

Bath Spa University

Undergraduate Admissions Policy

Mission statement

1. The University is committed to encouraging as broad a range of students as possible to participate in, and benefit from, higher education.
2. The aim of the University's admissions procedures is therefore to recruit students from the widest range of backgrounds who wish to participate in Higher Education and will benefit from the courses that the University offers and from the environment in which it teaches and are likely to achieve a successful outcome to their course of studies.

Achieving our mission

3. We therefore adopt a robust policy of equality of opportunity in admissions in order to achieve a diverse student population. We seek to recruit students who have varying experiences of education, ranging from those who are well qualified academically to those who may have followed non-traditional paths to Higher Education. We welcome applications from students who come from families new to higher education, disabled students, students from different cultural and ethnic backgrounds and mature students, and those without standard entrance qualifications, and will seek to ensure that such students are not disadvantaged in the admissions process, for instance by employing procedures that allow the accreditation of prior experiential learning.
4. The University works with local schools and colleges to help students and parents understand the benefits of higher education. We invite students from local schools to visit us for Aiming Higher days so that they can work with our own students and find out more about higher education. We are establishing compact agreements with local schools which offer linked places to our degree courses, and also run summer schools to help prepared students to start at university.

Entrance Requirements

5. The University will set out the typical standard entrance requirements for each course in its prospectus and in other recognised publications. The information will also be available through the Bath Spa University website and the UCAS website. However, as printed information about courses sometimes goes to press more than a year prior to entry to a course, applicants are advised to always check online information, which will be the most current.
6. Applicants for undergraduate Honours Degree courses, other than Art & Design, will usually be expected to have achieved the equivalent of two 6-unit awards or one 12-unit award, for example, GCE/VCE A-level (other than General Studies), with three other subjects at GCSE level.

7. Applicants for Art & Design courses will normally be expected to have completed satisfactorily a Foundation course in Art & Design or appropriate BTEC course, plus five subjects at GCSE level, or equivalent.
8. Entrance Requirements for other undergraduate courses, such as Foundation Degree courses or Diploma of Higher Education courses, will vary but will be lower than those set for Honours Degree courses.
9. The University welcomes applications from mature students with non-traditional qualifications and/or relevant experience. There no lower-limit to age at entry, but the University expects most entrants to be 18 or over.
10. The University has a linked places scheme with Access courses at local further education colleges.

Deferred entry

11. The University is happy to consider applications from candidates who wish to take a gap year before commencing their studies.

Entry to second or subsequent year of programme

12. Applications to the second or subsequent year of an undergraduate programme will be considered. Applicants will be expected to have the standard entry requirements for the course as well as the requisite number of higher education credits or other relevant qualifications.

Applicants with special needs

13. Applications from candidates with disabilities and/or special needs are considered on the same academic grounds as all the others but candidates are encouraged to discuss their likely requirements with the University in advance. The University, through its Student Support Services Department, will give advice concerning the suitability of the campus, the degree programme and available support.

Overseas Applications

14. The University welcomes applications from overseas candidates. Overseas qualifications are welcome provided that they are considered equivalent to our GCSE and A level requirements.
15. Overseas applicants will be expected to achieve a minimum level of competence in the English Language, demonstrated through a range of established English Language qualifications such as IELTS. Information about the standard required will be available

from the Admissions Officer for overseas applications, and further details can be obtained from the International Activities Department.

Consideration of Applications

16. The University will give equal consideration to all applications submitted via UCAS by 15 January. Applications received after 15 January will be considered on a course by course basis if places remain available. Information on an application can be obtained from the Admissions Office at any time.
17. Where courses have a selection procedure such as interviews or auditions, e.g. Art & Design, Performing Arts, applicants will receive full details of what the selection procedure sufficiently early to ensure applicants have sufficient time for preparation. Applicants with special needs will be encouraged to discuss in advance with their Admissions Officer any special requirements for the selection process.
18. The University will make offers to applicants via the UCAS system. In framing offers, Admissions Officers will have regard to the qualifications held by applicants and qualifications not yet completed, and will also have regard to the applicants' predicted grades; their personal statement; and the overall quality of their application. Offers will usually be expressed in terms of the number of tariff points required.
19. The University recognises the value of Key Skills qualifications but they do not form part of our offers.

Applicants with Criminal Convictions

20. Some courses, for instance those that are likely to bring students into contact with children or vulnerable adults, will require applicants to provide confirmation, through the Criminal Records Bureau Enhanced Disclosure system, of any criminal convictions, cautions or bindovers. Where such a conviction exists, the Registrar shall determine whether any reason exists to debar an applicant from entry to a course. A decision to deny entry will only be taken after discussion with the responsible Assistant Director, and any student denied entry will be given the reasons for that decision. Full details of the University's policy on disclosure of criminal records are available on the institution's website.

General

21. Applications will be considered and offers made by Admissions Officers on behalf of the Registrar, in consultation with academic staff. Admissions Officers will be trained to deal with any enquiries as to the admissions process and basic questions about course content, but detailed questions about courses will be referred to members of the academic staff.

22. The Vice Chancellor of Bath Spa University, in exceptional circumstances, has the power to refuse to admit any person as a student of the University without giving any reason.

Questions about this policy

23. If a candidate has any questions or needs clarification regarding the University's Policy on Admissions, he or she should contact the Admissions Office:

Admissions Office
Bath Spa University
Newton Park
Newton St Loe
Bath BA2 9BN