



Admissions Policy for Taught Degree Programmes

Owner:	Associate Director of Admissions
Reviewed by:	Curriculum Strategy Committee
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ADMISSIONS POLICY FOR TAUGHT DEGREE PROGRAMMES

1. Introduction

This policy sets out the principles and processes applied by the University of Roehampton (the “University”) in the selection and admission of students to postgraduate and undergraduate taught courses and apprentices to apprenticeships at the University. Information on admission to Research Degrees can be found under Regulation 4 of the [Research Degree Regulations](#) available online and in print from the Graduate School.

This policy is reviewed every three years by the Curriculum Strategy Committee, which reports to Senate, the body within the University with responsibility for approving policy and regulations governing student and apprentice admissions.

2. Principles

The University believes that education can fundamentally transform lives and communities, we change lives by helping our students and apprentices to develop the confidence, knowledge, and adaptability they need for a successful graduate career and fulfilling life. We are a supportive, close-knit, and inclusive community and encourage applications from all prospective applicants whatever their background, with the potential to do well at University.

We are committed to:

- Improving equality of opportunity for underrepresented groups to access, succeed and progress from Higher Education in keeping with our [Access and Participation plan](#) with the Office for Students (OfS).
- eliminating discrimination, promoting diversity and equality of opportunity in our practices, policies and procedures, and ensuring that our admissions process is fair and equitable, and consistent with our [Equality and Diversity Policy](#) and other relevant policies such as our [Disability Policy](#).
- using reliable selection methods to admit students and apprentices with the potential to do well on their chosen course of study, as judged by their achievements and potential.
- using admissions practices that are consistent, transparent, and fair.
- providing accurate and easily understood information to applicants in accessible formats.

3. Selection Process

We accept applications for undergraduate courses through Universities & Colleges Admissions Service (UCAS). Applications to undergraduate degrees delivered in collaborative partnerships will be advised of the submission method by the partner. International students who do not wish to use the UCAS system may instead apply directly to the University using the online application form. Postgraduate taught applications are submitted using the online application form. We accept applications for PGCE and School Direct and Apprenticeship teacher training programmes through the Department for Education (DfE) Apply admissions service. Home and International applicants for these courses should all apply through the DfE. Applications for

apprenticeships other than the teaching apprenticeships are made with the relevant employer to Apprenticeships at Roehampton.

Admissions decisions are made based on the applicant's past and predicted academic performance. Details of the admissions criteria for individual courses are published on the University's website on our course details pages which are updated annually. Apprenticeship admission decisions are made by Apprenticeships following the apprenticeship eligibility checks and an initial needs assessment. The employer and applicant are notified by Apprenticeships.

The University may make unconditional or lowered entry requirement offers to specifically selected Home UCAS applicants qualifying for consideration under the University's Contextual Offer Scheme. Such offers will be determined on consideration of an applicant's achieved and predicted grades in addition to a range of contextual criteria. Applicants will be notified within their UCAS Hub offer if they are eligible for an unconditional or lowered entry requirement offer. For further details please refer to our [Contextual offers information](#).

Some courses require an interview, audition, test, or submission of a portfolio. In these cases, admissions decisions are made by academic staff based on the applicant's past and predicted academic performance, practical skills and experience, personal statement, and references. Applicants who meet minimum criteria based on their initial application are invited to attend an interview or audition.

We receive a high volume of applications for each available place on many of our courses and are therefore unable to offer places to all applicants who meet our advertised entry criteria.

For some courses the University may use a "Gathered Field". In these instances an application deadline will be set, and applications are then considered as a group for shortlisting for interview. Applicants will be informed of the outcome of their application when decisions are made.

We require evidence of all relevant qualifications that are detailed on the application form and will contact applicants or make it a condition of an offer to request this information at any point during the application cycle. We may require applicants to provide original certificates and transcripts upon enrolment to ensure accuracy of the information held regarding their qualifications.

All undergraduate applications submitted before the UCAS equal consideration application deadline are considered against the same selection criteria. Applications submitted after this January deadline may be considered against different criteria, depending on the availability of places. The University endeavours to ensure at each stage of its admissions process that its practices are consistent, transparent, and fair.

3.1 Consideration of Mitigating Circumstances

In assessing applications, the University will consider verified mitigating circumstances (that is, circumstances beyond an applicant's control such as illness or bereavement which have had a detrimental effect on their previous academic performance/ attainment) of which it has been notified by an applicant. In relevant cases, we may offer a place to such an individual if we consider that they have the potential to do well at the University.

3.2 Accuracy and Completeness of Applicant Information

Admissions decisions are made in good faith based on the information that is submitted in the application. The University may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in their application.

If an application does not contain enough information, we will give the applicant an opportunity to provide the missing information before making an admissions decision. Otherwise, we may make an offer conditional on the applicant providing the missing information. Once a decision is made on an application, the University will only consider additional information at its discretion.

3.3 Fees

Applicants with an outstanding tuition fee debt from a previous programme will not be admitted until acceptable arrangements are made for this debt to be cleared in full. Where an applicant has a history of failure to meet their obligations in terms of tuition fee payments for a previous programme, the University reserves the right to reject their application or to require them to pay upfront part or all of the tuition fee for the programme they have applied to.

4. Additional Applicant Information

4.1 Disabled Applicants and applicants with additional support needs

The University welcomes applications from individuals who are disabled, have a long term medical or mental health condition or a specific learning difference such as dyslexia and aims to support such individuals before and after applying to the University. Information on possible support is available from our [Disability Services](#).

Applicants are invited to declare a disability on their application forms so that any reasonable adjustments or support requirements can be discussed as early as possible. Applicants for programmes with 'fitness to practice' criteria such as Teaching, Nursing, Physiotherapy/Occupational Therapy and Psychological Therapy are also required to complete a health questionnaire which will be independently assessed by the student medical centre. The student medical centre may recommend additional Occupational Health assessments. Programmes requiring a health questionnaire will have this indicated on the course pages under specific entry requirements. Please note that simply declaring a disability on your application form will not automatically mean that support can be provided. Disability Services will contact disabled applicants to provide information on services and request up to date medical or diagnostic evidence. This will be used to assess disability related needs, recommend reasonable adjustments under the Equality Act (2010), and advise on any further action required. In some cases, the adjustments identified may be complex, in which case a panel will convene to evaluate the reasonableness of these adjustments. Often the adjustments will be straightforward, however, on occasion adjustments may be deemed to be unreasonable or cannot be implemented in the timeframes available. In these cases, the applicant's offer will be reviewed, and they will be advised.

All applications are considered based on the applicants' academic merit and potential for their chosen programmes in the first instance. We do not take information disclosed

regarding an applicant's disability or condition into account when deciding on their admission. Information on services, supports and adjustments for disabled students and apprentices is provided to assist applicants with their decision to accept an offer made by the University. Please note that failure to disclose a disability on application may delay arrangements for support or limit our ability to make any reasonable adjustments.

4.2 Applicants with Non-Standard Qualifications

The University will consider non-standard qualifications, or the work or life experience of applicants with no formal qualifications on an individual basis and with regard to the principles of this Policy. This will be in relation to the academic and other relevant requirements of their chosen programmes of study.

4.3 Applicants who are Under 18 years

There is no minimum age for entry to the University. Individuals who join the University before they have reached the age of 18 are admitted under the University's Safeguarding Policy.

4.4 International Applicants

We welcome applications from academically qualified students from around the world. Information on how qualifications gained outside the UK relate to our admissions criteria is published on the University's website and verified as part of the admissions process.

All entrants to the University must be sufficiently fluent in spoken and written English to be able to succeed on their chosen course of study. The current list of recognised English language qualifications and our requirements in terms of achievement in these qualifications are published on the University's website. The University offers a number of preparatory courses in English language, and we may make an offer conditional on completing one of these.

When considering an application, we will consider whether we can sponsor an applicant who would require a Student Route visa to study in the UK under the Home Office's rules. The University reserves the right to withdraw any offer or reject an application in circumstances where these rules cannot be met.

We ask self-financing international applicants to make a deposit towards their tuition fees at the point that we offer a place. Students who require a Student route visa must pay the deposit and satisfy any other conditions of an offer before we will issue a Confirmation of Acceptance for Studies (CAS).

4.5 Applicants Seeking Credit Transfer

We accept applications for Credit transfer into year two, and exceptionally year three for many of our courses. Applicants should contact us before applying to check that their chosen course of study is accepting applications for credit transfer.

Where applicants have completed certain approved courses at recognised providers, admissions decisions are made in the same way as those for entry into the first year. Where applicants have completed other courses, or have achieved academic credit which could count towards a course of study at the University, admissions decisions are

made by academic staff based on the applicant's past and predicted academic performance, personal statement, and references.

Regulations regarding credit transfer are set out in the University's [Taught Degree Regulations](#)

We do not consider applications for exemption from part of a year of study on undergraduate courses.

4.6 Applicants Applying for Re-admission to the University

For applicants applying for re-admission to the University who have left or withdrawn part way through a University process or procedure we reserve the right to review your previous academic record and may set non-academic conditions to re-admission. Applicants may also be asked to engage with the University's 'Fitness to Study policy' as a subsequent condition of offer.

4.7 Applicants with Criminal Convictions

The University is committed to the fair treatment of all applicants and having a criminal record will not necessarily bar an applicant from gaining admission to the University. However, the University recognises its duty to protect its students, apprentices, staff and others within its community and reserves the right to exclude an individual from a course of study, or from the University, where their attendance would pose a threat to the safety or property of staff, students, apprentices, visitors, those coming into contact with the applicant during their studies, or others involved in University business; or would be contrary to the law or the requirements of any relevant professional, statutory or regulatory body.

When considering admission for professional courses where a Disclosure and Barring (DBS) check is required, all convictions are relevant including those that are spent. Where the course of study is likely to bring the individual into contact with children or vulnerable adults, a check will be completed through the [Disclosure and Barring Service](#)

For all other courses, the University will only review unspent relevant convictions, or criminal offences under ongoing police investigation.

For the purposes of this policy, the University considers the following as relevant unspent criminal convictions or criminal offences undergoing police investigation which must be declared:

- violence or threatening behaviour; offences concerning the intention to harm or offences which resulted in actual bodily harm.
- offences listed in the Sex Offences Act 2003 or any previous or future equivalents of this Act.
- the unlawful supply of controlled drugs or substances.
- offences involving firearms, and other weapons.
- offences involving arson.
- offences listed in the Terrorism Act 2006 or any previous or future equivalents of this Act.

- offences under Protection from Harassment legislation.

4.7 (I)

The University will not take into account, when selecting applicants for admission, criminal convictions which are deemed 'spent' under the terms of the Rehabilitation of Offenders Act 1974. The Ministry of Justice website can be consulted for a definition of 'spent' and 'unspent' convictions and details of rehabilitation periods. If an applicant is uncertain as to whether the conviction is 'spent', independent advice should be sought.

Applicants are required to disclose unspent convictions or ongoing investigations when firmly accepting an offer of admission as this forms the basis of a contract with the University. Failure to disclose prior to enrolment may result in withdrawal from studies.

Where an applicant who has declared a relevant conviction or investigation is academically qualified and the University wishes to proceed with an offer, they must return a declaration form requesting the details surrounding the conviction/investigation, together with any mitigating circumstances to support the application. The applicant may also be asked to supply references, including where relevant that of a probation officer.

On receipt of the further information, the Admissions Office shall refer all information, including the application form where relevant, any accompanying documentation and details of the nature of the offence(s) and conviction(s), to the Data Protection Officer in the Governance and Legal Office who will convene a panel as set out below.

4.7 (II) Panel to consider criminal convictions (Admissions referral board ARB):

The Panel shall consist of senior members of staff, which may include the University Registrar and Safeguarding lead, the Head of Student Services, and senior academic staff.

The Panel may meet in person or electronically. The Panel may at its discretion ask the applicant to attend an interview.

Panel recommendations:

Following its deliberations, the panel will normally make one of the following recommendations:

To offer a place on the course subject to other entry criteria being met:

- To offer a place on the course subject to specific conditions – this can include not offering accommodation.
- To request further information from the applicant regarding the offence.
- Not to proceed with the application.

An advisory letter is sent to the applicant from the Governance and Legal Office of any outcome and considerations or restrictions to professional registration if the course applied to leads to such registration.

In all cases the panel will take into account the reasonable interests of all concerned and the proportionality of any decision.

4.8 Applicants Seeking Deferred Entry

Undergraduate degree applicants are permitted to apply for deferred entry for one year when they first apply to the University or by writing to the Admissions Office after an offer has been made to them.

Any conditions that are attached to an offer for deferred entry must be fulfilled by 31 August of the year of application.

Conditional offers made via UCAS cannot be deferred. In all cases, entry cannot be deferred for more than one year.

Post graduate applicants are permitted to defer their place for one year by writing to the Admissions Office. Conditional Postgraduate offers can be deferred but not for more than one year. A deadline will be given to the applicant to fulfill and outstanding conditions.

Teacher training applicants are permitted to request a deferral of one year by writing to the Admissions Office. All conditions of an offer must be met for a deferral to be permitted.

5. Communication of Admission Decisions

Admissions decisions are communicated to the applicant through UCAS, DfE Apply or the University's online application portal, listing any conditions of offer. Invitations to attend an interview are communicated directly to the applicant via email. The University Admissions Office also writes directly to applicants who are offered a place. All offers are subject to the University's general entrance requirements – please see [undergraduate entry requirements](#) or [postgraduate entry requirements](#) as applicable. To ensure confidentiality, we correspond directly with applicants only, unless they provide us with written consent to discuss the details of their application with another suitable party.

We provide unsuccessful applicants with the reasons for our decision. Individuals who require further information can contact the Admissions Office directly.

6. Availability of Courses

The University aims to ensure that the information it provides is accurate when published. We may however occasionally need to make changes to the courses we offer, including the discontinuation of courses. In such an event, we will contact affected applicants as soon as possible and will also suggest alternative arrangements where possible. Applicants will be entitled to withdraw their applications and any deposits and fees already paid to the University will be refunded in full.

The current list of available courses is published on the University's website and on the UCAS and DfE Apply website. Applicants should refer to the University website for the most-up-to-date information about courses.

7. Applicant Data

All data provided by applicants in their applications is processed by the University in accordance with the Data Protection Act and with the University's [Data Protection Policy](#). Please also refer to the [Applicant Privacy notice](#).

Such data is used primarily for the purpose of processing applications and becomes part of an applicant's student record, where that applicant is admitted as a student or apprentice of the University.

Anonymised and aggregated applicant data are analysed by the University for such purposes as institutional and statutory monitoring and enrolment planning.

Criminal convictions and Health questionnaire data is treated as special category data in line with the University's Data Protection Policy.

8. Cancellation of acceptance of an offer

Applicants who have accepted an offer of a place from the University have 14 days from the day after acceptance of an offer to change their minds. An applicant who wishes to cancel their acceptance should inform the Admissions Office of their desire to do so in writing.

Applicants required to pay a deposit have 14 days from the point of paying the deposit to change their mind. An applicant who wishes to cancel their acceptance should inform the Admissions Office of their desire to do so in writing. Deposit refunds after this date will be subject to the University's [Student Fee Payment and Enrolment Regulations](#).

9. Appeals against Admissions Decisions

Generally, admissions decisions are final, and the University will consider appeals from applicants only on the grounds that the admission decision has not been reached in accordance with the University's published admissions criteria and/or the principles set out in this Policy. Applicants who want more information on an unsuccessful application, or who think that an admissions decision may have been based on inaccurate or incomplete information, should contact the University Admissions Office.

Appeals will only be considered if clearly based on one or both of the following grounds:

- There were procedural irregularities in the way that the application was handled by the University which are sufficient to cast reasonable doubt on the overall fairness of the outcome.
- There is evidence of prejudice or bias by any individual involved in making the admissions decision which is sufficient to cast reasonable doubt on the overall fairness of the outcome.

Appeals will not be accepted against an academic judgement, except in cases where an administrative error has been made.

Requests for appeals should be directed, in writing, to the Admissions and Applicant Experience Manager within 10 working days of confirmation of the application decision. Evidence supporting the grounds for an appeal should be provided by the applicant, in

order that a decision may be reviewed. The review of a decision does not guarantee its amendment and the University reserves the right to uphold an original admission decision.

If an appeal is upheld, the University will endeavor to take appropriate remedial action as soon as possible. Otherwise, reasons for our decision not to pursue or uphold the appeal will be provided. We aim to provide at least an initial response to any formal appeal within two weeks of receipt of an appeal.

10. Complaints

The University is committed to providing an efficient and fair admissions service. The university will ensure that all complaints and appeals are dealt with consistently, fairly and promptly. Applicants who make complaints will not be discriminated against.

Complaints may be made in relation to the level of service received in the following areas:

- the behaviour of an employee of the University during the application process
- the level of feedback provided, upon request from the applicant,
- the way in which an application has been handled.

Complaints should be made by the applicant themselves. Complaints made anonymously cannot be dealt with, and complaints made by third parties (such as parents and guardians, teachers, advisors and educational agents) will only be considered in exceptional cases.

Informal Complaint; Most complaints are resolved satisfactorily at this stage.

Applicants should raise their first complaint in writing with the Admissions Team directly by contacting: admissionsem@roehampton.ac.uk. The complaint will then be dealt with directly by the relevant Admissions Office.

Informal Complaints should normally be made within 20 working days of the admissions decision or action about which the applicant wishes to complain.

The Admissions Office will normally respond to the complaint within 10 working days and will retain a record of the complaint, correspondence and any action taken.

Formal Complaint; If the applicant is not satisfied with the initial response to their informal complaint, a written complaint should be submitted.

An applicant who wishes to proceed to a Formal Complaint will need to email the Student Casework Team studentcomplaints@roehampton.ac.uk with details of their complaint and how they have sought to resolve the complaint through the Informal process.

The complaint will be handled in line with stages 2 and 3 of the [Student complaints Policy and Procedure](#).

A Formal Complaint is concluded when the formal written outcome letter is sent to the student.

University of Roehampton – Equality Impact Assessment

Please answer all questions.

1. Name of the University initiative (i.e., policy, strategy, decision)

- Admissions Policy

2. What is the aim, objective, or purpose of initiative?

- To outline the University's aims and processes regarding admissions and any statutory requirements the University has in discharging these.

3. Who is responsible for developing the initiative?

- The Academic Registry department and the Associate Director of Admissions representing the admissions function of the department.

4. Who is responsible for implementing the initiative?

- The Admissions policy touches on a number of departments and includes various policies and procedures to adhere to. However, the main responsibility for implementation is with Admissions.

5. Who is the initiative intended to benefit?

- Applicants, to ensure processes are fair and transparent, to empower applicants to navigate the admissions process.

6. What is intended to be achieved by the initiative?

- An equitable Admissions process that also discharges the University's statutory requirements for regulated programmes and safeguarding of the staff and student body.

7. How will you know if this initiative has been successful?

- Receiving minimal appeals and complaints around admissions and monitoring any themes in any such appeals or complaints.
- Positive feedback on the applicant's experience.

8. What is the impact of the initiative on people or groups with respect to the following characteristics? Please include information or evidence to support your answer.

	Positive	Negative	Neutral	Explanation and evidence available
Age			x	Applicants aged 21 or over can be assessed based on 3 years professional experience
Disability	x			Our support is outlined, and the reasonable adjustment process is explained
Gender reassignment			x	A link to this policy is within the Diversity and equality policy and aims section
Marriage and Civil Partnership			x	
Pregnancy and maternity			x	
Race	x			Our mission statement explains that we aim to improve access for underrepresented groups
Religion or belief	x			
Sex	x			
Sexual orientation			x	

9. Is the initiative designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?

- The mission statement outlines the University's inclusive environment and aim to recruit a diverse student body.

10. Who has been consulted?

- The Vice Chancellor's Advisory group, The Deputy University Secretary, the Academic Registrar, and the Data Protection Officer.

11. Do you need to carry out further formal/informal consultation internally or externally in order to answer questions 8 or 9? If so, who needs to be consulted? What method or mechanism would be best suited for this consultation?

- n/a

12. What action could be taken to mitigate any negative impacts identified or is there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan (see below).

13. Who will be responsible for monitoring the implementation of the action plan?

- n/a

14. Please outline how you have revised the initiative (if necessary) in the light of the Equality Impact Assessment. If no change is to take place, please give reasons.

- The University may make future amendments to its processing of Criminal Convictions data for non-regulated programmes, this could widen equality of access further, although not a protected characteristic, some of these protected characteristics are shared by those who have been to prison.

15. Please indicate when you think this initiative should be reviewed next:

- This policy is reviewed every three years.

16. Equality Impact Assessment completed by:

Name	Simon Jones
Post/title	Head of Admissions & Conversion
Department	RIDA
Date completed	07/11/22