equality 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.
- 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 from outside of the EEA who require a student visa to study in the United Kingdom through its registration on the Tier 4 Register of Licenced Sponsors.
- 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.

12 Access and Participation

12.1 The University College does not currently use contextual data in the assessment of applications to any of its courses.

12.2 More information can be found in our current Access Agreement.

13 Discontinuation of courses and changes to programmes

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. Where necessary 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/organisation
- A course of study being discontinued

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 The University College collects and retains certain types of data about its applicants so that it is able to fulfil its statutory returns and other obligations as an education provider.

16.3 The University College complies with the Data Protection Act (1998) in its use of applicant data.

16.4 *A statement regarding GDPR regulations will be inserted here in the near future.*

Links to other documents

Access Agreement 2018/19

Certifying Documents for Admissions Purposes

Criminal Convictions Procedure

Dignity, Diversity and Equality Policy

English language entry requirements

Fraudulent Applicants Procedures

Policy and Procedures for the Recognition of Prior Learning (RPL) and credit transfer for Higher Education

Recruitment, Selection and Admission Regulations

Recruitment, Selection and Admission - Appeals and Complaints: Policy and Procedure

Student Disciplinary Policy and Procedures for all students enrolled on courses leading to AECC University College Awards

Version:	2.0
Approved by:	Academic Board
Originator/Author	Admissions Manager
Policy Owner	Academic Registrar
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