



Lincoln Bishop University

Document Administration

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***Please Note:** This document remains valid until formally revoked or replaced by the University.

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VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	September 2018	Policy first issued and approved by Senate.
1.1	22 July 2019	Minor amendments to ensure clear and transparent guidelines for applicants and the University.
2.0	18 October 2023	The updates for September 2023 alignment with the new regulations (paragraph 2.8) and policy titles & content and role updates and to update the titles of the systems used to verify international qualifications at paragraph 2.5.
2.1	15 October 2024	Minor amendments and changes made to nomenclature only following University staffing restructure.

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1. SCOPE AND DEFINITION

- 1.1. We are committed to providing a fair, transparent and consistent admissions service for applicants who apply nationally or internationally. The Code of Practice for the Admission of Students reflects our commitment to value diversity and to recognise aspiration by providing equal opportunities for all individuals, regardless of their background, to gain admission to a programme of Higher Education suited to their ability and interests.
- 1.2. The definition of a mature student for the purposes of entry to Higher Education is anyone who is 21 or over for an undergraduate course upon commencement of their studies. For postgraduate studies, the definition is 25 or over upon commencement of their studies.

2. PRINCIPLES AND PROTOCOLS

- 2.1. The policies and procedures related to the Code of Practice for the Admission of Students are:
 - 2.1.1. Accessibility Statement
 - 2.1.2. Access and Participation Plan
 - 2.1.3. Admissions Complaints Procedure
 - 2.1.4. Code of Practice for Recognition of Prior Learning
 - 2.1.5. Code of Practice for DBS and Criminal Records Checks for Applicants and Students
 - 2.1.6. English Language Requirements Policy
 - 2.1.7. Policy in Respect of the Admission and Welfare of Students who are Under the Age of 18 at Entry
 - 2.1.8. Student Route Compliance Policy
 - 2.1.9. Health and Physical Capacity to Teach Policy
 - 2.1.10. Academic Regulations Governing Taught Awards (sections 25-44)
- 2.2. We will make every effort to ensure that all published material is relevant and accurate at the time of publication and provides information that enables potential applicants to make informed decisions about their options. Materials will be designed so as to be accessible. Some written information, notably our prospectus is published up to 18 months before the beginning of a programme of study; applicants should always refer to the website for the most up to date information.

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- 2.3. Recruitment and admissions material will be available on our website and provided upon request. It will include information on entry requirements, including those for professionally accredited awards and the range and content of programmes of study. Such literature will be reviewed annually.
- 2.4. Tuition fee information will be published in line with legislative requirements before the commencement of each academic year and will be available on our website.
- 2.5. We will ensure that selection procedures are fair and transparent and meet the requirements of professional bodies where relevant. Applications will be judged against published entry requirements and on the basis of the applicant's statement, references and any other relevant information. For those applicants with international qualifications UK ENIC (UK National Information Centre)/ Ecctis will be the point of reference for equating qualifications to the UK system. The decisions made on applicants will be made by staff trained and equipped to make the required judgements. Such staff will comply with the regulations of professional bodies as well as our policies with regard to the Public Sector Equality Duty.
- 2.6. We will consider applicants who wish to enter a programme of study with appropriate advanced standing in relation to Recognition Prior Learning (RPL) as outlined in the Code of Practice for Recognition of Prior Learning. Such applications will be considered through the admissions process at the same time as the process for RPL but both this and the admission process must be completed satisfactorily before the student can be enrolled.
- 2.7. If a student withdraws from an application, a re-application to BGU (for the same or different programme) may be considered within the admissions process. There are no time restrictions to this re-application. Individual cases will be considered on their merits.
- 2.8. Where a student is not permitted to progress to the next stage of the programme or to the award of the qualification under these Regulations, they will not be permitted to re-apply for admission to the same or a closely related programme leading to a qualification at the same or a lower level until a five-year period has elapsed.
- 2.9. For those applicants who declare disabilities in their applications, reasonable adjustment will be offered as necessary. We encourage applicants to seek relevant support. Adjustment throughout all stages in the process along with support and guidance is available from Student Advice.

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- 2.10. Health assessments may be required for some programmes and this is undertaken confidentially by our independent Occupational Health Adviser
- 2.11. For further information, please refer to the *Disability Equality Scheme* which is available on our website. For further information, please contact the Student Advice Team.
- 2.12. We will ensure that staff involved in recruitment and admissions are competent to undertake their roles and responsibilities through staff development and training on all stages of the admission process.
- 2.13. We will normally correspond about an admissions decision only with the candidate. However, we will communicate with a nominated person or proxy if notified through UCAS or with explicit written permission. For those applicants who are under 18, please refer to the Policy in Respect of the Admission and Welfare of Students who are under the Age of 18 at entry available on our website.
- 2.14. We endeavour to support all our students in achieving their aspirations for work or further study at the conclusion of their programme of study. BG Futures, The Hub and tutors are there to support students. However, when a current student applies to us for another programme of study at the University following graduation, application processes and this Code of Practice for the Admission of Students will be followed in the same way as for an external applicant to that programme.
- 2.15. Students intending to study an award at one of our partner institutions will be subject to the admissions process of the partner unless otherwise stated in the relevant Memorandum of Co-operation. This process will have been scrutinised for compatibility with this Code of Practice at the time of approval of the award for delivery at the partner institution.
- 2.16. Applicant data will be handled in accordance with our Data Protection Policy.
- 2.17. We recognise our responsibility to keep our admissions policies and procedures under continuous review and this is led by the Registrar and University Secretary.

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3. PROCEDURE

- 3.1. We will communicate decisions via 'UCAS/DfE Apply' along with an outline of conditions of entry, normally within 10 working days of the receipt of application or an interview/test. (Please note, international applications may take longer.) For applications received directly to the university, communication occurs via the Student Gateway and/or email. Applicants will receive an offer letter sent via email outlining key information about the offer and appropriate links to relevant policies applicable to them, including the Student Agreement and Programme specifications.
- 3.2. Interviews/tests may be part of the selection for programmes of study. The format of interviews/tests will be consistent for each programme of study within an academic year and will be communicated via email/website to each applicant.
- 3.3. For those programmes that do not hold interviews/tests as part of the selection process, all Undergraduate applicants will be invited to an Offer Holder Day which will be aimed at giving applicants and their parents and/or advisers an appreciation of university life as well as the subject(s) they wish to study. Additional targeted information will be available for international students aiming to assist in their decision making as attendance may prove difficult in some circumstances.
- 3.4. Entry to the University is competitive and for many programmes the University receives more applications than there are places. Consequently, not every applicant will receive an offer of a place.
- 3.5. Applicants will receive an offer of entry from us normally within 10 working days of receipt of an application or an interview/test. Acceptance of the offer involves a contractual agreement between the applicant and the University. The offer of entry will either be conditional on the basis of qualifications or requirements yet to be completed or unconditional. Any applicant receiving an offer will be obliged by the Terms and Conditions following acceptance of the offer. It is the applicant's responsibility to ensure all conditions of entry are met before enrolment can take place. Normally, applicants will not be able to enrol and begin their programme of study until all conditions have been met.

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- 3.6. Owing to the nature of our programmes, the majority of students are required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), plus any other checks which may be specified from time to time. Details of the DBS requirements for each specific programme are available on our website. Please see Code of Practice for DBS Checks for Applicants and Students for further information.
- 3.7. Applicants to our programmes that lead to recommendation for Qualified Teacher Status will be required to complete a Health & Physical Capacity to Teach Form. This form is sent directly to our independent Occupational Health Referral Network where it will be reviewed against national requirements and guidance provided by the Department for Education (DfE). Medical clearance will be given or withheld on the basis of specialist advice. In some cases, a medical assessment will be required.
- 3.8. For those entering programmes of study resulting in a recommendation for Qualified Teacher Status, GCSE Grade 4 (previously grade C) or above in English and Mathematics is a requirement. To train in the Primary age range, a Science GCSE at Grade 4 (previously grade C) or above is also required. We will consider equivalent qualifications as deemed appropriate by internal scrutiny and these are advertised on our website. It is preferable to have these qualifications before applying; however, consideration will be given to those who do not have them if these are achieved by 31 July before commencement of the programme. For further information, please contact our Admissions Team.
- 3.9. We welcome applications from international students for our programmes. As well as satisfying our entry requirements, they are also required to satisfy the English Language Requirements of the Home Office which are set out in our English Language Requirements Policy which is available on the website.
- 3.10. All international students are required to pay a tuition fee deposit as a condition of their offer. They have the responsibility for securing and evidencing a visa that entitles them to study in the UK. International students will only be supplied with the necessary documents once their tuition fee deposit has been paid and both the Home Office and academic conditions have been met in full. Further information is available within the Student Route Compliance Policy which is available on the website.

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- 3.11. The nature of our quality assurance processes means that its programmes are reviewed annually and, in more significant respects, periodically (approximately every five years). We will inform prospective students of any significant changes to a course as soon as possible between the offer of a place and the enrolment of the student onto the course. Where the change may result in a choice of options, full information will be provided on that choice. Where a course is cancelled for the year in which students have been offered a place, every effort will be made to arrange a place on an alternative course at the University and/or offer a deferred place on the programme of study.
- 3.12. For those applicants who are applying for a deferred entry to a programme (e.g. taking a gap year), the Code of Practice for the Admission of Students and published entry requirements that apply are those which relate to the year they are applying, not those for the year in which they intend to start their studies. Whilst we are willing to defer a place upon request, we are aware that changes may occur within these time periods which are out of our control. In this case, please refer to the paragraph above for our responsibilities to the applicant.
- 3.13. All deferred offers for initial teacher education are provisional subject to the University's and Department for Education's allocation of places.
- 3.14. We reserve the right to withdraw any offer made on the basis of an application which has been found to contain incorrect or dishonestly or inappropriately acquired information or where key information has been plagiarised or omitted, regardless of whether an intention to defraud is evident. Any student found to have been admitted on the basis of fraudulent information may have their studies terminated. We also subscribe to UCAS's Similarity Detection Service and will take appropriate action if there are reasonable grounds to suspect collusion in a personal statement. For international applications, personal statements will be checked through Turnitin.
- 3.15. Prospective students will normally be informed of the arrangements for enrolment no later than a month in advance either by published documents on our website or by post. This information will also contain information on residences, services, facilities and any formal induction activities to be undertaken. The information provided will take account of the diverse needs of students including learning development, student welfare and health. BGU also subscribes to UCAS's Similarity Detection Service and will take appropriate action if there are reasonable grounds to suspect

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collusion in a personal statement. For international applications, personal statements will be checked through Turnitin where required.

- 3.16. Normally all conditions of entry must be met before enrolment can take place. However, in exceptional circumstances, requests relating to mitigating and exceptional circumstances will be considered. After the formal academic session has commenced, we reserve the right to terminate the studies of applicants who have had a reasonable opportunity to meet their outstanding conditions (provisional and outstanding enrolment).
- 3.17. Late applicants for undergraduate programmes may normally be admitted up to the end of the third week of the programme of study provided the missed programme input would not be detrimental to their chances of success. For those applicants on postgraduate programmes, enrolment normally occurs up to the end of the first week of the programme.
- 3.18. We require all applicants to provide evidence that they have access to sufficient funds to pay tuition fees and living expenses (where appropriate) during their studies. Further information regarding tuition fees can be found in our Tuition Fees, Charges and Student Debt Policy.

4. COMPLAINTS

- 4.1. Please refer to the Admissions Complaints Procedure available on our website.