
Bury College Policy

Higher Education Admissions Policy

| Document Information | | | | |
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| Directorate: | | Marketing, Projects & Student Administration | | |
| Document Owner: | | Assistant Principal | | |
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| Approved by: | | Leadership Team | | |
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| Version | Date | Revision Description | Editor | Status |
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1 Introduction & Purpose

1.1 Bury College is committed to providing an efficient, high quality service to all Higher Education (HE) applicants which is timely, welcoming, fair and transparent.

Bury College works in partnership with the following HE providers:

- The University of Bolton
- The University of Cumbria
- The University of Salford
- University of Huddersfield
- Pearson

1.2 The Higher Education Admissions Policy covers applications to all HE courses at Bury College including HNC, HND, HTQ, Foundation Degrees, Undergraduate Degrees and Teacher Training courses.

1.3 The purpose of the policy is to outline the applicant admissions process and ensure individuals receive the advice, guidance and information they need to apply for and enrol on the appropriate programme.

1.4 All prospective students will have access to impartial pre-entry advice, guidance and information about programmes, including fees and funding so that informed decisions can be made.

1.5 Bury College welcomes applications from students who are classed as *Home Students*. Home students are those living in the UK or Republic of Ireland, as well as EU nationals with settled status in the UK. Bury College is unable to accept applications from students who are classed as International students due to funding regulations.

1.6 Bury College will process all applications in a timely manner and will adhere to all UCAS guidelines and relevant deadline dates.

1.7 All applications for full-time programmes should be made through UCAS.

1.8 Applications for part-time study and teacher training programmes should be submitted directly to Bury College.

1.9 The College's Higher Education Admissions Policy is designed to ensure that all applications are considered fairly and consistently and in accordance with professional standards ([UK Quality Code for Higher Education](#)).

2 Definitions

- 2.1 International students – students not classed as *Home Students* please refer to the [UKCISA website](#) for further details.
- 2.2 Conditional offer – an offer of a place on a course subject to conditions. To be accepted on the course applicants will need to meet the conditions – usually related to qualifications.
- 2.3 Unconditional offer – an offer of a place on a course with no conditions.
- 2.4 *Accreditation of prior learning* and *recognition of prior learning* are general terms used for the award of credit on the basis of learning that has occurred at some time in the past.

3 Implementation

3.1 Application/Interview Process

- 3.1.1 Bury College publishes information and advice about courses, entry requirements, fees and application routes on the [University Centre website pages](#), in the HE prospectus and, for full-time courses, on the UCAS course search facility.
- 3.1.2 All application enquiries are supported by the College's Admissions Team. Course enquiries are supported by the course teams.
- 3.1.3 All applicants for part-time and teacher training courses are interviewed. Interview details, tasks and information required to bring to interview are communicated to applicants at least two weeks prior to interview date.
- 3.1.4 All full-time applicants are reviewed by the Admissions Team and curriculum teams. Applications are considered on qualifications, references, personal statements and experience shown. Applicants may be invited to interview where the curriculum team feel it would be beneficial to discuss the course further and to assess the applicant to determine if they are ready for HE level study. Interview details, tasks and information required to bring to interview are communicated to applicants at least two weeks prior to interview date.
- 3.1.5 Applicants who do not hold standard qualifications but can demonstrate potential to succeed at HE level study are interviewed. Interview details, tasks and information required to bring to interview are communicated to applicants at least two weeks prior to interview date.

- 3.1.6 Reasonable adjustments will be made for applicants who declare a disability.
- 3.1.7 Applicants who declare a disability on their application form will be signposted to information on [Disabled Students' Allowance](#) (DSA).
- 3.1.8 A conditional or unconditional offer for full time course applicants is made through UCAS. Conditions of offers are clearly stated on UCAS with deadlines for applicants to meet the conditions of their offer. Conditions must be met before enrolment.
- 3.1.9 Bury College will accept requests from offer holders to defer a place for one academic year.
- 3.1.10 Bury College reserves the right to reject applicants who do not meet the relevant entry criteria.
- 3.1.11 Rejected applicants receive feedback through UCAS (full-time applicants) or directly from Bury College (part-time and teacher training applicants).
- 3.1.12 Where an application has been rejected the applicant may appeal in writing by following the [Bury College Compliments and Complaints Policy and Procedure](#).
- 3.1.13 Bury College reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent, false or misleading information or which is supported by fraudulent documents including references and qualification certificates.
- 3.1.14 Any student who has been admitted on the basis of a fraudulent, false or misleading application may have their enrolment cancelled.
- 3.1.15 The College will require proof of an applicant's qualifications relevant to the offer before enrolment.
- 3.1.16 Admissions Team records for unsuccessful on non-enrolled applicants will be held in accordance with the College's Data Retention Policy.
- 3.1.17 Admissions Team records for successful applicants become part of current student records. Records will be held in accordance with the College's Data Retention Policy.

3.2 Entry Requirements

- 3.2.1 All course entry requirements are detailed on the Bury College website, on the UCAS search facility and in the HE prospectus.

- 3.2.2 Bury College courses which require a DBS check state this in the course information.
- 3.2.3 All applicants will be asked to self-declare criminal convictions. All information disclosed is confidential and will be held in accordance with the Data Retention Policy.
- 3.2.4 It is the responsibility of the applicant to explore whether a spent or unspent criminal conviction will affect their future study or career progression.

3.3 Accreditation/ recognition of prior learning

- 3.3.1 Applicants wishing to be considered for entry to the second year of study, or wishing to import credits or evidence of prior learning into the course for which they are applying will be considered in accordance with the awarding Higher Education Institution and their procedures. Applicants must be able to provide evidence of credits and awards achieved.

3.4 Discontinuation or suspension of courses

- 3.4.1 The College publishes a Student Protection Plan that sets out how continuation and quality of study will be preserved for current and potential students should there be a risk to their continued study. For details, please refer to the [Bury College Student Protection Plan](#).

4 Review

- 4.1 This policy will be reviewed every two years.

| Screening for effects on equality | |
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| Name of policy being assessed. | Higher Education Admissions Policy |
| Policy Holder and/or person with authority to make changes to policy: | Paul Maykels |
| Position: | Assistant Principal – Marketing, Projects and Student Administration |
| Directorate: | Marketing, Projects & Student Administration |
| New/Revised/Reviewed Policy: | Revised |
| What is the aim, objective or purpose of the policy, procedure, strategy or decision? | |
| <p>The Higher Education Admissions Policy covers applications to all HE courses at Bury College including HNC, HND, HTQ, Foundation Degrees, Undergraduate Degrees and Teacher Training courses.</p> <p>1.10 The purpose of the policy is to outline the applicant admissions process and ensure individuals receive the advice, guidance and information they need to apply for and enrol on the appropriate programme.</p> | |
| Who was consulted when the policy was first written? | |
| Curriculum Directors/ Leadership Team/ Admissions Team | |
| Who does the policy affect? | |
| All staff and students | |
| Who implements the policy, and what steps will be taken to ensure the effective implementation of the policy? | |
| <p>The Student Information Officer</p> <p>Take all reasonable steps to ensure HE Admissions Team follows the policy.</p> <p>Liaise with appropriate teams across the College to implement the policy and support applicants on their Higher Education admissions journey.</p> | |
| What pre-existing evidence is available to facilitate the screening of the policy? | |
| <p>This is a revised version of an existing policy.</p> <p>A panel consisting of Assistant Principals and HE curriculum and support colleagues reviewed and recommended this policy 17-24 February 2023.</p> <p>This policy was approved by the Bury College Leadership Team 28 February 2023.</p> | |

| What impact is the policy likely to have on the following characteristics? | | | | | |
|--|-----------------|--------------------------|--------------------------|--------------------------|------------------|
| Protected characteristic* | Positive impact | Negative impact | Neutral impact | Unclear | Further comments |
| Age (or age group) | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Disability | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Gender reassignment | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Pregnancy and maternity | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Race (including ethnicity and nationality) | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Religion or belief | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sex | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sexual orientation | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Looked after learners | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Social-economic | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Carers | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Ex-offenders | X | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

*Protected Characteristics as identified by the Equality Act 2010.

If any answers are 'negative' can any adverse impact be justified on the basis of a legal requirement? Yes No

If 'yes', please explain:

Please detail any suggested actions identified to improve positive impact or remove negative impact of this policy.

| Issue identified | Suggestion action to address this issue |
|------------------|---|
| | |

Should a Full Equality Impact Assessment be carried out?

Yes No

If 'yes', is the priority High or Low

Yes No

Please explain the justification of Full Equality Impact Assessment Decision

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How will this policy be approved?

This Preliminary Impact Assessment was checked and signed off by the policy holder:

| | |
|------------------|------------------|
| Name & Signature | Paul Maykels |
| Date | 28 February 2023 |

Once completed please return (a) a signed hard copy of the form and (b) an electronic version (to be published on the intranet) to