Admissions Policy

Scope
Applications for all programmes (undergraduate, postgraduate and research) leading to an award of City University London, including those delivered in partnership and through validation, collaboration or franchise.

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 the University Policy and will be subject to the approval of the University.

Senate Regulations:
14 – Admission of Students and Occasional Students

Date approved/re-approved:
Approved: Senate Meeting 238, 1 July 2009
Re-approved: Senate Meeting 246, 13 October 2010
Minor amendment: Senate Meeting 255, 27 June 2012

Date for review: To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Education and Student Committee, as required.

To be read in conjunction with Section 2 of the Quality Manual including:
Access Agreement
Equal Opportunities Statement
Safeguarding Children and Vulnerable Adults Policy
Single Equality Scheme
Admissions Policy

City University 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.

This policy is supported by guidance documents available from the Recruitment and Admissions team.

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 University, 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 Single Equality Scheme. This includes the way in which we handle applications from young people who would be under 18 on the date of admission to the University and from vulnerable adults.

- We welcome applications from disabled students and will act in accordance with the University’s Single Equality Scheme.

- You will be provided with the contact information for the staff who will handle your application or who will be able to advise you on your application; these will also be available online.

- We are committed to encouraging applicants from non-conventional academic or professional backgrounds who are able to meet a programme’s entry requirements. We have developed programmes that may provide particular relevance to these students. 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, or who may have age restrictions etc in place.
we will provide clear guidance on the fees we charge or the fee status you will be eligible for, or indicate where this is information is available externally.

we will provide clear and objective pre-entry guidance on all matters relating to admissions, including on visa requirements or age restrictions, 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.

we will tell you whether it is possible to join the programme to which you wish to apply at a later level on the basis of previous study or experience, or whether you can transfer credits from another programme or institution.

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 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 wish to offer this on an individual basis to students who request it and will inform you if this is the case.

*What we expect from all applicants*

If you decide to apply to City University 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 if you are applying to an undergraduate programme).

inform us of any conditions, disabilities, issues or 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.

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 young people who will be under the age of 18 on the date of admission to the University*

Occasionally the University will admit students under the age of 18. If you will be under 18 on the date of admission to the University and are offered a place at the University we will treat you in the same way as other students, as independent, mature individuals. At the same time, special arrangements may be made, for example regarding the way in which personal and academic support is made available to you or whether university accommodation is available. If you are an applicant who will be under 18 on the date of admission you are advised to contact the Admissions Office or Accommodation Office for more information.
If you decide to apply for City University 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” 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 University so that a record can be retained.

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 University London 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 the 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 Appeals, Complaints and Enhancement Office to ask for a review of the way in which your complaint was handled.

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1 Meaning ‘in the place of a parent’ or ‘instead of a parent’
Annex – information to be placed on School websites

- Contact details for the members of staff who will process applications or who can advise on applications
- Clear and, if necessary, detailed admissions criteria for each programme, including information on typical offer level and applicant profile and, where relevant, information on partnership/collaborative/franchise admissions arrangements
- Explanation of any additional requirements or criteria for PSRBs that form part of the selection process
- Explanation of the admissions process or links to where this can be found (for example, undergraduate programme information should link to UCAS procedures)
- Description of any procedures such as interviews, admissions tests etc. that form part of the selection process
- Up-to-date indication of the fees and any other costs (e.g. for fieldtrips) that apply to students on the programme, and information on funding, bursaries etc.
- Indication of the deadlines and timescales of the admission process (i.e. when to apply, when interviews are normally held etc.) recognising that some of this will be indicative