

Student Admissions Policy 2016/17

Every effort has been made to ensure that the Admissions Policy is accurate at the date of publication. Plymouth University Student Recruitment and Admissions reserves the right to change this information if necessary.

| Document control box | |
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| | Data protection policy Disclosure and Barring Service English Language requirements Equality and diversity Fee Assessment Procedure Fitness to Practice/Teach Freedom of Information Health and Wellbeing Postgraduate Research Students aged under 18 Widening participation |
| Related guidance and or codes of practice: | QAA Code of Practice, Admissions in Higher Education Chapter B2 Recruitment, Selection and Admissions to HE |
| Related information: | Further information on the University, its courses and entry requirements can be found on the University website: www.plymouth.ac.uk and in student recruitment literature, copies of which can be obtained by contacting the Admissions Office +44 (0) 1752 58 58 58 or email to: admissions@plymouth.ac.uk |
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STUDENT ADMISSIONS POLICY

| | | |
|---------------|--|----|
| 1 | Aims | 6 |
| 2 | Principles | 6 |
| 3 | Framework | 6 |
| 4 | Responsibilities | 7 |
| 5 | Relevant legislation | 8 |
| 6 | Good practice and professionalism | 8 |
| 7 | Data Protection | 8 |
| 8 | Information for applicants and entry requirements | 8 |
| 9 | Application considerations | 9 |
| 9.1 | UCAS Similarity detection and suspected fraud | 9 |
| 9.2 | Relevant criminal convictions | 9 |
| 9.3 | Disability | 9 |
| 9.4 | In care/looked after children | 10 |
| 9.5 | Minors (Under 18s) | 10 |
| 9.6 | Non-traditional learners and returners to study | 10 |
| 9.7 | Fitness to practice, fitness to teach and occupational health assessment | 10 |
| 9.8 | International applicants and English Language | 11 |
| 9.9 | Extenuating, mitigating or medical circumstances | 11 |
| 9.10 | Complaints and Appeals | 11 |
| 9.10.1 | Complaints/Grievances | 11 |
| 9.10.2 | Appeals | 12 |
| 9.11 | Interviews | 12 |
| 9.12 | Auditions | 13 |
| 9.13 | Portfolios | 13 |
| 9.14 | Admissions tests | 13 |
| 9.15 | Applicant feedback | 14 |
| 10 | Entry Requirements and qualifications | 14 |
| 10.1 | General Requirements | 15 |
| 10.3 | Foundation Year Programmes | 16 |
| 11 | The qualifications range | 16 |
| 11.1 | A levels | 16 |
| 11.2 | Extended Project | 16 |
| 11.3 | Cambridge Pre U | 16 |
| 11.4 | IB Certificates | 16 |
| 11.5 | Access to Higher Education Diploma | 16 |
| 11.6 | Vocational qualifications | 17 |
| 11.7 | Other British qualifications | 17 |
| 11.8 | International Qualifications | 17 |
| 11.9 | Equivalence | 18 |
| 11.12 | Verification of qualifications | 19 |
| 12 | Postgraduate entry | 19 |
| 12.1 | Postgraduate Taught Admissions | 19 |
| 12.2 | Postgraduate Research Admissions | 19 |

| | | |
|--------------------|---|-------|
| 13 | Non-Academic Policy | 20 |
| 13.1 | Entry to Stage 2 or above | 20 |
| 13.2 | Accreditation of Prior Learning | 20 |
| 13.3 | Accelerated learning | 20 |
| 13.4 | Deferred entry | 20 |
| 13.5 | Confirmation | 20 |
| 13.6 | Adjustment | 20 |
| 13.7 | Discontinued courses | 20 |
| 13.8 | Re-admission following withdrawal | 21 |
| 13.9 | Applications from progression agreements | 21 |
| 13.10 | Assessment of tuition fees | 21 |
| 13.11 | UKVI | 21/22 |
| 13.12 | Gathered field | 22 |
| 13.13 | Contextual data | 23/24 |
| 14 | Review and monitoring | 23 |
| | | |
| APPENDIX 1: | | |
| | Membership of Student Recruitment, Fees and Scholarship Group | 24 |
| | | |
| APPENDIX 2: | | |
| | Contact Points | 25 |

1. Aims

Plymouth University Student Recruitment and Admissions team aim to engage, guide and enable students through the Admissions process with Plymouth University.

To achieve this, the University will:

- Empower, coach and develop its staff to provide excellent service to all stakeholders
- Provide professional, expert advice and guidance to all enquirers, applicants and stakeholders
- Collaborate professionally and respectfully with all users of the Admissions service.

2. Principles

Plymouth University will achieve these aims by:

- Being committed to recognising the academic and other relevant achievements and experiences of each applicant
- Welcoming applications from motivated candidates from all backgrounds
- Being committed to promoting equal opportunities for all applicants and students from the UK, EU and overseas
- Treating all applicants fairly, consistently and expeditiously
- Clearly identifying and communicating the entry requirements for each programme
- Selecting applicants for entry on the basis of a range of criteria including; academic, professional, experiential and personal experience
- Complying with appropriate internal and external legislation as well as Plymouth University policies.

3. Framework

Plymouth University has in place a set of policies, processes and procedures which provide the framework for those staff with responsibility for University admissions. This policy applies to both undergraduate and postgraduate taught admissions, of both a full and part-time nature.

This policy does not cover the Plymouth University Peninsula Schools of Medicine & Dentistry (Medicine and Dentistry programmes) which has its own admissions policy, nor does it cover the admissions policies of our partner colleges through Academic Partnerships or the research admissions policies of the Graduate School.

4. Responsibilities

Responsibility for the Plymouth University Admissions Policy lies with Student Recruitment and Admissions.

4.1. Central Admissions

The central admissions service is responsible for:

- The receipt and assessment of all applications excluding Postgraduate Research, Exchange, CPD and Medicine and Dentistry applications,
- Fee assessment of applications received by central admissions teams
- Ensuring the policy and procedures are reviewed and communicated to potential students, advisors, guiders, parents, carers and staff members
- Administering cross institutional criminal convictions review panels
- Providing applicant feedback upon request to unsuccessful applicants upon request and at a reasonable level
- Continuous Staff training and development both within the department and across the wider institution
- Corporate UCAS correspondence and maintaining the UCAS database
- Maintaining additional application routes and supporting resources (e.g. Online applications, Common App, DBS Online etc.)
- The business process and continuous improvement of the University Admissions Service
- Annual review and publishing of the Admissions policy

4.2. Faculty responsibility

The Faculties and Schools are responsible for:

- Appointing Admissions Tutors for programmes
- Setting of the academic entry requirements/tariff with guidance from Admissions
- Effectively implementing the policy and procedures in accordance with the standards laid down in the policy
- Making decisions on applicants where required in accordance with the policy
- Responding to applicant feedback in accordance with the policy
- Interviewing candidates in accordance with the policy whether it is a mandatory or optional interview
- Policy and procedure review and recommendations
- Faculties are responsible for making final academic decisions on all borderline applications for programmes with guidance from Admissions.

5. Relevant legislation

The University operates within the boundaries of current legislation including UCAS and UKVI regulations and the QAA Code of Practice on Admissions to Higher Education.

6. Good practice and professionalism

The University is committed to a professional admissions process. It adopts the good practice principles advocated by the Supporting Professionalism in Admissions ([SPA](#)) organisation.

University staff involved with the admissions process are appropriately and continuously trained and supported in their work.

University admissions staff attend and support training and development opportunities with UCAS, UKCISA, SPA, NARIC and awarding bodies.

7. Data Protection

All application information is held in strict accordance with the Data Protection Act and remains confidential between the applicant and the University. This also means that our communications as a university will be with the applicant, and not a third party, unless we receive written instruction from the applicant to the contrary, or the applicant is likely to be under 18 on enrolment.

8. Information for applicants and entry requirements

The University is committed to providing applicants with appropriate and timely information to support their decision making and application including the entry requirements on an annual basis. This information is presented online at www.plymouth.ac.uk/courses

Additional applicant information is provided through our applicant portal, (www.plymouth.ac.uk/applicant), face-to-face and in paper-based communications such as the prospectus or course literature.

The University supports the online UCAS entry profiles and provides additional information through this medium.

The University supports the Key Information Statements (KIS) and provides information for this facility.

9. Application considerations

9.1. UCAS Similarity detection and suspected fraud

The University uses the UCAS similarity detection system to identify any instances of plagiarism or fraud. If this is suspected, the University will take action under its own Fraudulent Applications policy.

Offers of a place are conditional upon the information supplied to the University. False statements or omissions of relevant information may lead to the withdrawal of an offer or a place.

9.2. Relevant criminal convictions

In accordance with our principles, Plymouth University provides a fair and transparent decision making process for all applications, including applicants declaring a criminal conviction. Applications are subjected to the standard admissions procedures, and if it is decided to make an offer, additional steps are taken to liaise with the applicant and establish the nature of the offence, and any other action required, which may include review of supplied information by a cross institutional review panel.

For some programmes disclosure is required by law, particularly for programmes in health and related areas, social work, teaching or working with children.

The University will follow the procedures outlined by the Independent Safeguarding Authority (ISA) and the Disclosure and Barring service (DBS) in respect of the application. The DBS can be applied for on line via DBS Online GBGroup. The final decision to make an offer rests with the relevant faculty.

If it is discovered during the application process, that an applicant has a relevant criminal conviction that is not spent, and this has not been disclosed on the UCAS form, the University may surmise that the applicant has knowingly withheld information, and will take the matter forward with the Admissions Tutor for the programme as well as senior Admissions managers.

9.3. Disability

The university welcomes applications from candidates with disabilities who are subject to standard academic selection procedures. Some applicants may be invited to attend an information meeting, in collaboration with the Disability Assist Service (DAS), to ensure that Plymouth University can provide the required support, and to indicate where any adjustments may need to be made.

Plymouth University's [Disability Assist Service](#) is nationally recognised for its good practice in supporting learners with disabilities. Applicants can contact the Disability Assist Service on +44 (0)1752 587662 or email: das@plymouth.ac.uk

9.4. In care/looked after children

The University welcomes applications from applicants who identify themselves as currently in, or have been in Local Authority care. Applicants will be subject to standard selection procedures but will be offered support from the Care Leavers team within Student Services to support their transition into Higher Education.

The UCAS definition of being in care is defined as a continuous period of greater than three months.

9.5. Minors (Under 18s)

Plymouth University welcomes applications from minors admitted as students. If Plymouth University offers a place to an applicant who is under the age of 18 it is because the University believes that this individual has the ability, maturity, potential and intellect to successfully complete the programme offered.

The University does not expect to act 'in loco parentis' and the applicant will need to provide details of their legal guardian. Minors are subject to any legal age restrictions.

Overseas minors are legally required, under the rules of the UKVI, to provide a letter of consent from the parent/legal guardian, consenting to the arrangements with regard to travel, arrival and accommodation.

9.6. Non-traditional learners and returners to study

Plymouth University has a long tradition of admitting students who are returning to study, and we do not set an upper age limit on the majority of programmes. We welcome the admission of non-traditional learners to the University community and the diverse range of skills and experiences that they bring with them.

The University will consider entry based on any previous experience under our APL (Accreditation of Prior Learning) or APEL (Accreditation of Prior Experiential Learning) policy. The final decision will rest with the faculty via the Admissions Tutor following guidance from the Admissions department.

9.7. Fitness to practice, fitness to teach and occupational health assessment

For a number of health and education programmes, applicants are required to complete a medical questionnaire. An offer of a place is conditional upon a satisfactory state of health. There is a requirement, for candidates applying to these programmes to pass a fitness to practice assessment. Details of the procedure can be found here: [Fitness to Practice/Teach](#)

9.8. International applicants and English Language

It is the University's requirement that an applicant whose first language is not English completes a University-approved test in English language.

Other applicants whose first language is English will also be required to demonstrate English language proficiency. The University is seeking proficiency in accordance with the qualifications listed below in the guidance table:

[Language Entry requirements](#)

Applicants are advised to check carefully the entry requirements for each programme online or in the prospectus. There are notable exceptions to the guidance as follows:

Applicants for programmes within the Faculties of Health and Human Science will be expected to meet an IELTS standard of 7.0.

9.9. Extenuating, mitigating or medical circumstances

The University takes into account extenuating, mitigating and medical circumstances that are brought to the University's attention during the application process up until enrolment. A supporting statement from the academic referee and direct communication from a senior staff member or official from a school/college or local community in support of an applicant's circumstances is welcomed.

9.10. Complaints and Appeals

9.10.1. Complaints

Each application is processed in a fair and transparent way. If an applicant believes that, in the processing of its application, the actions of the University have fallen below the standard expected then an applicant may make a complaint. A complaint relates to the operation of the University's application process and/or its outcome, or the actions or behaviour of a member of staff involved in the admissions process.

Should an applicant wish to make a complaint/grievance, they are advised to put their complaint in writing to the Head of Student Recruitment and Admissions who will acknowledge the complaint, investigate and respond on behalf of the University. Under normal circumstances, applicants should expect to have a response within 15 working days of receipt of the letter.

If, having received a response, the applicant is still dissatisfied then the query will be reviewed again by the Head of Student Recruitment and Admissions in conjunction with the Student Complaints and Appeals Office Manager.

9.10.2. Appeals

Each application is considered in accordance with our principles and offers are made based on the information provided on the application form, the number of places available and the entry requirements. If an applicant believes that, in its consideration of their application, the actions of the University have fallen below the standard expected then an applicant may make an appeal.

An appeal should relate to the process of decision making rather than the decision itself which is a question of academic judgment. There is no automatic right of appeal against a decision on whether or not to offer a place.

Should an applicant wish to appeal, they are advised to put their concerns in writing to the Head of Student Recruitment and Admissions who will acknowledge the appeal, investigate and respond on behalf of the University. Under normal circumstances, applicants should expect to have a response within 15 working days of receipt of the letter.

Plymouth University reserves the right to exclude an applicant who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.

9.11. Interviews

Plymouth University only requires applicants to be interviewed for a clearly defined set of programmes. Interviews provide an opportunity for an applicant to demonstrate their skills and abilities, and interest in studying with Plymouth, and are not tests.

All Medicine and Dentistry applicants will be interviewed.

In these instances, interview requirements will be clearly stated in the Plymouth University prospectus, UCAS entry profiles and on the website. Some frequent examples where an interview may be required are listed as follows:

- Suitable applicants for health programmes will be required to attend an interview as part of the selection process
- Suitable applicants for Initial Teaching Education and PGCE programmes will be required to attend an interview as part of the selection process
- Suitable applicants to Faculty of Arts programmes such as Dance Theatre, Theatre and Performance and Acting will be required to attend an audition as part of the selection process
- Suitable applicants to Faculty of Arts programmes such as Fine Art, Architecture, 3D Design, Photography, Illustration and Graphic Communication, are required to submit a portfolio as part of the selection process and attend an interview.

Please refer to the website for an up-to-date list of those programmes requiring applicants to attend for an interview/audition, or submit a portfolio. There will be a clear structure for each interview or other selection criteria, and these will be conducted against pre-determined criteria. Applicants should expect to obtain a decision within 14 days of the date of the interview.

The interview and decision-making will be consistent with the University's policy on equal opportunities. However, if they have not already done so, applicants are encouraged to disclose any disability to the University, to help ensure that any necessary adjustments can be planned to support their studies and interview performance.

Applicants are advised to check the details of the interview programme and their correspondence carefully, as applicants may be required to bring documentation with them to their interview or attend an interview away from the main campus.

Following an interview, successful applicants will be notified of their status via a combination of UCAS Track, Plymouth University email and Plymouth University offer pack via the post.

9.12 Auditions

The selection process for some programmes may require additional stages such as auditions. Applicants will be invited to interview by the Admissions team. Further details can be found on the programme pages of the website.

The audition assessment and interview will be consistent with the University's policy on equal opportunities. However, if they have not already done so, applicants are encouraged to disclose any disability to the University, to help ensure that any necessary adjustments can be planned to support their studies and audition performance.

9.13 Portfolios

Interviews and/or portfolios are a requirement for some Faculty of Arts programmes. Applicants are required to submit a portfolio as part of the selection process. Further details can be found on the programme pages of the website.

The portfolio assessment and interview will be consistent with the University's policy on equal opportunities. However, if they have not already done so, applicants are encouraged to disclose any disability to the University, to help ensure that any necessary adjustments can be planned to support their studies and portfolio submission/interview performance.

Portfolio advice is available on the website or the course pages. Applicants are advised to check the details of their programme and their correspondence carefully, as applicants may be required to bring documentation with them to their interview or attend an interview away from the main campus.

Following assessment, applicants will be notified of their status via UCAS Track email and Plymouth University offer pack.

9.14 Admissions tests

It is not Plymouth University's standard policy to use admissions tests as part of its selection process. However applicants applying for teaching programmes within the Faculty of Education, who **do not** hold a GCSE qualification in English or Maths will be required to pass a GCSE equivalency test.

9.15 Applicant feedback

The University is committed to providing appropriate feedback to an applicant upon written request only. The request for feedback must be received within 28 days of the University's decision. Feedback will be provided via email direct to the applicant within 10 working days of the request.

If an applicant wishes to make a complaint or request a review of an admissions decision after they have received feedback, this must be directed to the Head of Student Recruitment and Admissions in the first instance. (See complaints/grievances).

10. Entry Requirements and qualifications

Entry requirements will be published on the University website, the UCAS website and in the University's prospectus. As the prospectus goes to print more than a year prior to entry to a course, applicants are advised to always check online via both the UCAS Entry Profiles and the University's website.

The Plymouth University will make available entry requirements for all its academic courses. All admissions decisions will be made against detailed criteria which will specify:

- Typical academic entry requirements
- Relevant experience and/or other qualities

The University's minimum entry requirements are intended to:

- Ensure that applicants are appropriately prepared for study in higher education
- Draw attention to the diversity of qualifications that can prepare applicants for higher education
- Support Admissions Tutors in recruiting suitably prepared students

10.1 General Requirements

Applicants should normally be able to demonstrate a level of literacy and numeracy appropriate to the course which they are undertaking. The admissions process will identify whether an applicant meets this requirement. For an applicant from the United Kingdom, appropriate minimum entry qualifications might be one or more of the following:

- GCSE English; at grade C/4 or above **
- GCSE Mathematics; at grade C/4 or above, (this is not necessarily a requirement for all courses; refer to entry requirements before submitting an application).

** Please be aware that GCSEs in England are being reformed. The reforms, which are being phased in between September 2015 and 2017, include the introduction of revised subjects and a numeric grading system (9-1), which will replace the existing A*–G grades.

The numeric scale will comprise grades of 9 to 1, where 9 is the highest and 1 is the lowest grade. Guidance from Ofqual indicates that a grade 4 will be broadly comparable to the existing GCSE grade C, and therefore more differentiation will be offered at the higher levels of ability by the new numeric structure.

Plymouth University is currently reviewing the GCSE requirements in light of the reforms, and the greater differentiation offered by the new grading system. At this stage, a grade 4 or above in English Language and Mathematics GCSE completed in England will be required.

For GCSE English and Mathematics completed outside England or within England but prior to the reforms taking place, a grade C will still be required.

10.2 Degree courses

Applicants should normally:

- Possess, at least, 2 GCE A levels or for some programmes, 2 GCE A level and 1 GCE AS levels; or
- Have been awarded an Access to Higher Education Diploma from a recognised course; or, at an appropriate equivalent level Possess an International Baccalaureate Diploma; or,
- Possess a Diploma in Foundation Studies (Art and Design) or a qualification from a recognised Foundation Course; or,
- Possess a Specialised Diploma,
- Possess vocational qualifications at level 3 of the National Qualifications Framework (NQF).

Applicants are advised to check the entry qualifications online before submitting an application.

10.3 Foundation Year Programmes

The purpose of the year zero/foundation year is to facilitate entry to a degree programme. Study is designed to prepare candidates for a relevant degree programme building on their existing level 3 achievement. Progression to Level 4 (first year) of the degree programme is dependent on successful completion of the preparatory years. Applicants are selected on the basis of:

- Those who possess at least 2 GCE A levels or equivalents
- Mature students, who can demonstrate appropriate, substantive life or work experience and can provide evidence of literacy/communication skills at a level that demonstrates their ability to progress.

11 The qualifications range

The University welcomes a wide range of qualifications and the following statements are in recognition of significant changes or are newly introduced qualifications.

11.1 A levels

The University welcomes applicants with A levels. There may be instances where academic departments may have to take into account the A* grade to distinguish between two applicants of equal standing, but academic offers will not be expressed as requiring achievement at A*.

11.2 Extended Project

The University recognises the value of the skills gained by completing this qualification and welcomes applications from those taking the Extended Project.

However the Extended Project does not form part the University's standard entry requirements, and any offer made, is likely to request additional qualifications e.g. A levels. This may be revised in the future given the reforms and uncoupling around AS Levels although a final decision is yet to be made.

11.3 Cambridge Pre U

The University welcomes applications from those completing the Cambridge Pre U Diploma. Applicants are required to have taken three subjects overall **or** a mix of Pre U Principle subjects and A-Levels.

11.4 IB Certificates

The University recognises that for personal reasons some students may not be able to take the full IB Diploma and opt to study for individual IB 'subject' certificates only. It is the University's policy to require the full Diploma for entry however we will consider each application on its individual circumstances.

11.5 Access to Higher Education Diploma

The University welcomes applicants who are taking the Access to Higher Education Diploma qualification. Admissions tutors in schools will try to make an offer based on the information provided on the application form, and any prior academic achievement. If there is insufficient information on the application form on which to make an admissions decision and further information may be required eg an up to date reference.

11.6 Vocational qualifications

A vocational qualification is a qualification relating to a particular line of work or specific job, career or profession, with an emphasis on the assessment of practical skills and knowledge¹. Examples include National Vocational Qualifications (NVQs), BTECs, and City & Guilds.

Recognising that not all learners enter Higher Education straight from school/college, the University welcomes applications from applicants with vocational qualifications.

The University website has detailed entry requirements which indicate the acceptance of a wide range of vocational qualifications.

11.7 Other British qualifications

The University welcomes applications from applicants possessing: Scottish Highers, Advanced Highers, Irish Leaving Certificate and the Welsh Baccalaureate, Certificate of Personal Effectiveness (CoPE) and Key Skills.

The University recognises the value of these qualifications and will consider it as part of the applicant's overall profile. Offers will not normally be made conditional on achievement of CoPE and/or Key Skills.

11.8 International Qualifications

Plymouth University has students from the UK, Europe and Overseas, and has experience in considering a wide range of international qualifications for admission. A detailed list of acceptable international qualifications and the typical levels of achievement required by country can be found on the University website:

[Country Guide](#)

The University will also consider applicants who have successfully completed a satisfactory international foundation programme through the Plymouth University International College (PUIC).

The university has a number of agreed routes and partnerships managed by the Academic Partnerships department. A full list of all partnerships can be requested by emailing: international-admissions@plymouth.ac.uk

[National Academic Recognition Information Centre \(NARIC\)](#) equivalences are followed for international qualifications except where the University has explicitly established the acceptability of a particular qualification. University staff are trained to reference the NARIC guide as required, to interpret applicant's qualifications the Admissions Office holds the highest level of membership.

11.9. Equivalence

The [Qualifications and Credit framework \(QCF\)](#) determines the equivalence of British qualifications.

Qualifications by level across the NQF and QCF

| Level | Examples of NQF qualifications | Examples of QCF qualifications |
|--------------|--|--|
| Entry | <ul style="list-style-type: none"> - Entry level certificates - English for Speakers of Other Languages (ESOL) - Skills for Life - Functional Skills at entry level (English, maths and ICT) | <ul style="list-style-type: none"> - Awards, Certificates, and Diplomas at entry level - Foundation Learning at entry level - Functional Skills at entry level |
| 1 | <ul style="list-style-type: none"> - GCSEs grades D-G - BTEC Introductory Diplomas and Certificates - OCR Nationals - Key Skills at level 1 - Skills for Life - Functional Skills at Level 1 | <ul style="list-style-type: none"> - BTEC Awards, Certificates, and Diplomas at level 1 - Functional Skills at level 1 - Foundation Learning Tier pathways - NVQs at level 1 |
| 2 | <ul style="list-style-type: none"> - GCSEs grades A*-C - Key Skills level 2 - Skills for Life - Functional Skills at Level 1 | <ul style="list-style-type: none"> - BTEC Awards, Certificates, and Diplomas at level 2 - Functional Skills at level 2 - OCR Nationals - NVQs at level 2 |
| 3 | <ul style="list-style-type: none"> - A levels - GCE in applied subjects - International Baccalaureate - Key Skills level 3 | <ul style="list-style-type: none"> - BTEC Awards, Certificates, and Diplomas at level 3 - BTEC Nationals - OCR Nationals - NVQs at level 3 |
| 4 | <ul style="list-style-type: none"> - Certificates of Higher Education | <ul style="list-style-type: none"> - BTEC Professional Diplomas Certificates and Awards - HNCs - NVQs at level 4 |
| 5 | <ul style="list-style-type: none"> - HNCs and HNDs - Other higher diplomas | <ul style="list-style-type: none"> - HNDs - BTEC Professional Diplomas, Certificates and Awards - NVQs at level 5 |
| 6 | <ul style="list-style-type: none"> - National Diploma in Professional Production Skills - BTEC Advanced Professional Diplomas, Certificates and Awards | <ul style="list-style-type: none"> - BTEC Advanced Professional Diplomas, Certificates and Awards |
| 7 | <ul style="list-style-type: none"> - Diploma in Translation - BTEC Advanced Professional Diplomas, Certificates and Awards | <ul style="list-style-type: none"> - BTEC Advanced Professional Diplomas, Certificates and Awards |
| 8 | <ul style="list-style-type: none"> - specialist awards | <ul style="list-style-type: none"> - Award, Certificate and Diploma in strategic direction |

11.10 Verification of qualifications

Plymouth University requires that all applicants provide evidence of the qualifications upon which their offer of a place has been made. An offer remains conditional until all academic and non-academic conditions are met. For the majority of UCAS applicants, UCAS supplies the results from the awarding bodies directly to institutions over the summer.

Other applicants should expect to provide original certification or certified copies of original certificates, prior to enrolment. Such examples would include GCSEs, Access and international qualifications plus non-academic conditions including DBS checks and Occupational Health questionnaires. Applicants are advised to provide this documentation as soon as is practicable, in order to prevent delays in the admissions process.

12. Postgraduate entry

For entry to postgraduate level, applicants should normally possess:

- a first or upper second (2:1) degree with honours or professional qualification, recognised as being equivalent to degree standard; or
- an ordinary degree, foundation degree, higher national diploma, or university diploma, accompanied by substantial experience in an appropriate field.

12.1. Postgraduate Taught Admissions

Applications for postgraduate taught and professional programmes should be made direct to the Postgraduate Admissions and Enquiries Team via the online applicant portal (or to the International Admissions Team if non-EU citizens).

For Postgraduate Taught programmes, applicants are normally expected to have a degree in a discipline appropriate to the subject or nature of the programme for which they are applying. However, in exceptional circumstances, previous work experience and/or professional qualifications may be acceptable for some programmes subject to approval by the relevant faculty.

In the case of professional programmes, admission may be based on relevant work experience rather than formal academic qualifications depending on the programme concerned.

12.2. Postgraduate Research Admissions

Applications for postgraduate research programmes should be made direct to the Graduate School at the University. A research programme may commence on 1st October, 1st January or 1st April.

For further information please visit the web site: [The Graduate School](#)

13 Non-Academic Policy

13.1 Entry to Stage 2 or above

The entry requirements for stage 2 and above are higher than those required for entry onto stage zero or one. Evidence of the modules already taken may be requested. Where applicants fail to meet the enhanced requirements but meet the standard requirements for level one entry, an offer will be made.

13.2 Accreditation of Prior Learning

The achievement of formal qualifications is not the only way of identifying a student's potential. Admissions staff will assess the application 'holistically', taking into account skills, experience and abilities as well as commitment and motivation to study to establish whether the applicant has the potential to benefit from the programme and graduate successfully. Experience may include knowledge or practice gained from previous work or study, voluntary or community involvement or care responsibilities. Applications will be dealt with on their individual merits. Further information can be accessed with reference to the [University Academic Regulations](#).

13.3 Accelerated learning

The University operates a number of accelerated learning opportunities (e.g. fast-track two year degrees and summer schools). The application and selection process does not differ for these programmes, and all information is published on the University website, UCAS Entry Profiles and the University prospectus.

13.4 Deferred entry

The University welcomes applications from students wishing to defer their application to the following year at the discretion of the Admissions Tutor. On occasions, an applicant may wish to defer their clearing application this is at the discretion of the relevant Admissions Tutor. Deferral can only be requested twice before a new application must be submitted for consideration.

13.5 Confirmation

Applicants, who narrowly fail to satisfy the specific academic conditions of their offer, may still be offered a place, subject to the availability of places. Applicants in the UCAS scheme are notified through UCAS Track. The University publishes advice and guidance at A-level results time through: www.plymouth.ac.uk/clearing

13.6 Adjustment

The University welcomes applications in the UCAS scheme from applicants who wish to take advantage of the UCAS Adjustment period. In accordance with the UCAS policy, applicants must have met and exceeded the conditions of their offer from a conditional firm choice. Adjustment is subject to the availability of spaces remaining on programmes at the time of confirmation and clearing, and applicants are advised to contact the University directly.

13.7 Discontinued courses

If the University has cause to discontinue a programme, applicants will be notified as soon as is practicable, and the University will offer an alternative programme of study. The alternative programme could be a Foundation Degree within the partner college network, which will lead on to a named degree progression route.

13.8 Re-admission following withdrawal

If an applicant withdraws from a programme in one year, and wishes to re-apply, the applicant is required to use the UCAS admissions process.

13.9 Applications from progression agreements

Those applicants applying from Further Education, Sixth form, Partner colleges or training providers where a progression agreement for their programme has been established with Plymouth University, and meet the entry requirements for the specified programme, will be guaranteed an offer of a place. However, due to the availability of places this may not always be for the immediate year following the attainment of their award, and an offer will be made on the basis of first-come-first served. The offer of a deferred entry place will be valid for up to three years. Applicants are advised to take notice of the application deadline of 28 November.

13.10 Assessment of tuition fees

Applicants will be assessed as eligible to pay either Home/EU or Overseas tuition fees. Applicants will be required to self-assess their residential category as part of the application process. The applicant may be asked to provide further information if the fee status is unclear. Inaccurate information may make an applicant's offer void. The University will reserve the right to identify an applicant as eligible to pay overseas tuition fee at any point in the admissions process, up to and including the point of enrolment.

Applicants are required to indicate their highest level of qualification on entry to date, in order that their application can be processed accurately, and the correct fee information assigned.

To clarify an applicant's personal situation, especially if an applicant is seeking to check their International/Overseas status, please reference [UKCISA](#) which is a service that offers advice for international students.

13.11 UK Visas and Immigration

International Students who require a Tier 4 or other visa to study in the UK:

If an applicant is made an offer of a place to study at Plymouth University, once the academic requirements of the offer have been met there will be other steps involved in the admission process before we can confirm the place, if a Tier 4 or other visa is required to study in the UK.

The University as a Tier 4 sponsor is required to ensure that the applicant meets the university and UKVI (UK Visas & Immigration) English Language requirements, has enough time left to study as per the Tier 4 time limit, that the course that Plymouth University are offering applicants represents academic progression, and any other requirements as set out by UKVI at the time of application.

We will also ask that the applicant either pays a tuition fee deposit, or show acceptable evidence that the applicant is officially sponsored by a body recognised by UKVI, and can satisfy the financial and Immigration health surcharge requirements.

Before issuing a CAS (Confirmation of Acceptance for Study) Plymouth University will also ask that the applicant discloses to us their full study and immigration history in the UK, including any adverse situations that may mean the University cannot or should not sponsor the applicant under Tier 4.

If the applicant has met the academic conditions of their offer we will do our utmost to ensure that the applicant can take up their place here, but please be aware that due to immigration law and our duties as a Tier 4 sponsor, there may be rare occasions where the conclusion of our admission process is that we cannot offer an unconditional place, or issue you with a CAS. In these circumstances we would endeavour to explain this decision to the applicant as early as possible in the admissions process, once all relevant information has been received and duly considered.

Enrolled Students subject to Immigration Control in the UK:

Any student enrolled on a programme of study at Plymouth University who is subject to UK immigration control, may have their enrolment revoked if they are found to be in breach of UK immigration requirements or immigration law.

If information connected to immigration status in the UK has been falsified or withheld during the student's admission or enrolment process, information may be shared with other appropriate bodies such as UKVI, UCAS, Student Finance England / the Student Loans Company so that further action may be taken where required.

This applies whether the student has been classed as a Home or Overseas fee payer, or has any other fee status or no fees are payable as part of their studies. Where the student is in breach of UK immigration law and/or they have falsified or withheld information supplied to the University regarding their immigration status, the University reserves the right not to accept future applications from that student.

13.12 Gathered field

A 'Gathered Field' is a procedure whereby all applications are decisioned and made an offer, only once the 15 January deadline (for UCAS applications) has passed. This is not a mandatory procedure, and as such, the University does not operate in this manner. It prefers to make an offer to an applicant as soon as is practicable, and wherever possible, within 14 days of the receipt of the application

However, in certain health and education disciplines, a gathered field is used to assist with the selection process. The process that will operate is that applicants who fall well below the standard required for the course will be rejected, whilst remaining applicants will be held and interviewed and offers will be made following the 15th January deadline, to enable those candidates to be considered equally.

13.13 Contextual data

The University has collected contextual data from UCAS, but has not used this data as a basis for admission. Publicly available datasets from government and other agencies will be collated and stored, such as school/college A level performance.

No decisions will be made on the basis of this information and all undergraduate applicants must meet our standard academic criteria to be considered for entry. Information provided within the personal statement and the reference will continue to be considered in the holistic assessment of candidates.

14. Review and monitoring

The University takes its admissions policy and its obligations very seriously, and is keen to know if any aspect falls below the standard expected. Feedback is welcomed from applicants, and the policy is regularly reviewed through the Student Recruitment Fees and Scholarship Group chaired by Professor Simon Payne.

APPENDIX 1: Membership of the Student Recruitment, Fees and Scholarship Committee:

| | |
|---------------------------|---|
| Professor Simon Payne | Deputy Vice Chancellor (Chair) |
| Professor Nikolaos Tzokas | Executive Dean – Faculty of Business |
| Professor Patricia Livsey | Executive Dean – Faculty of Health and Human Sciences |
| Professor Dafydd Moore | Executive Dean – Faculty of Arts and Humanities |
| Professor Kevin Jones | Executive Dean – Faculty of Science and Engineering |
| Dr Steve Butts | Interim Deputy Dean – Faculty of Arts and Humanities |
| David Alder | Chief Marketing Officer |
| Alistair Matthews | Chief Financial Officer |
| Isobel Rossiter | Head of Student Recruitment and Admissions |
| Dr Steve Gaskin | Faculty Business Manager – Faculty of Business |
| Paul Braund | Faculty Business Manager – Faculty of Health and Human Sciences |
| Cheryl Hurrell | Faculty Business Manager – Faculty of Arts and Humanities |
| Jayne Brennen | Head of Faculty Operations – Faculty of Science and Engineering |
| Peter Ingram | Head of International Academic Partnerships |
| Sian Millard | Interim Head of Governance and Secretariat |
| Kirstie Godwin-Day | Interim Head of Strategy and Policy |
| Scott Walker | Head of Residence Life and Student Accommodation Service |
| Carolyn Deeming | Market Research, Analysis and Evaluation Manager |
| Lowri Jones | UPSU President 2016/2017 |

APPENDIX 2: Contact Points

Undergraduate admissions

Central Admissions Office
Plymouth University,
Drake Circus
Plymouth, PL4 8AA

Tel: +44 (0) 1752 58 58 58

Email: ug-admissions@plymouth.ac.uk

Postgraduate Taught admissions

Central Admissions Office
Plymouth University,
Drake Circus
Plymouth, PL4 8AA

Tel: +44 (0) 1752 58 58 58

Email: pg-admissions@plymouth.ac.uk

International Admissions

Central Admissions Office
Plymouth University,
Drake Circus
Plymouth, PL4 8AA

Tel: +44 (0) 1752 58 58 58

Email: international-admissions@plymouth.ac.uk

Postgraduate Research admissions

Graduate School Level
3, Link Building
Plymouth University,
Drake Circus Plymouth,
PL4 8AA

Tel: +44 (0)1752 587640

Email: graduateschool@plymouth.ac.uk

Plymouth University Peninsula Schools of Medicine and Dentistry

The John Bull Building
Plymouth Science Park, Research Way
Plymouth, PL6 8BU

Tel: +44 (0) 1752 437333

Email: meddent-admissions@plymouth.ac.uk

Academic Partnerships

Plymouth University
Drake Circus
Plymouth, PL4 8AA

Tel: +44 (0) 1752 587517

Email: academicpartnerships@plymouth.ac.uk