

## **Bath Spa University Admissions Policy**

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### **1. Scope**

The Admissions policy applies to the admission of all students to Bath Spa University.

### **2. Principles**

2.1 Bath Spa University aims to recruit students from a broad and diverse community who have the potential to succeed and to benefit from the experience offered by the University. The University seeks to recruit students who have varying experiences of education, including those who are well qualified academically and those who may have followed non-traditional paths to Higher Education.

2.2 The University aims to comply fully with the QAA Code of Practice for Admissions to Higher Education and all appropriate equality legislation and seeks to implement policies and practices that are consistent and transparent.

### **3. Responsibilities**

3.1 Responsibility for the admission of students to Bath Spa University, and for all policies relating to admission, is vested in the Academic Board but for practical purposes is delegated to the University Registrar.

3.2 The Registrar is responsible on a day to day basis for ensuring that:

- Admissions processes and policies are clear and transparent and subject to regular review
- Admissions staff are aware of and support the University's commitment to clarity and transparency
- Admissions staff work to appropriate professional standards

3.3 The Registrar will provide an annual report to the Academic Board on the operation of the admissions process and the effectiveness of the admissions policy and the admissions policy will therefore be reviewed on an annual basis.

#### **4. The Admissions Process**

4.1 Bath Spa University operates a largely centralised admissions service through which all admissions work, from enquiry to enrolment, is carried out.

4.2 Appropriately trained admissions staff receive applications and ensure that the correct process is followed, culminating in the applicant receiving an offer of a place at Bath Spa University or the application being rejected.

4.3 The University prospectuses outline the typical standard entrance requirements for each course. The information is also available through the Bath Spa University website and at UCAS or GTTR, as appropriate. Due to deadlines for printed matter, online information is expected to be the most current.

4.4 The admissions process for each course will be determined by the Registrar from time to time.

4.5 Applications for some courses may be subject to selection procedures, in which case a decision will be taken by the appropriate academic staff as to whether the application can be supported.

4.5 Applicants for courses that are not subject to selection procedures will usually be made the standard offer for admissions to the course, provided they are eligible for such an offer to be made and have made their application by the relevant deadline. The decision whether or not an applicant is eligible for an offer will be based on an applicant meeting entry criteria for that subject, which is usually, but is not limited to, relevant academic achievement and an established interest or facility in the subject. It may occasionally be necessary for admissions staff to request supplementary material to support the application.

4.6 Applications for progression from Foundation Degrees to Honours Degree courses may be subject to a limitation on the number of places available. Such applications may therefore be considered on a qualitative basis, possibly including interview or audition, and results achieved in the course of the Foundation Degree are likely to be taken into account.

4.7 The University will only use interviews or auditions as a selection method when required to do so by the nature of the course for which the applicant has applied or by an external body (for instance, in the case of applicants for Initial Teacher Training) or in any other exceptional cases at the discretion of the Registrar.

4.8 Bath Spa University does not use admissions tests nor does it take into account A level unit grades.

4.9 Bath Spa University does not discriminate based on disclosures on applications forms relating to time in care or parents/guardians/carers who may have/have not undertaken higher education.

4.10 Admissions staff will identify whether applicants are appropriately placed for their chosen programme of study, taking into account non-academic as well as academic experience, ensuring that no applicants are disadvantaged.

4.11 A candidate's personal situation or circumstances of an exceptional nature may be taken into account if it is appropriate to do so, but generally only when qualification results are known.

4.12 Alternative courses or routes will be considered for the candidate if they are not suited to the course for which they have applied and the candidate will be informed of this in writing prior to any alternative course offer being made.

4.13 Admissions staff are committed, as appropriate, to giving equal consideration to all applications received prior to the UCAS closing date of 15<sup>th</sup> January. Applications received after this date will only be considered if places remain on the chosen course. It is therefore possible that decisions on such applications will not be made until later in the admissions cycle.

4.14 All admissions decisions are communicated via UCAS or GTTR only. Offer letters would only be issued to applicants who applied directly to the institution.

4.15 Undergraduate applicants who receive offers for courses that do not require attendance at interview or audition will be invited by BSU Marketing to attend a Campus Visit Day so that applicants have an opportunity to visit the university. Interview and audition sessions will, if appropriate, include a campus tour as part of their visit to the university.

4.15 Further information regarding admissions procedures can be found [here](#)

4.16 The University publishes information about widening participation and access, including our Access Agreement with OFFA. This information can be found [here](#)

## **5. Diversity**

5.1 The University is committed to policies of diversity and equality of opportunity and will monitor and review its admissions policies and practises to ensure that they do not conflict with this commitment and comply with all relevant legislation.

5.2 The Admissions Service will refer applications from students with disabilities to the University's Student Support Services prior to an offer being made to ensure that the University is able to fully meet all requirements for support and adjustment. Our policy in this regard can be read in full [here](#)

5.3 Applicants with special information or mitigating circumstances should put this in writing, with endorsement from their place of study, to the Admissions Manager in the first instance and cases will be considered individually.

## **6. Applicants with Criminal Convictions**

6.1 The University's policies on the recruitment of ex-offenders and on the secure storage, handling, use, retention and disposal of Criminal Records Bureau Disclosures and disclosure information can be found [here](#).

6.2 The University will seek information from any applicant that has declared a criminal conviction to satisfy itself that an offer can be made to that applicant. In the majority of cases, a criminal conviction will not prevent an offer being made. However, the University reserves the right to assess all such applications to ensure that admitting the applicant would not place staff, students or visitors to the University at risk.

6.3 Decisions on the admission of applicants with criminal convictions will normally be made by the Registrar. However, in the case of serious convictions, the Registrar may refer the decision to a group of senior staff set up for the purpose.

6.4 Applicants to courses that involve contact with children or vulnerable adults will be subject to checking via the Criminal Records Bureau. In the case of applicants for Initial Teacher Training, the decision whether to admit an applicant will be taken in the light of guidance from the appropriate Government Department on fitness to teach. The decision will be taken in consultation by the Registrar and the School of Education.

6.5 Our policy statement on the recruitment of ex-offenders can be found [here](#).

## **7. Requests for late entry**

7.1 The university will only consider applications for courses that have already begun in exceptional circumstances and in any case not after four weeks of teaching have passed. Consideration will only be given if a course still has places at that point.

7.2 No applicant will be allowed to commence a course later than four weeks after the course has started.

## **8. Applications for deferred entry**

8.1 Applications for deferred entry are considered in the admissions cycle in which the candidate applies and must fulfil the conditions of any offer made within that admissions cycle. If they do not do so, a further application would be required in the following admissions cycle. The year of entry is not taken into account in the decision making process.

8.2 The University will not normally allow an applicant to defer for more than one year.

8.3 It is not University policy to allow deferred entry to Initial Teacher Training courses.

## **9. Reapplying to the university after having studied at the university**

9.1 Such candidates should put their request in writing to the Registrar in the first instance, prior to making an application. Cases will be considered individually.

## **10. Applicants without standard entry requirements**

10.1 Applications from applicants who do not possess, nor are working towards, qualifications necessary to satisfy entry requirements can still be considered under the University's Accreditation of Prior Experiential Learning (APEL) procedures if it is deemed by the academic tutor that the applicant is eligible..

10.2 The Bath Spa University APEL policy can be found [here](#)

## **11. Applicants with prior accreditation/certification**

11.1 Applicants who possess prior accreditation may claim appropriate exemption from part of their course.

11.2 Applicants for undergraduate courses will be considered for entry to years two or three of an undergraduate course on the basis of prior accreditation. Candidates should apply through UCAS and will be expected to have the standard entry requirements for the course, as well as the requisite number of higher education credits in the relevant subject area as well as any other relevant qualifications. Eligible applications will be viewed by the academic course leader and, if successful, approved by the Registrar prior to an offer being made. Decisions will be communicated via UCAS.

11.3 The University will not consider applications on the basis of prior accreditation for courses of Initial Teacher Training.

## **12. International applicants**

12.1 Bath Spa University welcomes applications from overseas candidates.

12.2 Applications should be made (via UCAS in the case of undergraduate applications, GTTR in the case of PGCE applications and directly in the case of taught postgraduate applications) with actual, not British equivalent, qualifications clearly stated. Admissions staff will consider applications and liaise with the Fee Status Assessment Team regarding the fee status. This may involve issuing the applicant with a fee questionnaire which would need to be completed and returned by the applicant quickly.

12.3 A typical offer for a non-native English speaker would include a requirement for IELTS 6.0 or equivalent and our English language requirement policy can be found [here](#).

### **13. Fraudulent, inaccurate or plagiarised applications**

13.1 The University regards the provision of false information as a serious matter and any such cases will be referred to UCAS or GTTR if appropriate.

13.2 Applications identified by UCAS or GTTR as containing plagiarised material as part of their similarity detection scheme will be contacted by the Admissions Service for an explanation, together with a request for replacement statement. The candidate's updated file is then referred first to the academic course leader and subsequently to the Registrar before a decision is taken.

13.3 The University reserves the right to reject an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information.

### **14. Changes to Courses**

14.1 The University regrets that from time to time it may be necessary to change the specification or location of a course, or discontinue a course, sometimes at short notice. Any such significant changes to courses will be communicated to applicants as soon as possible by the Admissions Service.

### **15. Feedback**

15.1 Feedback to unsuccessful applicants will be provided to applicants on request only in the case of undergraduate candidates, if it is requested within two weeks of the decision being processed. All reject decisions are communicated to applicants together with the reason for the decision.

15.2 Feedback to unsuccessful applicants for PGCE applicants will only be in the form of the reject decision which is communicated via GTTR.

15.3 More information on provision of feedback for our programmes of study can be found [here](#) (Admissions A-Z, select programme of study, view 'Feedback' within A-Z list).

### **16. Admissions Support**

16.1 Information regarding the kind of support that can be offered to applicants and students can be found [here](#)

## **17. Complaints**

17.1 Any queries regarding this policy should be addressed, in the first instance, to:  
[admissions@bathspa.ac.uk](mailto:admissions@bathspa.ac.uk)

17.2 The University's aim is to consider all applications fairly and equitably. If an applicant is dissatisfied with the way their application has been handled, they may submit a complaint to the Registrar, who will seek to reply to their complaint within 14 days.

## **18. Review of Admissions Policy**

18.1 This policy is reviewed annually by the Registrar and all amendments are approved by the Academic Board.

March 2010