

Academic Policy Statement APS7

Admissions

The University believes that opportunities to participate in higher education should be provided to all those with demonstrable ability to benefit. The University also recognises the benefits, to the University and to the wider community, of recruiting a diverse population of students and aims, in so doing, to widen and deepen access to Higher Education.

The University places particular importance on arrangements with local and overseas schools, colleges and other organisations to support the progression of students into the University and will jointly develop outreach initiatives and agreements to assure progression routes.

Codes of admission practice will ensure that selection procedures are structured to operate efficiently and promptly having regard for the situation of each candidate. Interviews and auditions will normally only be offered to candidates for professional programmes, programmes in the creative arts and to candidates for whom it is considered an interview is desirable. Applicants will however have an opportunity to visit the University on Open Days and on Campus visits which will be available throughout the year..

An appropriate alternative offer will normally be made to qualified candidates who fail to secure a place on an over-subscribed programme. Decisions on admissions of candidates with non-standard qualifications will be based on accreditation and recognition of prior learning, evidence of motivation, and capability for Higher Education as measured by tests including those for numeracy and literacy if deemed appropriate. Such applicants who do not reach the required standard will be advised of linked progression routes from access or foundation courses at partner colleges.

For admissions with advanced standing, the recognition of prior learning and award of credit is required. To facilitate this process, articulation agreements are established with approved partners.

The admission of international students will be undertaken in accordance with published national codes of practice and Universities & Colleges Admissions Service (UCAS) regulations, and with reference to NARIC for accepted equivalences of academic qualifications. The University will ensure that all overseas recruitment personnel, including agents acting on its behalf, are fully briefed on University academic regulations and admissions procedures; in particular with regard to expected levels of English Language competence and the availability of pre-sessional and in-sessional tuition in English. Overseas undergraduate students seeking entry with advanced standing will normally do so within the terms of formal articulation agreements.

The University will review regularly the appeal of its portfolio of taught programmes and the nature of its admissions publicity, and make changes where required. The University will monitor take-up rates and the subsequent progression of students and use this information to influence policy and procedures and to inform curriculum change and development

The admissions process is the responsibility of the University Admissions Office which has separate sections for international students, for UK/EU students, for students seeking pre-accreditation or entry to Programmes run by partner colleges, for students applying for creative arts programmes and for students on professional programmes in education, health and social work. Admissions staff will be equipped with a thorough knowledge of University

regulations and the full range of entry qualifications and credit systems, including the requirements of professional bodies where appropriate.

In implementing this policy the University will:

- co-ordinate policy and procedures through the Recruitment Operations Group, which reports to Academic Board;
- recruit full-time home and international students through UCAS and through other admissions systems; receive direct applications for postgraduate or part-time study and from international students wishing to take credits from part-course study at Middlesex (Study Abroad);
- ensure that Admissions staff are kept up to date with developments in post-16 qualifications for entry into HE;
- develop guidelines for the use of diagnostic testing to aid selection;
- ensure that Admissions staff work with the Disability Support Unit in assessing and advising applicants with disabilities and special needs;
- establish systems to ensure speedy and consistent decisions on applications, based on agreed admissions criteria and service standards;
- provide training for Admissions staff in the use of Accreditation of Prior Learning (APL)/ Accreditation of Prior Experiential Learning (APEL) procedures, and in the evaluation of applications for admission with credit;
- develop, monitor and review articulation agreements for entry with advanced standing to degree Programmes with higher education providers in the UK and overseas through the Articulation Board which reports to the Academic Standards and Quality Committee of Academic Board.
- regularly monitor students admitted to ensure the University's widening participation benchmarks are being met;
- develop an agreed approach governing the presentation of the University through Open Days, recruitment fairs and events, advisory interviews and publicity materials, both in the UK and overseas; and through the UK/EU Recruitment and Outreach teams, collaborate with colleges, accredited training centres and schools to develop outreach measures including assured progression routes, publicity and information, advice and guidance on HE opportunities.

This policy statement and implementation strategy was approved by Academic Board at its meeting on 10 March 1993. It was reviewed in 1997 and again in 2003. This version was approved by Academic Board on 19 November 2008. It is due for further review by 2013.