

## **AD 02 – ADMISSION OF STUDENTS**

***This policy applies to the admission of students to a programme leading to an Arden University award or a Pearson award. Where a programme is validated by a partner university or other awarding body then entrance is based on the requirements of that body.***

### **ADMISSIONS POLICY**

1. Arden University's admissions policy is consistent with its mission to be an independent Higher Education Institution (HEI) that delivers flexible and accessible UK university programmes globally, empowering its learners to realise their life goals and make a difference to the world around them. The policy is reviewed regularly to ensure it meets the expectations of the UK Quality Code for Higher Education (the Quality Code) published by the Quality Assurance Agency for Higher Education (QAA) and the requirements of the Data Protection Act 1998 and any subsequent amendments.
2. In addition to the entrance requirements specific for each programme of study as defined in the relevant programme specification, Arden University aims to attract individuals who:
  - Can demonstrate the ability to succeed on their chosen programme of study.
  - Will derive benefit from study in relation to personal and career development.
  - Have a commitment and enthusiasm to learn.
3. All applications are considered on individual merit in relation to the aims and learning outcomes of the relevant programme of study.

### **EQUALITY OF OPPORTUNITY**

4. Arden University aims to ensure that there is equality of opportunity for all applicants, regardless of nationality, age, gender, ethnicity, disability, sexuality, marital status, political or religious belief or other unjustifiable grounds.

5. Arden University promotes widening participation and encourages access to all individuals consistent with their aspirations, and their ability to meet the academic demands and professional requirements of the programme of study.
6. Applicants with a disability or specific educational need are considered using the same entry requirements as for all other applicants.
7. Such applicants are strongly encouraged to disclose the nature of their disability or special educational needs on their application form or to contact Arden University's admissions team in relation to any concerns or special requirements regarding disability.
8. The specific requirements of students who disclose a disability or specific educational need on their application form or to the admissions team are referred to the Special Educational Needs advisor for an assessment of their specific needs and to enable Arden University to make any reasonable adjustments to enable the applicant to study with Arden University.

## **MONITORING**

9. Academic Board monitors Arden University's Admissions Policy, which is reviewed annually.
10. Statistics relating to student admission, progression and retention are compiled annually and used to inform programme teams and the Academic Board through the annual monitoring process.

## **ENTRY REQUIREMENTS**

11. Arden University has sole discretion to determine:
  - a. The entry criteria for each programme of study leading to an Arden University award.
  - b. The admission of any individual applicant to a particular programme against the entry criteria for that programme of study.
12. All applications are assessed on an individual basis and admission to an Arden University programme of study is based on an assessment of the applicant's relative merits and abilities. The principal academic criterion for determining a candidate's suitability for admission to a programme is that there is a reasonable expectation that he/she will be able to fulfil the learning outcomes of the programme and achieve the standard required for an award. Arden University will look for evidence of academic achievement

as well as personal and work/professional experience that provide an indication of ability to meet the academic demands and any professional requirements of the programme.

13. Specific entry criteria are specified in terms of the Framework for Higher Education Qualifications (FHEQ), Chapter A1 of the QAA's Quality Code and the prior study requirements for the relevant programme of study. They may include educational qualifications (including minimum grades to be achieved) and the knowledge and skills required for admission. Where applicable, entry criteria may also include criteria defined by a Professional, Statutory or Regulatory Body (PSRB).
14. The applicant must be aged 18 or over on the start date of their course.
15. Arden University publishes details of the entry criteria for each programme of study it offers. Applicants for admission to a programme of study must provide evidence that they have satisfied the entry criteria.
16. International qualifications are normally judged against UK NARIC<sup>1</sup> guidelines.
17. Where a programme is validated by a partner university or other awarding body then entrance is based on the requirements of that body.
18. Information contained on application forms is normally treated as confidential within Arden University and will only be used by Arden University for the purpose of making a decision on admission. Arden University reserve the right, however, to inform other relevant parties for the purposes of preventing fraud and impropriety e.g. Police, Home Office.
19. Arden University may, at its discretion, vary its standard offer, taking into account the individual circumstances of applicants.
20. Arden University may, if it has just cause, withdraw any offer to study on one of its programmes.

### **APPLICANTS WITH A CRIMINAL CONVICTION**

21. In the majority of cases, a prior criminal conviction will not preclude a candidate from

---

<sup>1</sup> UK NARIC is the National Agency working on behalf of the Government to provide information, advice and expert opinion on qualifications worldwide

being offered a place at Arden University. Such applications will, however, be scrutinised in accordance with QA 49 *Principles and Procedures for the Admission of Students who have a Criminal Conviction* in order to ensure that none of the following will be put at risk:

- Arden University's students, staff or the wider Arden University community.
  - The integrity of the programme.
  - The integrity of Arden University's processes.
  - Reputation.
22. Arden University reserves the right to withdraw an offer of a place, if the outcome of a disclosure indicates that such a risk exists or that the applicant will not be able to successfully complete the programme.

#### **ACCREDITATION OF PRIOR LEARNING (APL) AND PRIOR EXPERIENTIAL LEARNING (APEL)**

23. Applicants to a programme may be eligible for admission with credit through the accreditation of prior learning (APL) or accreditation of prior experiential learning (APEL). Applicants wishing to apply for APL/APEL must contact Arden University's admissions team and complete the appropriate forms for the case to be judged. Applications for APL/APEL will be considered in accordance with Arden University Quality Assurance Document QA6: APL/APEL Procedures.

#### **READMISSION TO A PROGRAMME**

24. A student who has exited a programme with an interim award because s/he has not fulfilled the requirements of a higher award, or who has been withdrawn from the programme on the grounds of academic failure may not be readmitted to the same programme, or a programme that includes a previously failed core module within a period of three years.
25. Applications for readmission to a different programme may be considered on a case by case basis, subject to a written case being made. An interview will be conducted by the relevant Admissions Tutor and will take full account of the student's previous performance at the University.
26. Where readmission with credit is sought, cases will be considered in accordance with the University's normal regulations with regards to the Accreditation of Prior Learning.

27. Students excluded due to Unfair Practice offences or disciplinary matters will not be considered for readmission to a University programme.

## **ENGLISH LANGUAGE REQUIREMENTS**

28. For candidates whose first language is not English, evidence is required of spoken and written ability in English through tests such as IELTS. For an undergraduate programme an overall IELTS score of 6.0 is required, with a minimum of 5.5 in each component. Post graduate programmes require an overall score of 6.5, with a minimum of 6.0 in each component or equivalent. Exceptions to such a requirement may arise where the candidate has recently studied for another degree or worked in a country where English is the common language.
29. Should it come to the University's attention that a student is unable to engage with their academic studies due to English language capabilities, Arden University reserves the right to re-test the student. If the student is unable to improve their English language skills to the required standard, Arden University reserves the right to refuse enrolment or withdraw the student from their course.

## **INFORMATION AND ADVICE TO APPLICANTS**

30. Arden University is committed to providing clear, accurate, complete and accessible information on its programmes, relevant entry requirements and associated admissions procedures.
31. Arden University strives to ensure that clear, accessible information is made available with regard to any non-academic requirements for entry to its programmes. Where additional methods of assessment (e.g. interview or portfolio submission) are used to select candidates, this will be explicitly stated for the benefit of applicants in Arden University's brochures and on Arden University website.
32. Entry criteria are published in the Arden University brochure and on the Arden University website.
33. Changes to any of Arden University's programmes involving significant restructuring or discontinuation will be communicated to applicants affected by such changes at the earliest possible opportunity. The Admissions team is responsible for co-ordinating the process of communicating with applicants affected by changes to programmes and ensuring that appropriate advice is given to applicants.

## RESPONSIBILITIES

34. Applications are processed by Arden University's Admissions team. Admissions decisions are made under the scrutiny of a suitably qualified Admissions Tutor.
35. The Head of Admissions is responsible for ensuring that the admissions processes are clear and updated regularly and in accordance with this policy document.
36. The Academic Board is responsible for reviewing this admissions policy annually in the context of feedback and information provided through the annual monitoring review process.

## TIMEFRAMES

37. Arden University undertakes to process applications within **2 working days**. Where a programme is validated by a partner university or other awarding body then decision timeframes are based on the requirements of that body.

## FEEDBACK TO UNSUCCESSFUL APPLICANTS

38. Feedback is provided to unsuccessful applicants. Feedback will normally only be provided to the applicants themselves and not to any third party e.g. parents or other family members, teachers, employers.

## COMPLAINTS PROCEDURE (FOR COMPLAINTS ABOUT THE ADMISSIONS PROCESS)

39. Where an applicant believes that their application has not been dealt with fairly, or in accordance with Arden University's policies, principles and procedures, they should first put their case in writing, addressed in the first instance, to the Head of Admissions.

If the above cannot resolve the matter, then applicants should follow the Arden University's Complaints procedure ([QA48- Student Complaints Procedure](#))

40. Arden University will normally respond to all matters relating to complaints about admissions within 20 working days.



## **APPEALS PROCEDURE (FOR APPEALS CONCERNING DECISIONS ON ELIGIBILITY FOR A PROGRAMME)**

41. Applicants that wish to appeal a decision concerning their eligibility for a programme should submit a request in writing to [admissions@arden.ac.uk](mailto:admissions@arden.ac.uk). This should detail the basis for the appeal and include any additional information or evidence (e.g. further qualifications or references) that was not provided with the original application.
42. Appeals will be considered by the relevant Admissions Tutor and outcomes will normally be provided in writing within 10 working days.
43. In exceptional cases, if it is not possible to meet these timescales, or if further evidence is required, the applicant will be notified in writing of the reason for the delay and a revised timeframe for an outcome will be provided.
44. Please note that the Office for Students (OIA) cannot consider complaints or appeals regarding admissions, unless the person complaining is a former student applying for re-admission, and the complaint is directly connected to their time as a student.

For more admissions information and advice, please contact [admissions@arden.ac.uk](mailto:admissions@arden.ac.uk).

<b>Last reviewed by:</b> Admissions Committee	<b>Date of last review:</b> July 2020
<b>Quality Code Mapping:</b> Admissions, Recruitment and Widening Access	