



## HIGHER EDUCATION ADMISSIONS POLICY

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## 1. Principles and Aims

- 1.1 The principal aim of the Policy is to ensure recruitment and admission practices are fair, transparent, and implemented consistently to support equality of opportunity. The University encourages applications from talented and motivated students of all ages, and from all backgrounds. The University promotes diversity and our commitment to widening participation and ensuring fair access is outlined in our Access and Participation Plan.
- 1.2 Our Admissions Policy has been developed to reflect the expectations of the UK Quality Code Advice and Guidance: Admissions, Recruitment and Widening Access, UCAS good practice (for undergraduate students) and all relevant legislation that applies to the recruitment, selection and admission of students in England.

## 2. Transparency and Consistency

- 2.1 The University website shall provide clear information on the entry criteria and the UCAS website will also provide information for undergraduate courses.
- 2.2 Information provided is intended to give potential applicants specific information to help them make informed decisions about the courses they apply for. Information available for applicants includes:
  - entry requirements which include the details of what is required for entry, such as qualifications and grades;
  - details of Open Days;
  - accommodation, finance and support services;
  - course specific guidance providing information on the admissions process;
  - key information sheets about each course;
  - the University's terms and conditions.
- 2.3 Whilst we try to ensure that all of our courses run as advertised in our prospectus and website it is sometimes necessary for us to make changes to courses or to discontinue a course entirely. Applicants are notified of any significant changes to a course as soon as possible.

## 3. Assessment and Selection

- 3.1 Admissions activities are carried out by the central Admissions Team, Academic staff, and the International Team.
- 3.2 Minimum entry requirements will be published on the University webpages for all courses and on UCAS. Entry requirements are reviewed on an annual basis.
- 3.3 In assessing an applicant's potential to succeed in their chosen course the University considers an applicant's academic ability and potential to succeed on the chosen course. This may be evidenced by a range of factors, including:
  - achieved or predicted academic/professional qualifications and grades;
  - qualifications in the use of the English language;
  - own statements of interest in the course;

- potential to perform well as evidenced by references (usually academic, but also professional where relevant);
- relevant work or other professional experience;
- where appropriate, an interview or a portfolio or sample of the applicants' work or an audition;
- contextual data.

#### Contextual information (for undergraduate programmes)

3.4 To support our mission to provide a high-quality educational experience for students from all backgrounds, the University makes use of contextual data in the undergraduate admission process to help identify applicants with the greatest potential to succeed in higher education and so that particular groups of applicants are not disadvantaged during the application process. A range of measures can be used to provide insight into the context in which academic qualifications have been achieved, thereby generating a more rounded understanding of a student's achievements and their subsequent potential to study at university. Measures that we may consider include:

- if the applicant is living in an area of low participation to Higher Education (POLAR4, Quintile 1 or 2);
- if the applicant lives in an area of low participation to Higher Education (POLAR4, Quintile 1, 2 or 3) AND in an area of socio-economic deprivation (English Indices of Multiple Deprivation (IMD Decile 1 or 2,);
- has been in care;
- has caring responsibilities;
- has a disability or long-term health condition;
- where an applicant will be aged 21 or over at the start of the course (defined as mature);
- is estranged from their family;
- is a recognised refugee, asylum seeker or has been granted humanitarian protection;
- other - any personal or extenuating circumstances not covered by the above.

3.5 The University uses a wide range of methods to assess applications, these can include submission of samples of work, interviews or auditions depending upon the course that the applicant has applied to. The process that an applicant must follow will be made clear to them at application.

## **4. English Language Requirements**

4.1 All courses at the University are taught and assessed in English. All applicants are required to meet the University's English language requirements.

4.2 It is the responsibility of the team dealing with the application to check whether or not the applicant has met this requirement. These requirements are detailed on the University's website.

## **5. Applicants Requiring a Visa to Study in the UK**

- 5.1 Students wishing to enter the UK must comply with the UK Visas and Immigration (UKVI) regulations. Further information is available on the international section of the University website.
- 5.2 The University is committed to meeting its requirements as a sponsor, should an applicant be found not to be in a position to meet all UK visa requirements for the anticipated full duration of their programme of study, the University reserves the right to refuse to sponsor the applicant. In the event of changes to immigration legislation, or if information becomes available that might impact our ability to sponsor a student, the University reserves the right to refuse to sponsor an applicant and/or amend or withdraw any sponsorship already made.
- 5.3 As part of the University's UKVI Student Route Sponsor License, the University is required to view and maintain copies of the passport and visa (valid for study at Leeds Arts University) for all international students. We may also check original qualification documents (including certified translations if these are not in English) on the basis of which admission was granted to the University. The University undertakes these checks as part of the registration process upon arrival.
- 5.4 As part of our Admissions process, the University will conduct a Right to Study check on all applicants.

## **6. Recognition of Prior Learning - RPL**

- 6.1 Applicants that have followed a non-standard educational route will be considered on an individual basis. The University recognises that standard selection measures may not enable an applicant to demonstrate their suitability, such applicants may be able to gain admission to a course on the basis of prior certificated learning and/or prior experiential learning. The requirements for admission through RPL are set out in the University's Academic Regulations.

## **7. Applying**

- 7.1 Undergraduate applications must be submitted via UCAS (Universities and Colleges Admissions Service). More information is available at [www.ucas.com](http://www.ucas.com). The University will observe the UCAS procedures and deadlines with regard to undergraduate applications.
- 7.2 International applicants can also apply through the online application portal on the University's website.
- 7.3 Applications for Postgraduate should be submitted via our online application portal through the link that is on our website.
- 7.4 Applicants should be aware that there is competition for places on many courses. As a result, we may close courses to new applications during the admissions cycle if we believe courses to be full. For undergraduate courses, any closure to new applications will always be after the main UCAS scheme deadline - (normally 26th January) for entry in the following academic year.

7.5 The University is committed to ensuring that any communication with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way. Applicants should note that the University will not tolerate inappropriate behaviour or language towards its employees or members of the wider University community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language will be viewed seriously and may adversely affect the consideration of an application or complaint.

7.6 The University will normally warn an applicant that their behaviour or language is inappropriate and that action is being considered, but where the behaviour or language is particularly inappropriate, no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an applicant.

## **8. Offer**

8.1 Any offer of entry will be outlined in a formal offer communication from the University (and additionally for undergraduate applicants on UCAS Track).

8.2 Occasionally, the University may decide that it is unable to offer admission to the original course to which an applicant has applied, but is able to make an offer for an alternative course. In this situation, the University will contact the applicant to confirm that the offer has been made for the alternative course.

## **9. Replying to an Offer**

9.1 The University offer communication will provide details of how to accept our offer.

9.2 If an applicant fulfils the conditions of their offer, or if the University exercises its discretion to accept an applicant on the basis of satisfactory academic performance and the outcome of an interview, audition or review of work, their place at the University will be confirmed.

## **10. Unsuccessful Applicants and Feedback**

10.1 The University experiences high volumes of applications resulting in competition for places. Regrettably, this means that we are sometimes unable to make offers to, or accept a number of well qualified applicants.

10.2 If an application is unsuccessful, we will inform the applicant via UCAS or the Application Portal, and will provide the primary reason for the decision. The University will make further feedback available, upon request, to unsuccessful applicants.

## **11. Applicants with a Disability or Long-Term Health Condition**

11.1 The University welcomes applications from candidates with a physical or mental disability or long-term health condition or specific learning difficulty. Such applicants will be considered against the same criteria as all other candidates following the process outlined in section 3 of this policy.

11.2 Applicants are encouraged to declare this information in their application and are reminded to do so at both application and offer stage.

11.3 If an offer is made, the Academic Support/Student Welfare team will contact an applicant to discuss support needs and plan for any reasonable adjustments the applicant is likely to require. In the event that, despite reasonable adjustments, an applicant is unable to access their chosen course, the University undertakes to offer guidance to the applicant as to the options available to them.

## **12. Extenuating Circumstances**

It is the applicant's responsibility to inform the University of any extenuating circumstances that may lead, or have led to, academic performance that is not truly indicative of their true potential. Extenuating circumstances should be brought to the attention of the admissions team before examination results are released. We would usually expect circumstances affecting assessment to have been taken up with the relevant examination body in the first instance. However, all relevant cases will be considered as part of the decision-making process and the University reserves the right to request further information from any applicant submitting extenuating circumstances.

## **13. Previous Education**

Applicants should give details of all previous education immediately below the proposed course of study on their application, including any previous study in higher education, even if this was not successfully completed. Applicants should give the reason for any unsuccessful outcomes (e.g. academic failure, decision to withdraw, required to leave for disciplinary reasons, financial problems etc.). Each application will be considered on its merits and future potential to succeed will be taken into account. Failure to disclose all relevant information may lead to action under section 16.

## **14. Re-Admission of Students**

Applications from the following will require the approval of the Vice-Chancellor, before the applicant can be offered a place:

- students whose registration has been terminated by the University (under the relevant section of the Academic Regulations) and are seeking re-admission after a 2-year period;
- students who have withdrawn from the University and are seeking re-admission to the same course.

## **15. Incoming Turing, Exchange and Visiting Students**

Students wishing to spend one semester studying at Leeds Arts University as a visiting or exchange student must apply direct to the University, using the process outlined on the University website under the heading 'Visiting and Exchange students'. Study abroad periods are for a maximum duration of one semester, longer durations will not be considered unless authorised by a member of the Senior Management Team. It may not always be possible for the University to offer any of these exchanges.

**16. Fraud, Omission and Plagiarism**

The University reserves the right to withdraw any offer made on the basis of an application which has been found to contain fraudulent information, omission or is plagiarised. At undergraduate level, applications are reviewed by the UCAS similarity detection service and applications found to contain a high level of similarity to another will be flagged with the Admissions Manager.

**17. Financial Information**

18.1 Detailed information on tuition fees and financial support can be found on the University's website and in an applicant's offer communication. Tuition fees charged in the future may change as a result of Government policy.

18.2 Tuition fee status is determined by the University in accordance with the Education (Fees and Awards) (England) Regulations 2007 and guidance is provided by the UK Council for International Student Affairs.

**18. Complaints**

Applicants may not make a complaint about a selection decision which seeks to dispute the academic or professional judgement of University staff regarding their suitability for entry to a particular course. Please refer to the Admissions Complaints policy for further details.

**19. Data Protection and GDPR**

In order to comply with Data Protection legislation, the University does not divulge information to third parties. All applicants' details are handled and stored securely in both hard and electronic forms within the University's departments. Records are retained in line with the University's Records Management Policy. The University may disclose relevant details to a tutor or third party where it is necessary for us to help safeguard the health and safety of the applicant, or the health and safety of others. Anonymised data is also used by the University for statistical and reporting purposes. Application data forms part of the student record for applicants who are admitted to the University.