

B3. ADMISSIONS

B3.1 Aim

To admit appropriately qualified students in agreed numbers to the courses for which the School is responsible.

B3.2 Policy

The University and the School operate an admissions system that aims to offer equal opportunities to applicants from a wide variety of backgrounds, abilities, cultures and countries. The overriding consideration with regard to admission is evidence of the ability to succeed on the course in question; this is usually quantified by the University Regulations regarding normal minimum educational attainments. If this evidence is lacking, applicants are offered an alternative programme of study more suited to their qualifications and experience whenever possible.

General details of entry qualifications are published in the Academic Regulations. Specific requirements for each course are published both in the relevant Programme Specification and in the University Prospectus. Brief details of the University's policy and procedures regarding applications from students with disabilities and/or special needs, and from ex-offenders and those currently in prison are at the end of this section.

B3.3 Responsibilities

Staff involved are:

- The Head of School
- Admissions Tutors
- Senior Administrator

The **Head of School** is responsible for:

- Agreeing with the Dean the target number of students to be admitted to the School and individual courses.
- Agreeing the minimum entry requirement with the Admissions Tutors and Course Co-ordinators.
- Ensuring that University policies are implemented.
- Approving the admission of applicants who do not fall within normal guidelines or for whom specialist facilities may be required.
- Implementing (in collaboration with the Admissions Tutor) the School's Course Preview Days.

The **Admissions Tutor** is responsible for:

- Advising the Head of School, Course Co-ordinators and Stage Tutors on procedural changes or other matters relating to admissions arising from changes in pre-university education, UCAS and University procedures, etc.
- Agreeing with the Head of School admissions targets and standards.
- Discussing with the Head of School any applications which do not fall within normal guidelines or which may require specialist facilities.
- Undertaking the prompt processing of application forms and ensuring that the appropriate policies are applied.
- Organising and implementing (in collaboration with the Faculty of Technology Office) the School's programme of Course Preview Days and other recruitment and outreach activities.
- Advising the Head of School on applications totals received by the School during the admissions process.
- Liaising with the Faculty of Technology Office and the Senior Administrator on admission procedures.
- Advising the Head of School on matters relating to recruitment and admission to new programmes.
- Undertaking or overseeing the production and distribution of school literature relating to recruitment and/or admissions.
- Ensuring that the 'clearing' period is operated efficiently.

The Admissions Tutors represent the School on the Faculty's Marketing, Recruitment and Admissions Committee.

B3.4 Applications from Students with Disabilities/Special Needs

B3.4.1 Introduction

The University defines a disability as "an impairment of physical or sensory functions, or learning difficulties, which might reasonably be thought to necessitate the provision of special measures or facilities if the student is to participate successfully in the programme of studies".

B3.4.2 Responsibilities and Procedure

The **Head of School** is responsible for the admission of all students, including those with disabilities and/or special needs. The **Admissions Tutor** must alert the HoS when the admission of such a student is considered.

Heads of School must:

- Satisfy themselves that the applicant is suitably qualified.
- Satisfy themselves that the applicant is aware of the facilities within the University.
- Consult with the **Special Needs Co-ordinator** if they are considering making an offer to a student with disabilities and/or special needs. The Special Needs Co-ordinator will refer to the **University Nurse** if required.
- Assess the risk and safe working practices in accordance with the Management of Health and Safety at Work Act 1992.

The final offer of a place will depend on the availability in the University of any special facilities which are deemed necessary. Further details of the procedure are given in the University Regulations (Part C). The Regulations also set out the procedure for the assessment of students with dyslexia and special (short term) needs).

B3.5 Applications from Ex-Offenders and those Currently in Prison

The application will be considered on its academic merits. If an offer is proposed, then the University Secretary and Registrar must be informed.

Where appropriate, the University Secretary and Registrar will call a 'case conference' with the Head of School and the Head of Student Services to discuss the case. If necessary, the Deputy Vice Chancellor (Academic) will be informed of the outcome of these deliberations, and asked to make a decision on whether an offer should be made.

Before any offer is made, a statement indicating that the offender has served their sentence, is considered to be reformed and is not likely to be a danger to the University community must normally be obtained by the University Secretary and Registrar.

It is implicit in the University's attitude to admission to its programmes that the widest possible access is encouraged. Procedures must be followed sensitively with regard to the whole community.

All applications must be treated in total confidence.