

## **ASQ-2018-192**

*Administrative update of SEC/2015/3/0212*

### **ADMISSIONS POLICY**

#### **1. INTRODUCTION**

This document details Lancaster University's policy on undergraduate and postgraduate admissions to full-time and part-time degree programmes. It does not address the admission of study abroad/exchange students. Student recruitment and marketing are also beyond the scope of this policy.

The policy is written for applicants, their parents, advisers, University admissions staff and other individuals and organisations with an interest in Lancaster's admissions activities. It is supplemented and supported by more detailed procedural information in the University's Manual of Academic Regulations and Procedures and by internal guidance documentation for admissions teams, provided by the University's Admissions Office.

This policy is the responsibility of the Head of Admissions and is overseen by University Senate and by the Pro-Vice-Chancellor Education. The policy is monitored and reviewed annually in October.

Lancaster University aims to:

- offer attractive and relevant degree programmes underpinned by Lancaster's high academic reputation and institutional quality standards;
- recruit students with high levels of entry qualifications;
- attract and retain students who have the potential to succeed in their chosen programme;
- ensure that there is equality of opportunity for all applicants, whatever their background;
- treat all applications fairly and consistently, evaluating each application on its own merits.

Whilst the University is responsible for the admission of students at undergraduate and postgraduate levels, there are certain responsibilities on applicants throughout the admissions process. Applicants must read and accept the terms and conditions at initial application and acceptance stages of the process. For postgraduate applicants, these terms and conditions are displayed on the applicant portal; for undergraduate applicants terms and conditions are provided by the Universities and Colleges Admissions Service (UCAS) at the appropriate stages of the process.

## 2. ADMISSIONS CRITERIA

Criteria for admission including entry levels and grades are approved on an annual basis by the University's Management Advisory Group (UMAG). These criteria will support the University's aims and be in accordance with the principles in this document.

Academic qualifications and capacity to undertake the course are the prime considerations for our admissions selectors.

### 2.1 Undergraduate criteria

Selectors will typically use the following criteria to assess an application:

- academic qualifications (including qualifications already certificated and qualifications yet to be taken). Typically, applicants will be expected to have three GCE A-levels or comparable UK or [international qualifications](#). The University recognises a wide range of qualifications for admissions purposes;
- English language proficiency test (for international students whose first language is not English). English tests are now a formal requirement of the UK Visas and Immigration for students requiring a Tier 4 (student) visa to enter the UK;
- personal statement;
- academic reference;
- educational context, for example contextual data provided by applicants, UCAS, information on UK partnership school or international collaborative partner.

### 2.2 Postgraduate criteria

Selectors will typically use the following criteria to assess an application:

- academic qualifications (including qualifications already certificated and qualifications yet to be completed). Typically, applicants for taught Master's programmes will be expected to have completed, or be about to complete, a Bachelor's degree. Previous qualifications (including qualifications already certificated and qualifications yet to be completed);
- English language proficiency test (for international students whose first language is not English). English tests are now a formal requirement of the UK Visas and Immigration for students requiring a Tier 4 (student) visa to enter the UK;
- personal statement;
- academic references;
- research proposal (applicants for research degrees only);
- educational context, for example contextual data provided by applicant or international collaborative partner.

## 2.3 Programme specific criteria

In addition to the basic criteria described in 2.1 and 2.2 above, there will be specific entry requirements for undergraduate and postgraduate programmes. Programme specific criteria can be found in the appropriate prospectus and in the University's [course search](#) facility on its website.

## 2.4 Special Cases

### 2.4.1 Transfer to Lancaster University for part of an undergraduate degree course

University selectors will consider applications from students who wish to transfer from another University into year 2 of a full-time undergraduate degree; transfer to year 3 or 4 of a degree is not normally permitted other than through defined Partnership agreements.

### 2.4.2 Transfer to Lancaster University for part of a postgraduate degree programme

Transfers into full-time Master's programmes are not normally permitted. Transfers into research degree programmes may be permitted however specific [regulations](#) apply.

### 2.4.3 Deferrals

The University will consider applications from students who wish to defer the start of their degree programme until the following academic year. There are certain exceptions to this, for example where professional authorities relevant to the degree (e.g. Health Professions Council – for Social Work programmes) only permit application in the year of entry.

### 2.4.4 Non-academic issues

#### Criminal Convictions

To help the University maintain a safe and secure campus, applicants for undergraduate and postgraduate study are required to provide information relating to any previous relevant criminal conviction. Relevant convictions include unspent offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, arson or those listed in the Sex Offences Act 2003 or the Terrorism Act 2006. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant other than for courses requiring enhanced disclosure. Consideration of convictions by the University's Disclosures Group is separate to the assessment of academic suitability.

## Disclosure and Barring Service

The University is required to apply for Enhanced Disclosure from the Disclosure and Barring Service for all Social Work, Medicine and Clinical Psychology (DClinPsy) students, which will reveal details of any cautions or convictions. Whilst a caution or conviction may not be a barrier to access to the programme, some agencies may refuse to provide placements. If they do this, the University will be unable to offer a place on the course.

### 3. ASSESSMENT AND SELECTION

- 3.1 Assessment of applications for undergraduate study is undertaken by trained teams of academic and administrative selectors and conforms to UCAS principles and practice guidance. Assessment of postgraduate programmes is undertaken by trained administrative and academic selectors in the relevant faculty. Selectors are provided with detailed guidance on admissions procedures, on-line resources and regular briefing events.

### 4. FEEDBACK AND COMPLAINTS

#### 4.1 Feedback to unsuccessful applicants

Applicants who are unsuccessful with their application to study at the University may formally request feedback on their application from the relevant Admissions Office (Undergraduate Admissions Office for undergraduate applications, Faculty Postgraduate Admissions Office for postgraduate applications). Feedback will not be provided to a parent, teacher or other adviser without the express consent of the applicant.

#### 4.2 Complaints

Applicants have the right to complain if they believe that the admissions process has not met the appropriate standard or if they believe that a procedural irregularity has affected the outcome of their application. Complaints should be sent in the first instance to the Head of Admissions. Should the issue not be resolved by the Head, a formal written complaint should be sent to the [University's Complaints Co-ordinator](#).

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