

Point of Entry Change Procedure (MChiro)

1. Introduction

- 1.1 The point of entry change Procedures outlines the steps that new students should take if they feel that their assigned point of entry onto the MChiro programme at offer stage does not accurately reflect their academic profile.
- 1.2 Any requests for a change in Point Of Entry (POE) must be made via the [point of entry change request form](#) and will be reviewed by the Academic Registrar.
- 1.3 The College reserves the right to refuse any point of entry change requests where there is no additional information to that given during the application process that might affect the determination of the appropriate POE.

2. Key Responsibilities

- 2.1 The Admissions Manager is responsible for enforcing this Procedure.
- 2.2 The Academic Registrar is responsible for reviewing the point of entry change requests.
- 2.3 The Admissions Manager is responsible for communicating the outcome of the review to the student.
- 2.4 Under these procedures any University College role or officeholder or officer of the Student Union may act through her or his appointed nominee.

3. Principles

- 3.1 The POE assigned in any offer made by the University College is determined solely by the academic qualifications an applicant presents in line with its stated minimum entry criteria.
- 3.2 Offers made by the University College to applicants for the MChiro programme, are communicated both through UCAS Track and by email and clearly state the POE.
- 3.3 By accepting the University College's offer through UCAS Track, it is assumed that an applicant understands, and is happy to proceed with, the conditions of any offer that they have been given including its point of entry.
- 3.4 Requests for POE change will only be considered if there was information not considered at the point of application that may have materially affected the assigned POE.
- 3.5 Any requests must be made within 10 working days of the first day of term.
- 3.6 The Academic Registrar will assess any requests against the stated minimum academic entry criteria for both year 0 and year 1. Requests will not be taken further based solely on a student wishing to start the programme in a different POE. Requests may be accepted where the stated minimum academic entry has changed for future years, to bring their POE in line with this change.
- 3.7 The decision of the Academic Registrar is final.

4. Procedures

- 4.1 If a student feels that their POE does not accurately reflect their academic profile with respect of the stated entry criteria, they should complete the [point of entry change request form](#) and return it by email to admissions@aecc.ac.uk or by handing it in to the Registry Office.
- 4.2 The Admissions Manager will contact the student to acknowledge receipt of their request and will instruct them that they will receive a response within 48 hours.
- 4.3 The Academic Registrar will assess this request using the UCAS application, documentation sent during the application stage and the [point of entry change request form](#).
- 4.4 The decision of the Academic Registrar will be formally communicated to the student through their University College email account.

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