

University of Gloucestershire

Admissions Procedures

1. Making an application

- a. Those wishing to undertake a full-time Undergraduate programme with the University (with the exception of some international programmes), must apply through the University and Colleges Admissions Service (UCAS). Those applying for part-time Undergraduate programmes and Postgraduate, Professional and Research courses should apply directly to the University via its online application form.

Those applying to study on a University of Gloucestershire programme delivered by a partner organisation should contact the partner institution to confirm application procedures, course details and entry requirements.

- b. By making an application to the University you are agreeing to the University's [Student Contract](#). Under its Student Contract the University of Gloucestershire reserves the right at any stage to request applicants to provide further information relating to any aspect of their application. If such information is not provided within the period stipulated then the University reserves the right to refuse to consider the application further and notify external agencies as appropriate. Additionally the University reserve the right to withdraw any applicant or student who is found to have made a fraudulent application regardless of their status in the institution.
- c. As part of the application process you must declare if you have a relevant criminal conviction that is **not spent**.

What does spent mean?

A 'spent' conviction is where a person does not re-offend during their rehabilitation period. Convictions that are spent are not considered to be relevant and you should not reveal them.

What does relevant mean?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings

Information relating to your unspent conviction will be considered separately from your academic achievements. For all courses that do not require a DBS check as part of the conditions of offer, applicant criminal conviction disclosures will be passed to the University's Convictions and Disclosures Group (CDG). CDG is comprised of the Senior Admissions Manager, the Head of Student Services and a representative of the course applied to. Each referral will be assessed independently but consideration may be given to:

- o The nature of the offence(s)
- o The time that has passed since the offence was committed
- o If more than one offence was committed, whether each was a separate offence or part of a series of similar offences
- o The potential impact on fellow students, staff and others with whom the applicant will have contact

The outcome of the decision will be communicated to the applicant by the Senior Admissions Manager. The CDG reserves the right to refuse the application of any individual or to lay down such conditions as it sees fit for the admission of an individual.

In the event that the applicant is offered a place, the CDG must determine who, if anyone, within the University should be provided with details of the conviction. The University will process applicants' personal data in accordance with the University's Data Protection Policy which can be found at: <http://www.glos.ac.uk/governance/information/Pages/data-protection.aspx>.

Any information on criminal convictions of unsuccessful Applicants will be securely stored for a period of 6 months after the decision has been made on the applicant, and then securely deleted.

Note that if you are applying to a programme that requires a DBS check as part of the conditions of offer then you are required to undergo a formal Disclosure and Barring Service check (DBS). Please see section 3.g 'Making an offer' for more details.

- d. Entry requirements, course fees and pre-application information is made available to applicants through a range of sources including the University's website, third-party sites (e.g. UCAS), the Prospectus and course literature as well as through open days and applicant visit days. Please refer to these sources as part of the application process.

2. Minimum entry requirements

- a. Course entry requirements will be published and referred to on University course pages, in the Prospectus and on external sites such as UCAS.
- b. The University considers a wide range of qualifications for entry. We welcome and accept all qualifications that are part of the UCAS tariff as well as an extensive range of international qualifications. For an assessment of qualifications not listed please contact the Admission and Enrolment Team at admissions@glos.ac.uk.
- c. Applicants to Undergraduate degree courses must have a minimum of 2 A Levels or equivalent qualifications in order to be considered. Applicants to a Foundation Degree must have a minimum of 1 A Level or equivalent qualifications in order to be considered. Postgraduate courses typically require a minimum of a Lower Second Class Honours degree.
- d. The University recognises that applicants considered as 'mature' (aged 21 or over at point of entry) may not hold the minimum qualifications required for entry but may have relevant work and/or life experience. Applicants in this position may be invited to an advisory interview with the appropriate Course Leader. If, after an advisory interview, it is felt that further study would be beneficial before being accepted for the course the University may recommend one of the following to qualify for entry:
 - i. Take an Access to Higher Education course - these are for students with few or no formal educational qualifications who want to qualify for entry to higher education. The award of the Access Certificate, issued by an authorised validating agency acting under licence from the QAA, is recognized nationally as meeting the general entry requirements for higher education. The University of Gloucestershire accepts Access Certificates as meeting the general entry requirements for foundation degrees, diplomas and degree courses

- ii. Take specified modules at University of Gloucestershire as a part-time Associate Student
 - iii. Take any qualifications needed to meet professional requirements (e.g. GCSE Science for Initial Teacher Training applicants).
- e. All students applying to study at undergraduate level must demonstrate they hold GCSE English Language grade C or above or the equivalent qualification for entry and some courses require a GCSE Mathematics grade C or above or the equivalent for entry. Applicants should consult specific course pages for details or contact admissions@glos.ac.uk for advice.
 - f. Exemptions to the English Language and Maths requirement may be made when a student has completed, or successfully studied an award, at National Qualifications Framework levels 4, 5 or 6.
 - g. All applicants who are non-native English speakers **must** evidence their English Language abilities for acceptance onto a course by meeting our published requirements.
 - h. Where applicable a student may be permitted to enter a programme of studies with advanced standing, and be awarded credit for prior learning. Procedures are published in the Guide to Accreditation of Prior Learning.
 - i. Where an applicant has failed to achieve the conditions of their offer but has mitigating circumstances they can submit evidence for consideration to admissions@glos.ac.uk

3. Making an Offer

- a. The University bases its admissions decisions on an applicant's previous or predicated academic performance. Other information such as personal statements, references, research proposals and the outcome of selection interviews will also inform the decision.
- b. Applicants for undergraduate degree courses must hold a minimum of 2 A-levels or equivalent to be considered. Foundation Degree students must hold a minimum of 1 A-level or equivalent.
- c. Postgraduate courses typically require a minimum of a 2:2 honours degree or equivalent but other admissions routes are available e.g. work experience.
- d. Applicants may be required to be interviewed, submit a portfolio, complete a test or participate in an audition as a part of applying for your course. If an interview is a required then it is the applicant's responsibility to make arrangements to attend as required. If this is not possible, the University will attempt to accommodate your requirements if it can, however, this may not be possible in all circumstances.
- e. Applicants with disabilities will be considered with the standard subject requirements applied. Where appropriate, Disability Advisers will be notified when an application from a student with a disability is received. Disability Advisers will liaise with applicants and the course team to organise a preliminary visit if required.

- f. On occasion it is necessary for the University to use non-academic criteria in deciding whether to offer a student a place. This will usually be because of the University's requirement to meet its obligations under UK law.
- g. Some courses require applicants to undertake a Disclosure via the Disclosure Barring Service (formerly CRB). Applicants will be informed where this is a requirement. Where it is not possible for the University to offer a place to an applicant on their preferred course because of the outcome of a Disclosure, an alternative course may be offered if appropriate. Please see our Disclosure Barring Service Policy for more information.
- h. Offer decisions will be communicated either directly to the applicant via an offer letter or email or through the University's Online Applicant Portal. Evidence required to meet the conditions of an offer (see below) can be uploaded to University systems via this portal. This communication outlines the conditions of entry and provides instruction on how you can accept and meet the terms of the offer. Once applicants have received an offer application details and related documents can be viewed in this Portal.
- i. Offers can either be 'conditional' or 'unconditional'.

Conditional offers are subject to meeting requirements through either completion of qualifications or evidencing them and submitting documents. Applicants can evidence that they meet the conditions of their offer by uploading documents to their student portal or through the UCAS confirmation process. Some examples of conditions of offer are:

- i. Completing or providing evidence of completion of a qualification
- ii. English Language evidence
- iii. Providing an academic reference
- iv. Health Check/Disclosure and Barring Service check

Unconditional offers are made where an application has completed all relevant qualifications and evidenced them as part of their application.

In instances where an applicant is interviewed for admission and performs outstandingly, the University may make an exceptional 'unconditional offer'. This offer reflects a commitment by the University to that applicant, and seeks a mutual commitment from the applicant.

- j. In this case applicants will be notified of their unconditional offer by the University of Gloucestershire (not via UCAS) and invited to select the University as firm choice on the understanding that the University makes the offer unconditional prior to the confirmation of academic qualifications.

Courses and students excluded from this offer include those where admissions criteria adhere to external body requirements (e.g. Initial Teacher Training programmes) or

where applicants require a Tier 4 visa to study or where non-native English language speakers must provide evidence of English language ability.

- k. Applicants will not be permitted to enrol on a course until all the conditions of the offer have been met. It is the responsibility of the applicant to provide evidence that entry requirements have been met. The University will not accept additional costs or charges incurred as a result of delays in enrolment.
- l. Any applicant or student found to have submitted false or incorrect information to gain entry to or claim credit against a programme of study will have their application withdrawn regardless of their status in the institution.
- m. Applicants should either accept or decline the offer made to them. Applicants will be entering into a contract to study with the university at the point at which the offer is accepted. Please see our Student Contract for more details. In accepting the offer and entering into a contract, applicants are confirming that they will abide by a number of university regulations, policies and procedures all of which are detailed in the Student Contract.
- n. Applicants have the right to cancel The Contract between themselves and the University within 14 days from the date on which the offer is accepted. To exercise this right, applicants may inform Admissions, University of Gloucestershire, Cheltenham, GL50 2RH (Tel: 0844 801 1 100 or email: admissions@glos.ac.uk) of the decision to cancel the Contract by a clear statement (e.g. a letter sent by post or e-mail), including your name, address and the programme for which you accepted an offer. Full details are available in the University's Student Contract.
- o. Sometimes the University is unable to offer a place to an applicant. This is usually because the qualifications previously achieved or predicted are not sufficiently high, or because some other condition of entry is not met. Those applicants not meeting the selection criteria for their chosen course may be considered for, and offered a place, on an alternative course.
- p. Applicants may also be 'rejected' if they do not respond to University requests for more information within a reasonable timescale – usually within 10 working days of a request for more information being sent.
- q. The University will use reasonable endeavours to deliver programmes in accordance with the descriptions set out in the Contract. However:
 - i. due to the period between prospectus publication and enrolment, circumstances may change due to factors beyond the University's reasonable control and therefore it may sometimes be necessary to vary the terms or content of the programme or services described in the prospectus. The University will use all reasonable endeavours to ensure that changes are kept to a minimum, but if significant changes are required to the terms of the Student Contract or the programme (as described in the Offer and/or prospectus) before enrolment, the University shall bring these to the attention of applicants

and if applicants reasonably believe that the proposed change will prejudicially affect them, they may either cancel the Contract and withdraw from the programme without any liability to the University for programme fees (even if the cancellation period has expired) or transfer to such other programme (if any) as may be offered by the University for which they are qualified;

- ii. if there are not sufficient enrolments to make a programme or module viable, the University may be forced to cancel the programme or module. If applicants have received an Offer for a programme which the University discontinues prior to enrolment, the University will notify applicants as soon as possible and will use reasonable endeavours to provide a suitable replacement programme for which applicants are qualified. Applicants may cancel the Contract and withdraw from the programme without any liability for programme fees (even if the cancellation period has expired);
- iii. following suitable consultation with students, the University reserves the right to vary minor elements of programmes from that described in the Contract in order to improve the quality of educational services, in order to meet the latest requirements of a commissioning or accrediting body, in response to student feedback, and/or due to a lack of student demand for certain modules. If the University proposes to make a significant changes to a programme (such as (without limitation) the removal of a module), applicants will be notified as soon as possible and in the case of the removal of a module, a suitable replacement module will be provided.

4. International Applicants - Tier 4 Student Visa

- a. To ensure that a Tier 4 student meets the 'intent to study' guidance from the Home Office, all applications must be completed with a supporting statement, references, qualifications and a copy of the applicant's passport.
- b. Tier 4 students must obtain a minimum English Language level to obtain a Tier 4 visa (English language level CEFR B2), this requirement is built into our own English Language requirements and must be met in order to study at the University.
- c. All students requiring a Tier 4 visa must pay a £3000 deposit before the University undertakes a commitment to sponsor their visa.
- d. All offers for students who require a Tier 4 visa are subject to checks by the Immigration Compliance team. The University reserves the right to not issue a CAS should the Immigration Compliance team have concerns about the students' immigration history or the risk to our sponsor license.
- e. A document will be considered as a valid translation if it has an original stamp from an official translation company.
- f. Please contact the Immigration Compliance team via immigration@glos.ac.uk for more information.

5. Feedback, Review and Complaint

- a. Applicants may request feedback on their application. In the first instance please email admissions@glos.ac.uk . Requests for feedback will normally be responded to within ten working days of receipt.
- b. Applicants can request a review of the decision on their application. There are 3 grounds for such a request:
 - i. Additional information has become available since the original application was submitted which was unavailable at the time
 - ii. Some form of extenuating circumstances apply that affected the original application
 - iii. There has been an administrative error or procedural irregularity on the part of the University.
- c. Applicants should email admissions@glos.ac.uk for advice about a review.
- d. Should applicants wish to make a complaint about the handling of their application then the procedure below applies:
 - i. Initially, there should be an attempt to resolve concerns through discussion with the Senior Admissions Manager via admissions@glos.ac.uk .
 - ii. Should the complaint not be resolved after initial discussions, the applicant should write to the Student Administration Manager via admissions@glos.ac.uk describing the nature of the complaint and why the previous discussions have not resolved the matter.
 - iii. If the complaint remains unresolved, applicants may have the complaint heard at the Recruitment and Admissions Committee. To initiate this final stage, applicants must write to the Head or Registry Services within 10 working days of receiving the outcome of discussions with the Student Administration Manager. The decision of the Recruitment and Admissions Committee is final.