UCP-REC001 Higher Education Recruitment and Admissions Policy

1. INTRODUCTION

1.1 University Centre Peterborough (UCP) is committed to ensuring fair access for all individuals seeking a place of study and encourages applications from those who can demonstrate the potential to meet the entry criteria for the relevant course and benefit from study at this level.

2. PURPOSE

2.1. This policy is to ensure that all applications made to UCP are fairly and consistently considered and in accordance with professional standards.

2.2. To do this is UCP will seek to ensure its admissions processes:

- Are transparent, use reliable, valid and explainable assessment methods
- Minimise barriers for applicants and address inequalities
- Enable the selection of students able to complete a course

3. SCOPE

3.1 This policy applies exclusively to all Higher Education provision offered by UCP. This also applies to sub contractual provisions.

3.2 International students who require a student visa to study in the UK cannot apply or enrol to study courses at UCP.

4. RELATED DOCUMENTS

http://www.ucp.ac.uk/supporting-you/ucp-policies/
UCP-APL001 Higher Education Recognition of Prior Learning/Experience Policy
UCP-COM001 Higher Education Student Complaints Policy
UCP-FIN01 Higher Education Tuition Fee and Refund Policy
UCP-CRI001 Higher Education Declaration of Criminal Convictions Policy
UCP-EDI002 Special Educational Needs and Disabilities Policy
UCP-FIT001 Higher Education Fitness to Practise Policy
UCP-DIS001 Higher Education Student Disciplinary Policy and Code of Conduct
UCP-SPP001 Student Protection Plan
CRS001 Higher Education Removal of Course, Curriculum Revisions Policy
HE Student Charter
Terms and Conditions of Admissions and Enrolment

5. RESPONSIBILITIES

5.1. UCP Admissions are the first point of contact for applicants wishing to apply to study a course at UCP.

5.2. The Academic Director of UCP has overall responsibility for overseeing student admissions onto courses offered by UCP.

6. RISK ANALYSIS

6.1   UCP Admissions are committed to the provision of comprehensive, open, and transparent recruitment information ensuring accurate, relevant, and current procedures are followed enabling applicants to make an informed decision.

6.2   In making an offer to an applicant, UCP will consider whether it has the accommodation, equipment, staffing and other resources consistent with a successful student outcome.

6.3   Failure to have this policy in place or non-adherence may result in inconsistence practices leading to dissatisfaction and poor reputation.

6.4   UCP will ensure that staff who require relevant admissions information will have received appropriate guidance and training.

7.   DATA PROTECTION

7.1   UCP complies with the provisions of the General Data Protection Regulation Data Protection Act, 2018. As such, applicants' and student data are treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. However, the Act requires UCP to release certain information to UK authorities upon request to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, and the Department for Work and Pensions. We may use anonymised data collected as part of an individual's application and enrolment for the purpose of fulfilling statistical and reporting requirements.

8.   ENQUIRIES

8.1.   UCP Admissions is committed to providing clear and concise information about qualifications, entry requirements, application procedures and the admissions process in a timely manner. This includes ensuring detailed and up-to-date information is provided on the UCP website www.ucp.ac.uk and prospectus. In addition, the website includes information about:

- Fees
- Any additional expenses such as PPE
- Course content including assessment methods.
- Location of study

8.2.   The prospectus information is correct at the time of going to print. If information changes, the changes are communicated through the website and where necessary by direct communication to applicants affected. Applicants are advised to refer to the UCP website www.ucp.ac.uk for the most up-to-date information.

8.3.   The Admissions Office will respond to an applicant/course enquiry by email within 10 working days. During peak application times, application responses may take 15 working days. A copy of the UCP Terms and Conditions of Admissions and Enrolment is given to the applicant within offer correspondence.

9.   APPLICATION TO STUDY

9.1.   Full-time course applications are made via UCAS. Applications to UCAS are made online using their web-based system via www.ucas.ac.uk/apply The UCAS application cycle can be found on its website www.ucas.com The first cycle closes at the end of January in the year the course commences, although it is possible to apply later than this if courses still have vacancies. Anyone applying from July onward will be automatically entered into 'Clearing'. Clearing takes place after the publication of the A Level results in August when universities will have a better understanding of how many offers have been accepted and therefore how many vacancies they may have. These dates may vary or be updated

each academic year by UCAS. Visit their website for up-to-date information and deadlines.

9.2. Part-time course applications are made direclty to UCP. Application forms are available from our website www.ucp.ac.uk and should be returned via email to addmissions@ucp.ac.uk

10. TERMS AND CONDITIONS

10.1. UCP's published terms and conditions of offer and enrolment apply to all applications. They are published on the UCP website www.ucp.ac.uk and are also communicated in an offer letter. The terms and conditions are fair and transparent, and form a contract between UCP and each student.

11. ENTRY REQUIREMENTS

11.1 The standard entry requirements are approved by the Awarding Body when the course is validated.

11.2 UCP publishes the entry requirements in the prospectus and on the UCP website http://www.ucp.ac.uk for each course and how the eligibility of each applicant is assessed. These entry requirements include the educational qualifications (including minimum grades to be achieved) and the knowledge and skills required for admission.

11.3 Applicants are admitted based on an assessment that:

- they can satisfy all pre-course requirements including completing all paperwork accurately and within agreed timescales, and attending interviews and assessments as required;
- they have read, understood, and agreed to be bound by the Terms and Conditions of their admission and enrolment, found at [www.ucp.ac.uk/supporting-you/ucp-policies;](www.ucp.ac.uk/supporting-you/ucp-policies)
- they meet the specific entry requirements of a course as outlined on their offer letter- for example they may need to have a work placement;
- they have satisfactory references where these have been requested;
- they agree to pay any fees required (See UCP-FIN01 Higher Education Tuition Fee and Refund Policy www.ucp.ac.uk/supporting-you/ucp-policies);
- if the applicant is offered a provisional place, they must provide details of meeting the provisions set as soon as they are met;
- they meet all other admission criteria.

11.4 **Higher National Certificate/Diploma** entry requirements are published on the UCP website www.ucp.ac.uk The minimum academic qualifications required for admission to Higher National awards are one of the following:

a) pass in one subject at GCE or VCE Advanced Level and passes at grade 4 or above in three other subjects at GCSE level;
b) a P grade or above in a BTEC National Award (6 units) and passes at grade 4 or above in three other subjects at GCSE level;
c) passes at grade C or above in two subjects at Scottish Highers;
d) passes at grade C or above in one subject at Scottish Advanced Highers;
e) passes at grade H3 or above in two subjects at Higher Level in the Irish Leaving Certificate;
f) successful completion of the European or International Baccalaureate;
g) pass in an Access to HE approved by an Authorised Validating Agency or evidence of an equivalent learning achievement;
h) any other academic qualification or combination of qualifications (including combinations involving GCE or VCE Advanced Subsidiary level and/or Key Skills qualifications) deemed to be equivalent in breadth and depth to one of the above. When considering other qualifications, we will consider the UCAS Tariff

i) GCSE English Language grade 4 or ILETS 5.5 (overall band score) with 5.5 for reading and writing elements

11.5 **Degree** entry requirements are published on the UCP website www.ucp.ac.uk UCP welcomes applications from appropriately qualified students holding a wide range of qualifications, including GCE A levels, BTEC qualifications, Access to Higher Education Diploma, International Baccalaureate, Advanced Diplomas, and many others. Up-to-date entry criteria for part time and full-time courses are published on the UCP website.

11.6 **Applicants whose first language is not English** are required to demonstrate proficiency in the English language before they are admitted through possession of one of the following:

- GCSE English Language grade C/4 or equivalent;
- Degree and Foundation Degrees- UKVI IELTS 6 for Open University awards (overall band score) with nothing lower than 5.5 in any of the four elements (listening, speaking, reading, and writing) dependent on course.;
- Higher National Awards- UKVI IELTS 5.5 (overall band score) with 5.5 for reading and writing elements.

12. SELECTION DECISIONS

12.1. If an applicant meets or is likely to meet the entry requirements of the award for which they have applied, the UCP Admissions Office makes an unconditional or a conditional offer as appropriate. This decision is input into admissions student database. An offer letter is produced and sent to the applicant. Full Time UCAS applicants are informed via UCAS Hub prior to receiving an offer letter.

12.2. An application may be referred to the Course Leader for a decision when the applicant does not meet the entry requirements but has substantive relevant work or career experience, or where a borderline decision on an offer needs to be made.

12.3. For some pathways, the UCP Admissions Office do not have devolved responsibility for decision making. This may be because consideration of written work or a portfolio is involved which requires an academic decision, or the course is governed by a professional body and interviews are required. In these cases, the application will be sent to the Course Leader for a decision and returned to the UCP Admissions Office for the decision to be processed.

12.4. This assessment is based on a range of factors including applicants' educational, professional, and personal experiences and competencies and their potential contribution to the course. In addition to academic qualifications applicants will also be considered on their ability to be self-organised and to work well independently and with others, their motivation to learn and their demonstration of interest in the subject area. The assessment includes review of the following:

- Qualifications completed and pending are compared against the published entry requirements for the course applied for, to assess whether the applicant meets, or could potentially meet, the entry requirements prior to the intake date
- International qualifications are checked against the Equivalences Database and advice sought where necessary
- Consideration is given to applicant's personal statement to see why an applicant has applied for a particular course, the research they have undertaken into the course, the transferable skills they have, their motivation, and suitability
- Consideration is given to the academic ability and suitability of the applicant for the course applied for by looking at references
- Criminal Convictions may prevent entrance to specific courses (refer to the UCP-FIT01 Higher Education Fitness to Practise Policy www.ucp.ac.uk/supporting-you/ucp-policies

12.5. If an admissions interview is required as part of the specific entry requirement, this is outlined on the UCP website www.ucp.ac.uk

12.6. For awards where an interview is part of the entry requirements, the UCP Admissions Office shortlists applicants for interview abiding by the published course entry requirement and by reference to the criteria provided on the interview and supplementary information form (see appendix 1).

12.7. If an applicant does not meet the published entry requirements, but have indicated on their application that they have industry experience/previous studies or relevant professional qualifications they might be invite to attend an interview.

12.8. The interview is arranged by UCP Admissions (or Course Leader) who invite the applicants to meet with the Course Leader or a subject specialist within 10 working days of receipt of the application.

12.9. An Interview and Supplementary Information Form (see appendix 1) is completed by the Course Leader or a subject specialist during the interview. The form contains a checklist to follow to make sure that the correct advice is given to the applicant and that the reason for the interview is discussed. The applicant's qualifications and experience relevant to the course are assessed. A score is attributed to the answers in three main areas, subject knowledge, motivation, and academic writing skills.

12.10. After the interview, the Course Leader decides whether to offer a place and returns the Interview and Supplementary Information Form to UCP Admissions within 5 working days to complete the offer making process.

12.11. Applicants who are not invited to attend an interview will receive equal consideration. However, UCP reserves the right to reject applications from applicants who are invited to attend an interview and who do not respond to an invitation to attend.

12.12. Conditional Offer letters state the specific entry requirements that an applicant must achieve to confirm their place. The offer may include non-academic conditions that the applicant must meet before admission to the course is confirmed. These may include satisfactory completion of a Disclosure and Barring Service check.

12.13. Where appropriate, an offer on an alternative course to the course for which the applicant has applied may be made.

12.14. UCP will verify all results by receiving and checking certificates and information provided on the Personal Learning Record System prior to confirming an applicant's place and before enrolling the applicant on a course. Applicants must provide evidence of their stated qualifications on official paperwork before their offer is made unconditional allowing them to enrol.

12.15. On receipt of the applicant's results, UCP Admissions Office check to see if the conditions of the conditional offer have been met. If it is met, an Unconditional Firm status will be confirmed. If an applicant has missed the conditions they may be admitted to an alternative course if they meet this course entry requirement.

12.16. An unconditional offer means that an applicant has a place to study at UCP with no conditions attached. An unconditional offer may be made to an applicant who has already achieved and have evidence of qualification results which meet the required entry criteria. Personal statements and references will also be considered, and, for some courses, an interview will form part of the assessment.

12.17. In the case of all offers, applicants must provide evidence of their qualifications.

12.18. If an applicant is unsuccessful, the reasons are communicated to applicants via UCAS Hub (full time applications) or via email (part time applications) 15 working days from the date the application was received by UCP Admissions.

12.19. Applicants may be refused entry to a particular course due to not meeting the entry requirements, but this does not prevent them from applying for other courses. UCP Admissions Office reserves the right to make applicants an offer on an alternative programme.

13. CONTEXTUALISED OFFER MAKING

13.1. UK universities are increasingly being called upon to reduce academic entry requirements for disadvantaged applicants as a vital means of promoting fairer access to higher education.

13.2. Contextual data and information can be used to assess an applicant's prior attainment and potential, in the context of their individual circumstances. Contextual data includes educational, geodemographic, and socio-economic background data, such as historic data about an applicant's school or college. Contextual information relates to individual applicant circumstances, such as if they have been in care, or involved in widening participation activities.

13.3. Extensive research shows that socio-economic background, where you live, type of school attended, and subject choice, can all impact on attainment and, therefore, progression to HE. Most recently, research by the Centre for Social Mobility at the University of Exeter[1], commissioned by the Fair Education Alliance, found that evidence supports the use of contextual data and information.

14. CONTEXTUALISED INFORMATION

14.1. Contextualised admissions are used by UCP to mitigate these factors, by using a wider range of indicators to identify who 'merits' a place, rather than attainment alone. As part of UCP's admissions process there are multiple sources of contextual data and information sources UCP use to help assess an applicant before a decision about an application is made.

Contextual data sources could include:

- UCAS' contextual data services – these include third party data from public sources about school performance and young participation in higher education rates by neighbourhood (POLAR4, SIMD etc.), as well as UCAS generated statistics, such as an applicant's MEM quintile commercial sources (e.g. companies that specialise in offering these services)
- other sources (e.g., direct from government departments / agencies)
- UCP's own data and research
- Contextual information sources could include:
    1. Applicants declare contextual information as part of their UCAS Undergraduate application. Crucially, the personal statement and reference also contain contextual information.
    2. Participation in outreach activities

14.2. In addition to considering an applicant's academic achievement, the Admissions Office and UCP Course Leaders will always consider contextual data when making admissions decisions. Where possible, UCP will make an offer of admission, or offer an interview, audition, or portfolio review, to students who have one or more of the following contextual identifiers:

- Applicant has been in Local Authority care or looked after for three months or more.

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[1]Fair Admissions to Higher Education: Recommendations for Good Practice 2004 (accessed 05/11/19) practicehttps://static1.squarespace.com/static/543e665de4b0fbb2b140b291/t/5b4457fb70a6ade52de65f16/1531205646268/Research+into+the+use+of+contextualised+admissions_University+of+Exeter+report.pdf

- Applicants will be expected to confirm their Care Status. This information is derived from two fields in the UCAS/Part time application form, so it is important that care leavers declare this in their application. If their reference confirms that they spent three months or more in local authority care, UCP Admissions will process the application. If not, UCP Admissions will ask the applicant to provide more information, such as an email or letter from their local authority, school/college, or other organisation.
- Applicants who live in a POLAR4* Quintile 1 and attend an English state school/college. The Participation of Local Areas (POLAR) classification groups areas across the UK based on the proportion of the young population that participates in higher education. It looks at how likely young people are to participate in HE across the UK and shows how this varies by area. POLAR classifies local areas into five groups - or quintiles - based on the proportion of 18-year-olds who enter HE aged 18- or 19-years old Quintile one shows the lowest rate of participation. Quintile five shows the highest rate of participation.
- To find out if applicants will be eligible for a contextual offer, the following lookup is used to identify the POLAR quintile that someone lives in: https://www.officeforstudents.org.uk/data-and-analysis/postcode-search/
- Verifiable participation in UCP targeted widening participation outreach activities.
- Target activities are defined in the UCP Access and Participation Plan.

14.3. Applications will be assessed in the usual way; the only difference will be that applicants who meet one of the contextual admissions criteria listed above could be:

a) given additional consideration and will not be rejected solely based on their predicted (or actual) grades;
b) guaranteed an interview (or similar additional opportunity dependent upon the course);
c) made an offer which is lower than the typical offer for that course.
d) Where the entry requirements include a required subject, this subject must still be achieved at the minimum requirement set out in our published entry requirements.

14.4. UCP reserves the right to apply this process to applications using data available at that time. Where there is no data available to make a fair judgement, we will not apply the contextual admissions policy to the application.

15. RECOGNITION OF PRIOR LEARNING (RPL) / ADMISSION WITH CREDIT (APL)

15.1. RPL / APL / APEL is the term used to describe the process for admitting students with prior learning acquired through formal study, through work, and through experience. RPL entry offers applicants flexibility in their studies by enabling the approved credit value from their study to be applied towards the receiving award. The student then achieves the higher award by successfully completing the remaining required modules/units for that award. Applications must adhere to the UCP-APL001 Higher Education Recognition of Prior Learning/Experience Policy found on the UCP website (www.ucp.ac.uk/supporting-you/ucp-policies). It should be noted that only achieved credits are used within this process and not any accompanying grade.

16. UNSPENT, RELEVANT CRIMINAL CONVICTION DECLARTIONS

16.1. It is necessary to take all reasonable steps to ensure a safe environment for other students, visitors, and staff, meet requirements of PSRB's and assess applicant's ability to undertake work placements and practice in their chosen profession. UCP therefore requires all applicants who accept an offer of a place to study to disclose the detail of any unspent, relevant criminal convictions within fourteen days of accepting their offer and prior to enrolment. A fresh disclosure is required for any offer regardless of any previous

disclosure and assessment of a criminal conviction. Applications must adhere to the UCP-CRI001 Higher Education Declaration of Criminal Convictions Policy found on the UCP website (www.ucp.ac.uk/policies).

17. LEARNING SUPPORT/ MOBILITY REQUIREMENTS

17.1.   Disclosure of any learning support and mobility requirements does not impact on an offer.

17.2.   UCP Admissions indicates on the Student Record System if an applicant has declared that they have a support need on an application form. Applicants do not provide any sensitive details. If at interview stage an applicant declares that they have a support need this is reported back to UCP Admissions and recorded on the Student Record System. No sensitive details are provided by the applicant or seen by Admission staff.

17.3.   If an applicant has declared that they want to be referred to the Support Team, an adviser from the UCP Student Support team contacts the applicant to discuss their previous history of support and follow the support package process as per the UCP-ALS001 Higher Education Additional Learner Support and SEND Policy found on the UCP website (www.ucp.ac.uk/supporting-you/ucp-policies).

18. FRAUDULENT APPLICATIONS

18.1.   UCP Admissions expects that applicants will have provided full, honest, and accurate information on their application form and in all subsequent communications with the institution. Where UCP Admissions has reason to suspect that this may not be the case, it reserves the right to investigate the matter fully.

18.2.   UCAS operates a verification unit and has a number of systems in place to check full time applications for fraud. All identified fraudulent applications from UCAS are notified to the UCAS verification unit.

18.3.   UCAS check all personal statements using a similarity detection system, Copycatch. Each incoming personal statement is compared against a library of personal statements already in the UCAS system and a library of sample statements collected from a variety of websites. Any statements showing significant levels of similarity are reviewed by members of the UCAS Similarity Detection Service.

18.4.   UCP are then notified on a daily basis of any cases where there are reasonable grounds to suspect plagiarism. **A member of uCP Admissions will contact the applicant within 10 working days** and they are notified that the personal statement has been identified as potentially plagiarised. A full list of fraudulent applications is available on a restricted area of the UCAS website, for all universities to access.

18.5.   The decision about what action, if any, to take regarding notified cases rests with the Academic Office Manager. It is the responsibility of a member of UCP Admissions to note this information on an applicant's record on Prosolution and contact the applicant in writing by email in relation to the results. **The applicant has 14 days to respond**. If the applicant does not respond during this timeframe then their application will be rejected.

18.6.   If the Academic Office Manager judges that an offer cannot be made, the applicant will receive a rejection of their application and will be provided with the details of the Complaints Policy avaiable on the UCP website www.ucp.ac.uk/supporting-you/ucp-policies/.

18.7.   If the information provided by the applicant is sufficient to demonstrate there has been no plagiarism, then this will be communicated to the applicant and their application will be considered in the normal way.

18.8.   It is the responsibility of UCP Admissions to ensure all applicants who are admitted to UCP have verified qualifications.

18.9. For full time applicants, most qualifications are verified by UCAS. In this instance, where a qualification has been verified by UCAS, no further checking is required. For part time applicnats or where full time applicants have disclosed qualifications not verifiable by UCAS, a member of UCP Admissions will attempt to validate this information using the verification tools available to them. For UK educated applicants, the main source for this information is the Learner Records Service (LRS) provided by the government.

18.10. Where an applicant is suspected pf providing information on their application which does not match the information on the verification tool, UCP Admissions will write to the applicant to query the discrepancy within 10 working days of reciept of the application. The applicant must respond to this query within 14 calandar days. If the applicant does not respond during this timeframe then their application will be rejected.

18.11. If the information provided by the applicant is sufficient demonstration to be adjudged as valid evidence, then this will be communicated to the applicant and they will receive confirmation of the offer. The assessment must be made within 10 working days from receipt of the applicant's response. If UCP Admissions adjudges that an offer cannot be made, the applicant will receive a rejection on their application and will be provided with the details of the Complaints Procedure.

18.12. Where an applicant's qualification information is not verifiable by UCAS, the applicant will be required to provide formal evidence of their qualifications. This formal evidence will typically be requested by a member of UCP Admissions. Where a member of UCP Admissions has concerns on the legitimacy of the information provided, they are within their rights to request further information from the applicant.

18.13. Where an applicant is suspected to have provided information on their application which does not match the information on the verification tools used for assessments, a member of UCP Admissions will write to the applicant to query the discrepancy. The applicant is asked to respond within 14 working days of being contacted. If the applicant does not respond during this timeframe then their application will be rejected.

18.14. Should the applicant provide a response, this explanation and accompanying evidence will then considered by UCP Admissions and the Academic Office Manager, alongside all other elements of the application. It is ultimately the Academic Office Manager's responsibility to determine whether there is a case to be answered.

18.15. If the information provided by the applicant is sufficient to address the suspicions raised, then this will be communicated to the applicant and the application will be considered in the normal way.

18.16. If the Academic Office Manager judges that an offer cannot be made, the applicant will receive a rejection on their application and will be provided with the details of the Complaints Policy available from the UCP website www.ucp.ac.uk/supporting-you/ucp-policies/.

18.17. If a current student is suspected of providing fraudulent information to gain entry, the UCP Academic Director will agree an appropriate course of action. Students who have already registered at UCP are subject to the Terms and Conditions for Study and may have their registration terminated or may be subject to the Student Disciplinary procedure found in the UCP-DIS001 Higher Education Student Disciplinary Policy and Code of Conduct www.ucp.ac.uk/supporting-you/ucp-policies).

19. APPLICANT RESPONSES TO OFFERS

19.1. Full time applicants should respond to their offers using the UCAS Hub. Response deadlines apply and will be confirmed by UCAS Hub.

19.2. Applicants who apply directly to UCP should respond to their offers via admissions@ucp.ac.uk. Where response deadlines apply, these will be confirmed within

the offer letter. Subsequent changes to responses can be made via admissions@ucp.ac.uk .

19.3. Applicants applying for a September intake must meet academic and non-academic conditions (other general entry requirements) of offers by 31 August of the application cycle in which the application has been submitted (this also applies to applications for deferred entry). For full time applicants this is explained in the UCAS offer letter which applicants receive when an institution makes an offer of admission. For all other applications, the offer letter will state the applicant's deadline which needs to be met to guarantee a place on the course.

19.4. Where results are received after 31 August (for a September start date), we may be able to confirm places depending on the availability of places; however, this is not always possible. Applicants should ensure that we receive all results upon which their offer is based by 31 August to ensure that we are able to process them and, if appropriate, confirm the applicant's place for a September start. If the delay is outside of the applicants control they must inform admissions@ucp.ac.uk .

19.5. By accepting the offer of a place on a course, a contract is made between the applicant and UCP. Applicants, who accept their offer, but change their mind and wish to subsequently decline; under the requirements of the Consumer Protection Law have the right to cancel this contract within 14 days without giving any reason.

20. VERIFICATION OF QUALIFICATIONS

20.1. If an applicant who has received a conditional offer fulfils the conditions of the offer as specified, or if UCP exercises its discretion to accept an applicant based on satisfactory academic performance, then an unconditional offer will be made. Confirmation will be provided either via UCAS Hub or by email.

20.2. All applicants are required to submit evidence of qualification results before they are permitted to enrol.

20.3. Any delay in completing registration may lead to delays elsewhere, for example, payment of student loans into student's bank account and access to IT facilities.

21. RE-ADMISSION OF STUDENTS

21.1. All students who voluntarily withdraw from UCP, leave, or are suspended or dismissed, must have their readmission approved by the UCP Academic Director.

21.2. We do not accept students to degree courses who have previously withdrawn more than once or been discontinued by UCP more than once.

21.3. A student who has been withdrawn or discontinued because of academic failure are not permitted to apply for re-admission to the same degree course unless all the following criteria have been met:

- At least 6 months has elapsed between the date of discontinuation and the date of application for readmission.
- The student is able:
    o to provide clear evidence of a change in personal circumstances since the date of discontinuation;
    o demonstrate a positive commitment to resume study at higher education level;
    o to demonstrate an enhanced knowledge-base and/or relevant experience e.g., based on employment in the period since the date of discontinuation;
- The completion of a pre-interview task may be required in order to evidence the above.
- The student has been formally interviewed by at least two members of academic staff whose decision to readmit the student is unanimous.

22. DEFERRED ENTRY

22.1. Applicants in possession of an offer may request that it be deferred to the next intake. Applicants must meet any conditions before deferring their place. The normal maximum length of deferral which will be considered will be one year. The decision to grant or decline a request for deferred entry is made by UCP Admissions/Tutor as appropriate. Requests may be turned down if an applicant is unable to meet revised entry criteria or if UCP does not intend to deliver a programme in a subsequent academic year. No guarantee is made at the point of deferral that the course applied for will be available if a student defers entry. Applicants wishing to defer entry should contact UCP Admissions for advice and support.

23. RECORD KEEPING

23.1. All UCP staff are responsible for keeping well organised and effective records. They must keep student records safely and securely to ensure that they are available for verification. Up-to-date, securely stored assessment records also help to minimise the risk of assessment malpractice, or potential issues when staff leave the organisation.

23.2. Records are:

- stored securely and safely (i.e., are secure against hazards like theft and fire, etc.) with all application documents uploaded to the Student Record System
- sufficient detail is kept showing admission decisions made (i.e., how an applicant meets entry requirements)
- are monitoring and information is kept in an appropriate and accessible format on the Student Record System
- are available to awarding bodies for audit as required

23.3. Records documenting the handling of applications for admission: successful applications are stored for the period of the student's registration usually a maximum of six years.

23.4. Records documenting the handling of applications for admission of unsuccessful applications are stored for the current academic year plus one year.

24. WITHDRAWAL OF COURSES

24.1. In exceptional circumstances UCP reserves the right to suspend a course for which applications and offers have been made. Applicants are informed as soon as possible and where possible are offered alternative course options. (Refer to the CRS001 Higher Education Removal of Course, Curriculum Revisions Policy and SPP001 Student Protection Plan).

25. APPLICANT FEE STATUS

25.1. Details of the fee assessment criteria are published in the UCP-FIN0001 Higher Education Tuition Fee Policy www.ucp.ac.uk/supporting-you/ucp-policies.

25.2. Applicants are required to declare their fee status when they enrol on admission forms. UCP Finance check information on applications relating to fee status, including nationality, country of residency, address and declared fee status of each applicant prior to student's enrolment.

25.3. A fee assessment may be carried out where the information provided is insufficient to determine the applicant's status before they enrol. Failure to complete a fee assessment request may result in the offer of study being retracted.

25.4. UCP reserves the right to amend an applicant's fee status after a formal offer is made.

25.5. An offer to study at UCP is not a guarantee of funding.

25.6. It is the student's responsibility to seek funding from Student Finance England and to resolve any funding issues. Students must be mindful of all repayment points and eligibility requirements.

25.7. Students being funded by an employer must provide evidence before they are permitted to enrol. Sponsorship may be declined if the employer has outstanding fees to pay to UCP. Evidence can be in the form of a sponsor letter confirming the student's details and fee payment. The letter must be signed and on company headed paper with the following information:

- Student Name
- Course
- Year of study
- How much they are paying
- Purchase order if applicable

26. ENROLMENT AND INDUCTION

26.1. Applicants who have firmly accepted an unconditional offer will be invited to enrol.

26.2. Enrolment invitations are sent to applicants with unconditional offers for courses starting in September by the first week in September each academic year. For course starting in January, applicants with unconditional offers are invited to enrolment by the first week in January each academic year.

26.3. Students enrolled for an undergraduate or postgraduate course may not usually be enrolled at the same time for any other qualification at this or another institution unless such enrolment forms part of an approved programme of study involving another institution or institutions.

27. APPEALS AND COMPLAINTS

27.1. UCP are committed to delivering a high quality, fair admissions process. Applicants are encouraged to convey any cause for concern related to the admissions process. In the unlikely event that an applicant is dissatisfied with their experience of the admissions process and is unable to resolve this informally they can submit an appeal or a complaint.

27.2. An appeal is a request for a reconsideration of an admissions decision and can only be used if the appeal relates to;
- a procedural irregularity i.e., where the applicant believes that the application has not been considered in line with this policy.
- the emergence of new information which was not available at the time of application and which, if available, may result in a different decision. The reasons why this information was not available at the time of application must be given.

27.3. If an applicant feels that they may have a cause for an appeal the procedure is outlined in the UCP-ASS005 HE Academic Appeals Policy which can be found on the UCP website: http://www.ucp.ac.uk/supporting-you/ucp-policies/.

27.4. A complaint is defined as a specific concern relating to the service or facilities offered. A complaint may be made if an applicant believes they have legitimate grounds to be dissatisfied with the process followed during the admissions process.

27.5. If an applicant feels that they may have a cause for complaint, the complaints procedure can be found in the UCP-COM001 Higher Education Students Complaints Policy available from the UCP website www.ucp.ac.uk/supporting-you/ucp-policies/.

27.6. Applicants will not be discriminated against in any further application should they request feedback or make a complaint under the UCP policies and procedures.

28. OVERVIEW AND TIMESCALES

RESPONDING TO ENQUIRIES TIMELINE

STAGE	TASK	RESPONSIBILITY	TIME FRAME
1	Responding to an application	UCP Admissions Office	10 working days working days of receipt of the enquiry (15 working days during peak times)
2	Responding to an admissions enquiry	UCP Admissions Office	5 working days

APPLICANT INTERVIEWS TIMELINE

STAGE	TASK	RESPONSIBILITY	TIME FRAME
1	Invite Applicant to interview	UCP Admissions Office/Course Leader	10 working days of receipt of the application
2	Application outcome decision	Course Leader	5 working days from the interview

OFFERS AND RESPONSES TIMELINE

STAGE	TASK	RESPONSIBILITY	TIME FRAME
1	Acknowledge receipt of Application	UCP Admissions Office	10 working days of receipt of the application
2	Respond with an offer to study/reject the application	UCP Admissions Office	20 working days of receipt of the application

FRAUDULENT APPLICATION TIMELINE

STAGE	TASK	RESPONSIBILITY	TIME FRAME
1	Assess case and decide if an investigation required	UCP Academic Office Manager	10 working days of receipt of the application
2	Contact the applicant where there are reasonable grounds to suspect plagiarism/invalid qualifications and/or documents	UCP Admissions Office	
3	Applicant responds to allegation	Applicant	14 working days
4	Review of applicant's response and decision made	UCP Admissions & UCP Academic Office Manager	10 working days

ENROLMENT TIMELINE

STAGE	TASK	RESPONSIBILITY	TIME FRAME
1	Applicants invited to enrolment	UCP Admissions Office	First week in September (Sept entry) First week in January (Jan entry) – 3 weeks prior to course start date

UCP-REC001 Higher Education Recruitment and Admissions Policy
Originator: UCP Academic Office
Issue: 4 20/03/2023
Approved: ASQC 26/04/2021   Review date: 31 November 2023

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APPENDIX 1: Interview and Supplementary Information Form

University Centre **Peterborough**

ADMISSIONS OFFICE: INTERVIEW AND SUPPLEMENTARY INFORMATION FORM

Interviewer Name:	

Applicants Full Name:

UK National? ☐ Yes ☐ No   If no, do you have Settled Status? ☐ Yes ☐ No

Course Applied For:

Proposed Course Start Date (mm/yy):   Proposed Mode of Study: ☐ FT ☐ PT

Standard entry requirement for the course:

WELCOME
Welcome the applicant to the UCP, explain the purpose of the interview and how the interview will be conducted.

INFORMATION

Inform the applicant of the following:	**Discussed**
Contents of the course	☐
How is the course divided up *(i.e., semesters, number of years, number of modules per year)*	☐
How the course will be assessed – assignments, examinations	☐
How assessment takes place on the course	☐
Explain how progress is tracked including tutorials	☐
Explain the expectations of attendance, commitment, and college expectations	☐
Extra activities - trips, work experience	☐
How HE is different	☐
What can they do after they have completed this course *(progression, further study, employment)*	☐
Advise the applicant of any course fees	☐
Advise the applicant of any additional costs/materials/trips/uniforms	☐
Advise the applicant of any possible DBS check and the associated cost	☐

APPLICANT'S QUALIFICATIONS AND RELEVANT EXPERIENCE

Subject Knowledge
The applicant should be scored based on evidence of suitability for subject.

3   demonstrates understanding of profession in its broadest sense; evidence of relevant work experience; evidence of enthusiasm and passion for subject.

2   evidence of some research into subject; enthusiastic in a general sense; some related work experience

1   little evidence of understanding of subject; uninformed enthusiasm; very little relevant work experience.

0   no understanding of profession; no enthusiasm for profession; no relevant work experience.

Motivation to study at HE level
The applicant should be scored based on evidence of motivation to study at HE level and engage with their studies.

3   demonstrates understanding of the demands of HE studies; clearly articulates reasons for going into HE; demonstrates evidence of self-motivation.

2   some understanding of demands of HE studies; clear about reasons for going into HE; some evidence of self-motivation.

1   little understanding of demands of HE studies; lack of clarity about reasons for going into HE; little evidence of self-motivation.

0   no understanding of demands of HE studies; cannot explain reasons for going into HE; no evidence of motivation.

Academic Writing (if they do not have a level 2 qualification in English or equivalent)
The applicant should be scored based on written work submitted at interview.

3   work is well structured, engaging and shows excellent use of grammar, punctuation, and spelling.
2   work is generally well structure and shows good use of grammar, punctuation, and spelling.
1   little structure evident in work, significant grammatical, spelling and punctuation errors.
0   No structure evident, Very poor use of grammar, punctuation, and spelling.

Do the applicant's predicted/achieved qualifications or relevant experience meet the course entry criteria?   ☐ Yes   ☐ No

If 'No' please indicate the course of action taken to provide evidence that the applicant can cope with and benefit from the course. Approval must be obtained before the student is enrolled.
☐ Interview   ☐ Essay   ☐Experience   Other (specify):_____

The form with accompanying documents (e.g., completed sample of written work) should be returned to UCP Admissions.

COURSE LEADER/ SUBJECT SPECIALISTS RECOMMENDATION

You MUST NOT guarantee or confirm places to an applicant during an interview. The outcome of the interview will be confirmed to the applicant by UCP Admissions.

Recommendation	SUMMARY OF REASONS FOR DECISION: (this section must be completed, and will be used if the applicant requests feedback)
Conditional Offer Please state Conditions. (e.g., 80 UCAS points / 400 hours work experience / subject to completion of essay) *Advise the applicant that all courses are subject to viable numbers, but we will endeavour to inform you as soon as we can, if we decide to cancel a course*	
Unconditional Offer Please state reasoning (e.g., Holds 80 UCAS points and GCSE's English and Maths at grade C or above / mature student with relevant industry experience and essay task completed to a high standard) *Advise the applicant that all courses are subject to viable numbers, but we will endeavour to inform you as soon as we can, if we decide to cancel a course*	**Note – Applicant must provide evidence of achievement for an unconditional offer to be m3ade**
Rejected/Alternative Course Recommended Please state reasons/details:	

Recommendation Date: [   ]

Admissions Office Use Only:
Name of Admission Officer checking and processing form: _____
Date completed from received by Admissions: _ _/_ _/_ _
Please ensure that all fields are completed and that the form is returned immediately after the interview to the UCP Admissions Office admissions@ucp.ac.uk