

## Admissions Policy

### Scope

Applications for all programmes (undergraduate, postgraduate and research) leading to an award of City, University of London except for those delivered through collaborative arrangements.

Partnership provision: the admissions policy and procedure that applies to the partnership programme will be set out in the Memorandum of Agreement for the partnership. This should be in line with the principles of City's Admission's Policy and will be subject to the approval of the University.

Validated provision: arrangements for validated provision are set out in the Validation and Institutional Partnerships Handbook.

### Senate Regulations:

[14 – Admission of Students and Occasional Students](#)

### Date of approval/re-approval:

- Approved: Senate Meeting 238, 1 July 2009
- Re-approved: Senate Meeting 246, 13 October 2010
- Minor Amendment: Senate Meeting 255, 27 June 2012
- Minor Amendment: Senate Meeting 283, 7 March 2018

### Date for review:

To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee, as required.

### To be read in conjunction with Section 2 of the Quality Manual including:

- **City Access Agreement**, <https://www.city.ac.uk/about/education/academic-services/admissions/access-agreements>
- **Equality, Diversity and Inclusion Policy**, <https://www.city.ac.uk/about/working-at-city/why-work-at-city/equality-diversity-inclusion>
- **Safeguarding Children and Vulnerable Adults Policy**, [https://www.city.ac.uk/media/intranet-site/documents/prevent/Safeguarding-at-City-April-2017\\_FINAL.pdf](https://www.city.ac.uk/media/intranet-site/documents/prevent/Safeguarding-at-City-April-2017_FINAL.pdf)

### Equality and Diversity Statement:

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

## **Admissions Policy**

City, University of London welcomes applications from all candidates with the potential and motivation to succeed in Higher Education. This policy explains the principles we work to when we provide information about our programmes and also explains the overarching processes through which we receive and process admissions for programmes at the different levels of our Higher Education provision.

### **What you can expect from the University**

We recognise the importance of establishing policies and procedures for recruitment, selection and admission that are fair, clear and accurate. When you apply to study at City we will always try to follow the principles listed below.

General principles:

- your application will be treated courteously, fairly and without prejudice and we will act in accordance with the University's Equality Diversity and Inclusion Policy. This includes the way in which we handle applications from applicants who would be under 18 on the date of admission to the University.
- disabled applicants are welcomed and are encouraged to disclose the nature of their disability in their applications. This enables the University to be pro-active in provision of reasonable adjustments, so enhancing the applicant and student experience, whilst complying with current government legislation.
- we are committed to encouraging applicants from non-conventional academic or professional backgrounds who are able to meet a programme's entry requirements. At undergraduate level we undertake a number of activities in this area and offer a range of bursaries to support these students, as laid out in our Access Agreement.
- we will respond to any complaints that arise as quickly as possible.
- we will review our entry requirements, admissions procedures and practices regularly, including the admissions procedures operated by Schools, to maintain the University's oversight of the admissions process.

Before you apply:

- we will set out, in the prospectus and on our website, detailed entry requirements giving an indication of the typical offer level and applicant profile for each programme and telling you clearly what qualifications you need to apply to each of our programmes. We use the same admissions criteria for all students applying to a particular programme.
- we will tell you if there are any specific requirements you must meet when you apply. This may relate particularly to programmes that are accredited by professional organisations, many of whom ask for additional information such as interviews, portfolios, entry tests, Disclosure and Barring Service (DBS) checks etc.
- we will provide clear guidance on the fees we charge or the fee status you will be eligible for, or indicate where this information is available externally

- we will provide clear and objective pre-entry guidance on all matters relating to admissions, including on visa requirements, so that you can make an informed decision about your application.
- we will tell you what proficiency in English language you will need to enter and participate in the programme successfully.
- if you wish to apply for a programme that is run jointly with another university or institution we will explain the interaction between the admissions requirements for each institution.

When you apply for a programme:

- we will endeavour to provide swift responses to enquiries and applications and ensure that all necessary documentation is sent at the earliest possible time.
- we will explain clearly how your application will be processed by the University and the School and will provide information on which staff will be handling your application or who will be able to advise you on your application, including a named contact.
- we will treat the information you give us as confidential unless we are required to release it to a legally authorised third party (for example, the police).

When we consider your application:

- we will make a decision on whether or not to offer you a place based on the clear entry requirements and criteria for the chosen programme; your qualifications, needs and aspirations; and the views of the Admissions Tutor as to whether you will be capable of fulfilling the objectives of the programme and achieving the standards deemed necessary for the award.
- we will use appropriately qualified and experienced staff and will provide regular training to update the skills and knowledge of those staff.
- we will ensure that the Admissions Tutors are knowledgeable about the application procedures, matriculation requirements, programme aims and programme specifications for which they are responsible.
- we will ensure that the Admissions Tutors are aware of the resources that are available to them when they require advice of clarification, both within the University and externally.
- we will make all our decisions in accordance with our commitment to equal opportunities.

If your application is accepted:

- we will explain the arrangements for how you will enrol and register with the University as a new student.
- we will inform you of any significant changes to the programme made between the time we offer you a place and the time when registration is complete and, if this does happen, will advise you of all the options available in the circumstances.

If your application is rejected:

- due to the volume of applications we receive, we cannot commit to providing you with feedback if your application is rejected. However some programmes may be able to offer this on an individual basis to students who request it.

### **What we expect from all applicants**

If you decide to apply to City, University of London we will ask you to do the following:

- provide information about yourself that is true and accurate and tell us promptly if any of this changes (including your contact details).
- respond promptly if we ask you for more information or if we need to contact you to clarify something that will help us to process your application.
- attend an interview if you are invited for one or notify us quickly if you are unable to attend.
- complete any additional requirements that we ask you to undertake.
- inform us as soon as possible whether you intend to accept an offer of a place (or inform UCAS, within their deadlines, if you are applying to an undergraduate programme).
- inform us of any relevant conditions, disabilities or other personal circumstances that may affect your safety or ability to study at the University or may require additional arrangements to be made, to enable us to make appropriate arrangements for you prior to your arrival.
- behave courteously and appropriately to University employees and students.

Please remember that supplying false or misleading information to the University as part of an application might affect whether or not we offer you a place or might lead us to withdraw an offer of a place.

### **Applications from those who will be under the age of 18 on the date of admission to the University**

City welcomes applications from people of all ages. However, we have a duty of care towards all our students, employees and visitors and in the case of students joining before their 18th birthday this duty is enhanced as these students are regarded as children under English law. As such, the University is dedicated to having arrangements in place, which safeguard and promote the welfare of children and vulnerable adults whether or not they are registered at City.

The University will consider applications from individuals who would be under the age of 18 at the date of registration on a case-by-case basis. Tailored considerations are required because in some cases, applicants who are under the age of 18 when studying at City may not be able to access all the elements of their chosen programme fully. The University may also require that the admission of applicants who are under the age of 18 at the date of registration be subject to specific entry criteria and/or conditions. For instance, students under the age of 18 cannot be offered clinical placements on some Health programmes, and similar conditions may apply in other Schools and programmes. Therefore, applicants under the age of 18 at the

date of registration should contact the relevant admissions office to discuss their application before applying to City.

Applicants under the age of 18 should also contact the University's Accommodation office to discuss their accommodation arrangements. Applicants can send an email to [accommodation@city.ac.uk](mailto:accommodation@city.ac.uk)

It is important that individuals under the age of 18 and their parents/ guardians understand that the University community and campus is predominantly an adult environment. The University does not take on the rights and responsibilities of parents/guardians in relation to under 18s.

If you are an applicant who will be under 18 on the date of admission you are advised to contact the Admissions Office by sending an email to [ugadmissions@city.ac.uk](mailto:ugadmissions@city.ac.uk) or call 020 7040 8716.

For City, University of London's Safeguarding Children and Vulnerable Adults Policy please visit: [https://www.city.ac.uk/media/intranet-site/documents/prevent/Safeguarding-at-City-April-2017\\_FINAL.pdf](https://www.city.ac.uk/media/intranet-site/documents/prevent/Safeguarding-at-City-April-2017_FINAL.pdf)

If you decide to apply for City, University of London and will be under the age of 18 on the date of admission, we will also ask you to do the following:

- provide a completed consent form from your parents or legal guardian giving their consent for you to enrol on your chosen course.
- provide details of two responsible adults (preferably family members) who can be contacted in the case of an emergency.
- if you are an International student and your parents will be residing in a country other than the UK during your time of study, provide the contact details of a responsible adult who will be able to act "in loco parentis"<sup>1</sup> during your period of study.

If you are offered a place on a programme of study and will be under the age of 18 on the date of admission, this information will be reported to the Head of your Department for Safeguarding reasons.

### **Making a complaint**

You can make a complaint if you are dissatisfied with the service you have received during the application process, if an error was made in handling your application or if we have not fulfilled the principles outlined in this policy.

Please remember that having achieved or been predicted to achieve the specified grades or entry requirements does not guarantee that we will offer you a place. City receives many more applications than there are places available and as a consequence of this the admissions process for some programmes is highly competitive.

If you are considering making a complaint you should contact your named admissions contact in the first instance, who may discuss this with other staff within the School. If you do not consider the response you receive to be satisfactory, you can contact the Head of Admissions in the case of Undergraduates or the Head of Department in the School you are applying to in the case of Postgraduate.