



Recruitment, Selection and Admission Regulations

1. Introduction

- 1.1 These regulations outline the requirements for applicants to be admitted to AECC University College's taught courses of study at undergraduate and postgraduate level. Some courses may have additional entry requirements where qualifications alone do not demonstrate an individual's potential to succeed.
- 1.2 These regulations will inform all admissions decisions, including the setting of entry requirements for new courses.
- 1.3 The Recruitment, Selection and Admissions Steering Group recommends any changes to the regulations to Academic Board.

2. Key responsibilities

- 2.1 The Academic Registrar is responsible for the oversight of the Recruitment, Selection and Admission Regulations.
- 2.2 The Admissions and Immigration Compliance Manager is responsible for the implementation of the Recruitment, Selection and Admission Regulations.

3. Standard Entry requirements

Undergraduate courses

- 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.
- 3.2 A minimum of GCSE grade 4 or grade C in English Language and Mathematics are required. The University College accepts suitable alternatives, including antecedent qualifications, Functional skills level 2 and Key skills level 2 and overseas equivalents.
- 3.3 Applicants must demonstrate 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 If an undergraduate applicant has completed multiple qualifications at Level 3 of the Framework for Higher Education Qualifications, academic achievement will be calculated from a maximum of four A-Levels or equivalent.
- 3.5 Entry requirements based on academic or professional qualifications from outside the UK are determined using guidance from UK NARIC (www.ecctis.co.uk/naric/Default.aspx) as well as other external bodies such as UCAS, British Council, overseas governments and international market experience and expertise. Official translated transcripts will be required if qualifications are not certificated in English.
- 3.6 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.

Postgraduate courses

- 3.7 Applicants must demonstrate their ability to study at this level by possessing, or expecting, an undergraduate honours degree or equivalent.
- 3.8 Entry requirements based on academic or professional qualifications from outside the UK are determined using guidance from UK NARIC (www.ecctis.co.uk/naric/Default.aspx) as well as other external bodies such as UCAS, British Council, overseas governments and international market experience and expertise. Official translated transcripts will be required if qualifications are not certificated in English.
- 3.9 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.

4. English Language requirements

- 4.1 Applicants for whom English is not their first language must demonstrate proficiency in all four components of English language: listening, speaking, reading and writing.
- 4.2 The standard English language requirement for undergraduate or postgraduate taught courses is a minimum of International English Language Testing (IELTS) (Academic) overall score of 6.0 with a minimum score of 5.5 in each component (Listening, Writing, Reading, Speaking). Some courses may require a higher level of English language proficiency. Further information about acceptable English language proficiency qualifications can be found on the University College's website.

5. Exceptions

- 5.1 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. 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.
- 5.2 Students who have been required to withdraw from one of the University College's courses on academic grounds will not normally be considered for re-admission to that course.
- 5.3 Students who have been required to withdraw from one of the University College's courses on disciplinary grounds will not normally be considered for re-admission to any of its courses.
- 5.4 Students who have been required to withdraw from one of the University College's courses due to outstanding debts will not be considered for re-admission to any of its courses until all outstanding debts have been paid in full.

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