

Academic Policy Statement APS 7:

Admissions Policy

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1. Introduction

Middlesex University is an international institution with roots in London. The University is committed to meeting the needs and ambitions of a culturally and internationally diverse range of students by providing challenging academic programmes underpinned by innovative research, scholarship and professional practice.

This policy details Middlesex University's aims for the admission of students onto taught programmes and explains the principles which are used to select and admit new UK, EU and international students. The principles outlined in the policy are applicable to the admittance of students to Postgraduate Research awards with supplementary Admissions processes documented in Section 17 of the [Learning and Quality Enhancement Handbook](#). It relates to all programmes offered by Middlesex University delivered at our London campus and overseas campuses except where there are local structures and legal requirements in place and agreed as exceptions.

This policy is consistent with good admissions practice in higher education, as defined in the Quality Assurance Agency's Quality Code and the Schwartz Recommendations for Good Practice and complies with current legislation affecting the admission of students. The University reviews its admissions activity and processes at least annually to ensure continuous improvement and demonstrable best practice.

The policy is owned and reviewed annually by the Head of Admissions and approved by Academic Board. The maintenance of the policy is undertaken by Academic Registry. If interpretation of any aspect of The Policy is required, the final interpretation will be that determined by the Academic Registrar, which will be final.

1.1. Principles

This policy provides the framework to enable the University Strategy for transforming potential into success by providing positive, equitable routes into study.

1.2 Equity

The University aims to admit students who, regardless of their background, demonstrate potential to successfully complete their chosen programme of study where a suitable place exists and where entry criteria are met. The University values diversity and is committed to equality in education and students are selected on the basis of their individual merits, abilities and aptitudes. The University ensures that the operation of admissions processes and application of entry criteria are undertaken in compliance with the Equality Act.

1.3 Transparency

The University aims to ensure that its admissions processes are fair and transparent and will provide clear and accessible information about course entry requirements and selection processes. Every applicant will be entitled to a professional assessment of their application against clear published entry criteria,

1.4 Responsible recruitment

The University will make all reasonable efforts, on the basis of evidence provided and within the limitations of places available, to match applicants to a suitable course for which they are prepared.

2. Entrance requirements

2.1. General and programme specific entrance requirements

The University sets out the minimum standards required for entry to undergraduate and postgraduate taught programmes in the [University Regulations](#). This policy supplements these regulations. The University publishes separate entry requirements (which may be higher than the minimum standard) for each programme of study on its website.

2.2. Expression of offers

Offers may be made either:

Conditionally – requiring applicants to achieve certain qualifications and grades or meet specific non-academic requirements prior to entry being granted.

Unconditionally – which will not require applicants to meet any academic requirements but may be required to meet specific non-academic conditions prior to entry being granted.

2.3. Undergraduate programmes

The University makes offers to applicants expressed in the UCAS tariff, or for qualifications not included in the tariff, the appropriate mark scheme of the qualification being taken. For entry to undergraduate programmes the University will accept points achieved from a selection of qualifications as outlined in [Middlesex acceptable entry requirements for undergraduates](#) to a maximum of 3 GCE A levels (or equivalent) when an applicant is fulfilling their academic entry criteria. Not all qualifications included in the tariff will be accepted as meeting the academic entry criteria, a list of these exceptions are published on the Middlesex University website.

The University requires applicants to demonstrate competency in English language and Maths to GCSE grade 4 or C level (or an acceptable equivalent qualification).

Individual programmes reserve the right to judge the relevance and acceptability of any qualification, individual subject or equivalent experience when considering an application.

2.4. Postgraduate programmes

The qualifications and attainment expected varies across the level and type of postgraduate study, as outlined in [Middlesex acceptable entry requirements for postgraduates](#). The University will make offers to applicants in the appropriate grade scheme of the qualification being offered as meeting the published entry requirements. Additional requirements for assessing research applications, including the process for evaluating a proposed research project, are outlined in the [Regulations for Postgraduate Research Study 2023-24](#).

3. Acceptability of international qualifications

The University receives a large number of applications from applicants holding international qualifications. All applicants are expected to have met the minimum entry requirement for their intended programme of study. International qualifications will be benchmarked against GCE A level qualifications for entry to undergraduate programmes and against a British Bachelor degree to entry to postgraduate programmes.

When establishing the equivalence between an international qualification and its UK counterpart, the University will use a number of sources. The University will reference UK ENIC, the UK's National Recognition Information Centre, which provides advice on comparisons of international qualifications against UK qualification framework levels. In addition to this the University will use information from UCAS and its own experience of the international qualification. The decision of the University on the equivalency of an international qualification and its suitability for entry will be final.

To this end, the University maintains a list of accepted qualifications across a wide range of countries to ensure consistency and fairness when assessing and accepting international qualifications, which are outlined in [Middlesex acceptable international entry requirements](#).

4. English language requirements

In addition to academic entry requirements, the University requires all applicants demonstrate that their level of English (where the language of instruction of the programme is English) is sufficient to allow successful completion of their chosen programme of study. Proficiency in English is normally benchmarked as equivalent to GCSE English at grade 4 or C. Students who have been educated wholly or mainly in the medium of English may be able to demonstrate this through their academic achievements. A formal English Language qualification will always be required for students whose educational environment primarily use a medium other than English. A list of accepted qualifications and equivalences is available in [Middlesex English language requirements for international students](#).

Some English qualifications have a limited validity period (e.g. an IELTS score is only considered to be valid for two years after the test has been taken). The University will not normally consider English language qualifications that were certificated more than two years before the intended start of the course. Applicants must ensure that their English qualification is still within the validity period at the point their programme of choice is due to commence.

If an international applicant satisfies all of the academic entry requirements but has not achieved the required standard of English, an offer may be made conditional on successfully completing a suitable Pre-sessional Academic English language course run by the University.

In addition to achieving the required standard of English as determined by the University, international applicants who will require a visa to study will also need to satisfy the level of English as regulated by the Home Office. The University reserves the right to change minimum English Language requirements during an application cycle in accordance with any new or revised compliance guidance released by the Home Office in order that the University can continue to comply with its sponsorship obligations.. In the event of a change in Home Office policy which affects entry requirements, and in particular which may impact on offers already made, the University will notify affected applicants in writing (normally by email).

International applicants who require a Student Route (Tier 4) visa to study will be required to pay a deposit before a Certification of Acceptance to Study (CAS) will be issued.

5. Non-academic requirements

Some of our programmes of study that lead to a regulated career receive recognition from professional bodies. The requirements of these bodies must also be met, where appropriate, when applying for that programme. Applicants will be made aware of the professional registration requirement during their application which may include, but is not limited to, additional English language requirements, Occupational Health Clearance and or Enhanced Disclosure and Barring checks. Applicants will be required to fulfil any of the above conditions as required by their chosen programme prior to being granted entry to begin their studies.

5.1 Professional registrations

Occasionally the requirements of professional, statutory, and regulatory bodies may change at short notice to reflect government policy or changes in legislation. The University undertakes to notify all affected applicants promptly in writing of such changes.

6. Selection of applicants

6.1. The selection process

The University looks for motivated individuals with the necessary academic and non-academic preparation, as detailed in the entry requirements for each programme, who will benefit from the University's learning environment and demonstrate through the application process they can successfully complete the programme of study. Applications are considered not only against the published entry criteria but also against the cohort of applicants against which they are applying and against the number of places available.

The fairness and consistency of offer-making for each programme is managed by the Head of Admissions.

The following information is normally considered in assessing the academic suitability and potential of applicants:

1. Prior achievement in awarded qualifications or equivalent achievement through work experience
2. Predicted achievement in qualifications currently being studied, where applicable
3. The context in which learning was undertaken, where achieved or predicted grades may not reflect an applicant's true potential
4. Personal statement or statement of purpose, for evidence of motivation and commitment to the chosen subject area(s)
5. Reference(s), for confirmation of academic potential and personal qualities
6. Details of time spent at another Higher Education (HE) institution, even if the programme was not completed.

In addition to the above considerations, some programmes of study may also use additional methods to assess the suitability of the applicant, as follows:

1. Portfolio of work
2. Audition
3. Interview
4. Work experience, evidenced by a CV and/or references
5. A skills or admissions test
6. Set piece of work

Where a programme uses an additional method of selection to assess the suitability of applicants this information will be outlined in print and electronic programme material available to the applicant prior to the submission of the application.

For those applicants where a full and complete application is submitted for a programme with a standard admissions process, the majority of applicants will receive an outcome within 10 working days. For programmes requiring an interview, portfolio or other non-standard selection process, and where a full and complete application form is submitted, the University aims to inform or invite applicants to the selection process within 10 working days of the receipt of application. The University will seek to keep decisions to within these time frames but at peak periods during the application cycle it may take longer for decisions to be reached.

The decision on the application will be communicated directly to the applicant via the Middlesex University applicant portal. It will also be available on UCAS Hub for applications made via UCAS or DfE Apply for postgraduate teacher training applications made via DfE. If an offer of a place is made, any academic or financial conditions that need to be achieved will be outlined along with the date that these conditions should be met. An academic offer of entry to the University does not guarantee sponsorship for international applicants requiring a Student Route (Tier 4 visa) to study at the University.

6.2. Alternative offers

In situations where an applicant does not meet the requirements for their chosen course, or where, in the academic judgement of the University, an applicant is not suited to that choice and would be unlikely to successfully complete the course, or where there are professional, legal or safety reasons it cannot be undertaken, a relevant alternative course will be offered where possible.

In this situation the University will write to the applicant to inform them that they are being made an offer for an alternative programme. the University will process the alternative offer and applicants will have the opportunity to accept or decline this.

6.3. Age of applicants

The University admits students on individual merit and does not discriminate on the grounds of age. Some programmes of study are bound by external professional or placement requirements concerning age. The University is also bound by the Home Office rules regarding Student Route (Tier 4) visa; this means that the University is unable to sponsor (for visa purposes) students under the age of sixteen years.

The University will not act in *loco parentis* for any student and all minors under English Law (under the age of 18) must have a legal parent or guardian based in the UK to study.

Where an applicant would remain a minor for more than three months after enrolling there is prolonged safeguarding risk. , The Director of Student Affairs or their nominee, will be notified in order to liaise with appropriate managers and make appropriate arrangements, with regard to safety, child protection, visa-sponsorship, personal support and care, for the admittance of the applicant

The University welcomes applications from people who have had a significant break in studies and these applicants will be considered on an individual basis. Mature applicants with non-standard qualifications have the opportunity to present other forms of learning which may include relevant work experience or other professional qualifications. [Section 10](#) outlines the Recognition of Prior Experiential Learning process.

6.4. Contextual offers

The University recognises that an individual's learning environment or personal circumstances may have led to disadvantage, resulting in the actual or predicted grades not reflecting their true potential if fully supported in

study at Middlesex. Where such disadvantage can be reasonably identified, a lower offer may be made to help raise aspirations and encourage such applicants to realise their potential. This will include, but may not be limited to:

- Care leavers
- Refugees
- Mature learners.

6.5. Applicants declaring a disability or specific learning difficulty

The University welcomes applications from all prospective students including those who declare a disability. Application decisions are based on academic merit and potential relevant to the programme applied for, determined by published entry criteria and assessment as per the standard admissions process. Consideration of any support requirements will remain an entirely separate process. Applicants invited to interview will be able to request any access requirements and additional support needs during the interview itself. Any support or adjustments made will not have a negative impact on the outcome of the interview. The University [Disability Support Policy](#) outlines the support that applicants who are offered a place may be entitled to. An offer of a place is not a guarantee of eligibility to receive any government or University disability-specific funding including the Disabled Support Allowance.

Applicants who have declared a disability and are considered academically suitable for their chosen programme of study will be invited to register with the University's Disability and Dyslexia Service team (or equivalent at the University's overseas campuses). This team can assess the needs of the individual applicant. If relevant and required, the University will make reasonable adjustments to accommodate the needs of the applicant.

Very occasionally it may not be possible to make the adjustments required to enable an applicant to undertake the course that they have applied for. This may be because the person is unable to meet the programme's competencies or because the adjustments required to support the applicant could not be considered reasonable under the terms of the Equality Act (or equivalent legislation as it applies to students at the University's overseas campuses). In these instances, the University will offer the applicant support in submitting an application to an alternative programme (if available) for which adjustments can be made. In the rare occurrence that there are concerns that an applicant's ability to practice in a professional programme may have been impaired due to health or disability they may be referred to the [Fitness to Practice policy](#).

In exceptional circumstances (for example late applications or where complex reasonable adjustments may be required) the applicant may be required to defer their place until the next available intake. This is to ensure that all reasonable adjustments can be in place before the applicant begins their programme.

6.6. Extenuating circumstances

During the course of their pre-entry studies, some applicants will have been affected by extenuating, mitigating or medical circumstances. Where an applicant feels that these circumstances have affected their studies, they must ensure that the relevant examination board or awarding body is informed.

The University will assume that this has been done and these circumstances have been taken into account by the awarding body when issuing the appropriate grades to the qualification. An applicant may submit evidence of their extenuating circumstances to the Head of Admissions along with any supporting documents, from a school or college for example, and these may be taken into consideration if an applicant has accepted an offer and missed the requirements for entry.

7 Application Process

7.1. Costs & Fees

Information about the financing of programmes at the University is available on our [website](#).

International students sponsored on Student Route visas must meet UK Visas and Immigration (UKVI) financial requirements which include course fees and maintenance. Full details can be found on the UKVI [website](#). Applicant requiring a Student Route visa will also be required to pay a tuition fee deposit before a Confirmation Of Acceptance for Studies (CAS) can be issued.

Deposits will normally only be refunded where evidence has been provided from the UKVI of a visa refusal or

where an applicant paid their deposit whilst holding a conditional offer and subsequently failed to meet their offer conditions. Further information can be found in the University's [Student Financial Regulations](#).

7.2. Residential Category Assessment (Fee Status)

As part of the application process, the University requires applicants to indicate their residency status for fee paying purposes. The University uses this information to determine whether the applicant is eligible to pay Home or Overseas fees.

If the University cannot make this assessment from the information in the application form, further information will be requested. If the applicant does not reply to requests for further information, the applicant will be classified as an overseas fee payer.

The applicant will be notified of the residential category decision at the point of offer. If the applicant decides to accept the offer on the basis of the assessed fee then this is binding. If the applicant contests the Residential Category after the offer is accepted the University reserves the right to withdraw the offer. Once an applicant has enrolled, the Residential Category will not alter, except in a small number of instances (for example, if a student or applicant is given Asylum in the UK).

An applicant can appeal their Residential Category decision and this should be done in writing to the Head of Admissions, details of the appeals process can be found in [section 8](#).

7.3. Requests for deferred entry

The University understands that some applicants may wish to defer their entry to one of the later start dates in the same or subsequent academic year for a variety of reasons. Where specific programmes do not accept applications for deferred entry, due to external restrictions on placements or allocations, this will be outlined in print and electronic publications.

Applicants wishing to apply for deferred entry should do so at the point of application or at any stage up to the end of the second week of the commencement of the programme of study, in writing.

Deferred applications will be assessed using the same academic criteria as for non-deferred applications and applicants holding a deferred place must meet all academic conditions of their offer during the current application cycle. Some non-academic conditions may be deferred to the next admissions cycle if there is a valid reason for their delay and if it is permitted within the rules of any relevant regulatory or application body (e.g. UCAS). Deferral candidates should check that the academic criteria have not changed.

Deferral is normally only permitted for one academic year. In exceptional circumstances (for example to undertake national service) applicants may request to defer for an additional academic year. This must be done in writing to the Head of Admissions (or equivalent at overseas campuses), who may approve the request in consultation with the relevant academic lead for the programme of study.

Applicants wishing to defer for longer than two academic years will not be considered and should make an application in the relevant entry cycle.

The University would not normally allow applicants entering through UCAS Clearing to apply for deferred entry unless there are exceptional circumstances.

7.4. Re-applications from previously registered students

The University may consider applicants that have previously withdrawn for re-entry to the University on the same or alternative programme of study. As with all applications, all cases will be considered entirely on their merit. Applicants who have previously studied at the University and who have a financial hold on their student record will be required to arrange for this hold to be cleared before the application can be received.

If a student has been withdrawn from a programme of study within the previous two academic years and wishes to re-enter that programme, requests for re-entry must be made via [UniHelp](#) (or equivalent at overseas campuses) to the Head of Progression and Support or their nominee, and the decision will be made in conjunction with the relevant academic lead for the intended programme of study. A full application is not required, but a statement of intent should be submitted.

If a student has been withdrawn from a programme of study for longer than two academic years, or wishes to

re-enter into a different programme of study, a new application is required and will be considered in the normal way through the application process.

If an applicant has had previous study terminated, or was in poor academic standing at the point of their withdrawal, the University reserves the right to not consider their application to any programme of study.

7.5. Applicants with relevant criminal records

Some professions that involve working with vulnerable individuals require applicants to programmes leading to such careers to have a Disclosure and Barring Service (DBS) check to gain admittance. If a DBS check is required it will be stated in the relevant programme information and mentioned as part of any offer. Holding a prior conviction or caution does not necessarily exclude someone from studying, but where the nature of the offence fails to meet the professional standards or where it is deemed there would be undue risk to others, a place on that professional course will not be confirmed.

It is the responsibility of an applicant with any relevant criminal record (who chooses a programme of study with the intention of then proceeding to practice in a specific profession) to satisfy themselves that they will be able to join their chosen occupation or profession before proceeding with the programme of study that might meet occupation and professional standards. Acceptance onto a relevant programme does not in itself guarantee being permitted to register as a practitioner with the professional regulatory body or that a future potential employer would reach the same assessment on any DBS check.

Applicants for all other programmes of study are not required to declare information relating to any relevant criminal convictions during the application process as such information is not a pre-condition for enrolling on and successfully completing such a programme.

7.6. Verification of qualifications

As part of the admissions process, all applicants are required to provide documentary evidence (for example certificates and transcripts) to demonstrate that they have achieved the entry requirements of their chosen programme of study and achieved the conditions of their offer. The date by which academic conditions should be met will be confirmed at offer.

The University will accept scanned or photocopied documents during the application process and these copies should be of sufficient quality. All applicants must be able to provide original documents upon request and not being able to provide such documents could result in the withdrawal of an offer or termination of a student from studying at the University.

The University will also accept the secure online verification of qualifications either with the awarding body, or via a third party, such as UCAS. In these instances, documents are not required from the applicant. The exceptions to this include an individual's UK qualifications that are listed on the government Learning Records Service and some English qualifications (for example IELTS) which can be verified online using unique score codes. The University will accept the unique code to verify a test score as part of the application process but will require a copy of the certificate to match the code, score and photograph prior to enrolment. All qualifications completed and certified under an alternative name to the applicant's details as stipulated on the application form will need to be supported with documentation to demonstrate a legal name change (e.g. marriage certificate). Applicants are advised to use their full legal name during the application process.

Where an applicant submits documents in any other language than English, the applicant, at their own cost, must provide a certified translation alongside the original document.

7.7. Fraudulent applications

The University requires full and complete applications to be received at the point of submission. All information submitted should be accurate and true with no omissions. Applicants are required to sign declarations to this effect and the University considers the act of making an application as agreement to the above terms.

The University considers the omission of any qualification or period of study at other institutions, even if not contributing directly to the qualifications required by the programme applied for, to be an act of fraud.

Any application suspected of containing fraudulent information or considered fraudulent by omission of information will be fully investigated by the Head of Admissions or their nominee in line with the University's

procedure for assessing an allegation of fraud. The University will, where required for the detection and prevention of fraud, refer the applicant to other agencies, including but not exclusively: UCAS, the Home Office, the Student Loans Company, the Police, and Examination & Awarding bodies.

If the University, at any stage of application or subsequent study, discovers that an offer has been made on the basis of an application, which at the time or later, is found to contain statements or refer to documents which are fraudulent, untrue or misleading, or if key information has been omitted from the application, it will reserve the right to cancel an application, withdraw an offer or terminate a student from studying at the University.

The University will not consider any subsequent applications, in any future year, from applicants that have had their application cancelled or withdrawn, from either their study or application, due to fraud.

7.8. UCAS similarity detection system

UCAS check all personal statements for plagiarism using the Copyscape system. If these anti plagiarism checks find a significant level of similarity in an applicant's personal statement, UCAS will notify the applicant that a report detailing the similarities has been sent to all institutions to which applications have been made.

Depending on the seriousness of the plagiarism, the University may request a new personal statement and/or reserves the right to reject the application without further consideration or appeal. Any appeals relating to accusations of plagiarism in a personal statement should be made directly to UCAS.

7.9. Rejection of applicants

The University reserves the right to refuse admission to applicants who have not met academic or non-academic entry requirements; where there is evidence that they are unable to meet the academic, professional, or vocational requirements of the course or where there is a cap on recruitment numbers.

International students (who will be required to apply for a Student Route visa), who may meet the academic requirements of their chosen programme of study, may be rejected if they fail to meet UK Visas and Immigration requirements; or where to make an offer would contravene UKVI policy guidance.

8. Feedback, appeals and complaints

8.1 Feedback

The University is committed to providing full and constructive feedback of the reasons for rejection to help applicants make successful applications in the future.

Applicants applying via UCAS or DfE Teacher Training will normally receive a short summary of the reason for rejection, which is visible online via UCAS Hub and can request further feedback from the University within fourteen days of the decision being made.

Applicants applying directly to the University should request feedback from the University within fourteen days of the decision being made. Applicants will receive a response in writing from the University within ten working days of the feedback request being received.

All requests for feedback must be made in writing and feedback will only be given in writing. Feedback may be requested by replying to the email containing the unsuccessful decision or by using the online [enquiry form](#).

Where an applicant believes they have been rejected in error, or wishes to appeal the decision, they may do so using the complaints and appeals procedure below.

8.2 Appeals

Applicants wishing to appeal the outcome of their application should do so in the first instance to the Head of Admissions or their appointed nominee, who will investigate the grounds for appeal consulting with staff involved in the selection decision where appropriate. Application decisions will only be overturned where an applicant can provide fresh and compelling evidence of their academic competence in the relevant subject and evidence as to why this was not available at the time of original submission, or the review of the original application is shown not to have followed policy and procedure.

8.3 Complaints

Following a review by the Head of Admissions or their nominee, if an applicant still feels they have reason for appeal they should refer to the [Applicants Complaints and Appeals Procedure](#) for resolution.

Any appeal or complaint at any stage of the admissions process which questions the academic grounds for rejection will not be considered. Only points of procedure or implementation of policy can be appealed.

The University will not respond to any anonymous complaints.

Due to the Data Protection Act, the University may be unable to enter into communication with any third party with respect to an applicant's individual circumstances, unless the applicant has given the University direct and explicit written consent.

8 Discontinued/changed programmes

[Academic Policy Statement APS28: Making changes to Published Programme Related Information](#) outlines the commitment to students offered places on programmes and the circumstances in which changes to programmes will be communicated to offer holders and applicants.

The University is committed to delivering the programmes that it is offered, however, if, due to unanticipated developments, such as legal or professional body requirements the University determines that a programme should be withdrawn or cancelled, then the University will give as much notice as possible to affected applicants and will make every effort to offer alternative programmes to such applicants. If an alternative programme is unavailable to unsuitable then for undergraduate applicants who have applied via UCAS we will support their substitution to another institution via UCAS.

The University will fulfil all of its obligations as noted in the [University Regulations](#).

9 Advanced entry and recognition of prior learning

10.1 Advanced entry

The University will normally accept applicants for advanced entry to level 5 or 6 (i.e. into year 2 or 3) onto many, but not all, of the undergraduate programmes of study. Applicants will need to have successfully passed a full qualification suitable for entry into the next academic level within five years of the intended entry date. This could be the award of a Higher National Diploma or a Foundation Degree which would award applicant 240 Higher Education credits and would allow entry to the final year of a related undergraduate programme. Qualifications obtained more than five years previously may require additional assessment or be supplemented with evidence of relevant experiential learning over the intervening period. Applicants must also be able to show that their qualification has covered sufficiently similar subject material to that of the intended programme of study.

10.2 Recognition of Prior Learning (RPL) (Transfer of Credit)

An applicant's prior learning at another institution may be considered to allow for direct entry to level 5 or 6 (i.e. year 2 or 3) of many, but not all, of the undergraduate programmes of study. Applicants will need to have successfully passed their previous years of study and must also have been awarded the requisite number of Higher Education credits, usually 120 per level of academic study. Applicants who have a credit deficiency from a previous year's study are not normally admitted with credit transfer. The University Accreditation Board will have oversight of all the decisions on the recognition of prior learning for entry to level 6 to ensure consistency of decisions.

The University will not normally accept applicants where a previous attempt to study at that level has resulted in academic failure.

Where the University has an articulation and progression agreement in place applicants who meet the requirements and are applying for programmes covered within the agreement will be offered a place of study. Where applicants are applying to progress for programmes outside of progression agreements a further assessment of suitability may need to take place.

10.3 Recognition of Prior Experiential Learning (RPEL)

The University will consider applicants who do not hold formal qualifications, but have substantial work experience in an area relevant to the programme of study. Such applicants should clearly state their

intention to claim RPEL credit within their personal statement, so that the Programme Leader/Admissions Tutor can liaise with the applicant to advise on the form of evidence of learning that should be submitted for assessment. The relevant University School/Department will then assess the evidence supporting the claim and make a recommendation to the University Accreditation Board with respect to any award of academic credit. This process must be completed before an applicant commences on the programme of study.

10 Privacy Policy

The process of admission and selection of applicants adheres to the University Data Protection Policy. Applicant data is collected, processed and stored in accordance with the [Privacy Policy](#) for Prospective and Applicant Students.

11 Further information

The [University Regulations](#) and all related policy documents can be found on the [Policies](#) page of the University website. Any queries or requests for further information about the admissions policy may be raised via the [online contact form](#).

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