



## **HE Admissions Protocol**

QAA B2:1, 4, 10, 11, 12 B4:3,

### **Scope of the Policy**

This policy applies to all applicants to the College applying for Higher Education courses. Cardinal Newman College encompasses all aspects of the UK Quality Code in its Admissions processes.

### **Statement of Principles**

- Policies and procedures used to admit students are clear, fair, explicit and consistently applied.
- Fair, effective and timely procedures exist for handling students' complaints and appeals.

The College will offer an unbiased Advice and Guidance Service to all prospective students. This may be via a phone call to the Reception /HE Student Support Officer or Programme Leader or at an Open Event held throughout the year where Tutors and other staff are available to discuss courses and support available to you and you can view the College's facilities.

The College aims to provide all applicants with a programme of study that suits their individual needs however places may not be offered for the following reasons:

- The applicant is unable to demonstrate that they hold the minimum entry requirements;
- The applicant is seeking to undertake a programme where there is no realistic chance of success; or
- The applicant has a criminal conviction which bars them from certain areas of work and therefore some courses will not be available.

If the College is unable to admit an applicant to the programme of their choice we will try to offer a suitable alternative programme and/or appropriate advice and guidance.

All offers of places made by the College are made on the assumption that the course will be in validation and expected to operate in the academic year. However, the College cannot accept liability.

We are committed to meeting our obligations under the equalities legislation and will continue to promote equality and diversity both within the college and in our relations with external stakeholders. We aim to support our managers and student representative groups in recognising and meeting the different needs of people from diverse backgrounds within their day to day activities, and to embed the principles of equality in all that they do. Consequently all reasonable adjustments to provision will be made to ensure that individuals are not disadvantaged.

## **Entry Requirements**

The entry requirements for each Higher Education Course can be found on the Cardinal Newman College website [www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk)

Each course will have a course outline with details of entry requirements and course content. Entry criteria may be varied at the discretion of the HE Programme Leader particularly where experience may be deemed to stand in place of certification. Existing College students applying to undertake a further programme of study are required to fulfil the relevant entry criteria and follow the admissions procedure.

For entry to undergraduate degree courses, including the Foundation Degrees, the College specifies a General Admission Requirement. This requirement is the equivalent of passes in two subjects at grade C at Advanced Level supported by passes in three other subjects at GCSE Level, but may also be satisfied by a specified level of achievement in a wide range of qualifications. The specific admission requirements for each course for the year of entry are detailed in the course information leaflet and the prospectus for that year.

Candidates who do not satisfy the General Admission Requirements may be admitted to a course or subject provided that they can submit evidence to Middlesex University of previous serious study and demonstrate the capacity and attainments to pursue successfully the proposed course. Refer to Middlesex University APL and APEL document

**APL and APEL:** The University has a policy and formal process that provides the opportunity for you to gain formal recognition for learning that has been achieved prior to undertaking your Middlesex University validated higher education programme. The University calls this the Accreditation of Prior (APL) and Experiential Learning or APEL. Accreditation uses the Middlesex University academic credit framework to assess and quantify prior learning in terms of credit points at a particular academic level. Academic credit awarded for prior learning can be used towards the achievement of your Middlesex University qualification where it is considered to be equivalent to specific programme and/or module learning outcomes. Full details can be found:

<http://www.mdx.ac.uk/courses/help-with-your-application/undergraduate-application/accreditation-of-prior-learning>

Candidates whose first language is not English are required, in addition to satisfying the General Admission Requirement, to reach a satisfactory standard in an approved test in English or demonstrate that they have an adequate command of both spoken and written English Language to follow their proposed course of study.

## **Applying**

Applicants should contact the HE Student Support Officer at Reception

[csnape@cardinalnewman.ac.uk](mailto:csnape@cardinalnewman.ac.uk)

or the Programme Leader [ksalisbury@cardinalnewman.ac.uk](mailto:ksalisbury@cardinalnewman.ac.uk) in the first instance if they have any queries about applying for a course.

## **Applicants with Health, Disability and/or Additional Learning Support requirements**

A study support & health declaration form completed at the interview stage provides the opportunity for applicants to identify any disability or learning difficulty requiring special consideration or support. This includes identifying any support currently in place. Applicants are also provided with the facility to let the College know about any help they are likely to need i.e. by talking confidentially to a member of staff at an advice event, by telephone or in writing, or through someone else such as an advocate, parent or carer who can accompany the applicant. The College will help applicants with learning difficulties/disabilities by helping to assess their learning needs and by providing additional support where appropriate.

## **Fees**

Details of fees can be found on the College website, [www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk) by calling the HE Student Support Officer Cath Snape [csnape@cardinalnewman.ac.uk](mailto:csnape@cardinalnewman.ac.uk) or on 01772 460181 or by attending an Open Event at the College.

## **Offer of a place**

In making an offer Cardinal Newman College will base its judgement on the potential of the applicant to succeed, their abilities, aptitudes, skills, qualifications, other prior learning and experiences. If the Tutor agrees the applicant is suitable for the course applied for then a letter with an offer of a place will be sent from the HE Student Support Officer or the HE Programme Leader. Occasionally it may be necessary to make changes to a programme between the time of an offer and enrolment, Cardinal Newman College will communicate any amendments immediately to applicants holding an offer.

## **Request to defer offer of a place**

Students wishing to defer their place may indicate this on the offer response form. If subsequent to accepting an offer students wish to request a deferral they should do this as soon as possible by submitting a request in writing to the curriculum head/programme manager explaining the reason for their request. In most cases we will try to accommodate student requests. In the event of a request being refused by the curriculum head students have the right to appeal to the Vice Principal Curriculum & Quality and follow the appeals process identified below.

## **Responsibilities and Obligations of Applicants**

- Applicants are responsible for providing accurate information to Cardinal Newman College at all stages of the application process. Any applicant found to be providing fraudulent or false information will have any offer made withdrawn.

- Applicants should inform the College directly if a decision is made to withdraw from the offer.
- It is expected that applicants will accept or decline an offer of a place at the College within 4 weeks.
- Every student must enrol annually in accordance with procedures established by the College.
- Every student undertakes to abide by the Regulations of the College and the course, the subject(s) and module(s) for which they have registered, and to be subject to the College's discipline whilst a student registered at the College.

A student remains registered unless they have advised the College of their withdrawal by email to the programme leader or the College has terminated their registration.

A registered student of the College must ensure that their record, held by the College always has their most up to date addresses and contact numbers, both permanent and local/term-time.

### **Appeals Process**

Applicants have the right to appeal against any decisions taken during the application process. Appeals are made to the Vice Principal Curriculum & Quality and should be made in writing within four weeks of the rejection letter. Any correspondence must clearly state the reason for the appeal and include any supporting evidence.

An Admissions Appeal could be invoked or referred to for a variety of reasons including:

- If an applicant who has previously been withdrawn from a College course wishes to return.
- If a Tutor has reasonable grounds for believing that an application may require a risk assessment, for example, any behaviour or previous record which could pose a threat to staff or other students.
- If an applicant or an applicant's representative wishes to appeal against the decision made as a result of an interview.
- If an applicant presents an unacceptable Safeguarding risk.

The list is not exhaustive or exclusive and situations may arise which necessitate an Admissions Appeal.

Once exhausting this process the applicant can appeal to the Principal who will invoke the same college appeals process for those students asked to withdraw from college.

### **Complaints about the admissions process**

Applicants make a complaint about the administration of their admissions policies and procedures through the standard college complaints process.

### **Enrolment**

All applicants will be written to individually to confirm their enrolment date and time.

All students enrolling on places at the College must sign a copy of the learner agreement.

All students undertake a College Induction.

