Recruitment, Selection and Admission Regulations

1.   Introduction

1.1   These regulations outline the requirements for applicants to be admitted to AECC University College's courses of study at undergraduate and postgraduate level.

1.2   These regulations will inform all admissions decisions including the setting of entry requirements for new courses

2.   Key responsibilities

2.1   The Academic Registrar is responsible for the review of the Recruitment, Selection and Admission Regulations.

3.   Entry requirements

3.1   Applicants must be able to demonstrate that they have a set of skills required to fulfil the demands of their intended course of study. These include:

-    A broad general education including acceptable general levels of literacy and numeracy equivalent to GCSE grade C or above/grade 4 or above in English Language and Mathematics. Other alternatives accepted by the University College include; Functional skills level 2 and Key skills level 2.
-    A basic understanding of the relevant subject area.

3.2   Applicants for whom English is not their first language must demonstrate proficiency in written and spoken use of the English Language. The minimum acceptable level of proficiency for admission to most courses is GCSE English Language (grade C or above/grade 4 or above) or an International English Language Testing (IELTS) overall score of 6.0 with a minimum score of 5.5 in each component (Listening, Writing, Reading, Speaking). Further information about acceptable English language proficiency qualifications can be found on the University College's website.

3.3   For undergraduate courses, applicants must confirm their ability to study at degree level by presenting evidence of achievement to level 3 of the Regulated Qualifications Framework (RQF), normally with a minimum of 3 A-levels or equivalent in a relevant subject area.

3.4   For postgraduate courses, applicants must confirm their ability to study at this level by possessing or expecting an undergraduate honours degree or equivalent.

3.5   Applicants may enter a course of study with credit on the basis of prior certificated and/or experiential learning within the limits prescribed by the University College. Applications for the recognition of prior learning (RPL) must be processed in accordance with the Policy and Procedures for the Recognition of Prior Learning (RPL) and credit transfer for Higher Education.

3.6   Applicants who have previously been unsuccessful may apply again for a subsequent year of entry. The University College reserves the right to refer to any previous applications or registrations/enrolments when assessing the suitability to a course of study.

3.7 Applicants who have been unsuccessful on academic grounds or after further assessment (e.g interview) may not normally reapply for entry to the same course of study in the same application cycle.

3.8 Students who have been required to withdraw from one of the University College's courses on academic grounds may not normally reapply for entry to that course.

Links to other documents

Certifying Documents for Admissions Purposes

Criminal Convictions Procedures

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 Policy

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