

SECTION 4

ADMISSIONS

(A) Principles

4.1 Anglia Ruskin University has sole discretion to determine:

- the entry criteria for each course which may include criteria defined by a PSRB;
- the admission of an individual applicant to a particular undergraduate or postgraduate course against the entry criteria for that course.

(B) Age of Entrants

4.2 There is no lower age limit for admission to Anglia Ruskin University. However, the admission of a student who is under 18 years of age when registering for a course is only permitted when the required procedures have been implemented. These include completion of consent forms by the parent/guardian of the student and the appointment of a designated person (usually the personal tutor) to undertake an advisory role for the student; this person will have been vetted by obtaining a satisfactory enhanced level Disclosure and Barring certificate via Anglia Ruskin University.

4.3 Anglia Ruskin University may set a higher minimum age limit for certain courses if required to do so by a PSRB.

4.4 There is no upper age limit for admission to Anglia Ruskin University's undergraduate or postgraduate courses.

(C) General Entry Requirements

4.5 Anglia Ruskin University sets, makes explicit and publishes the entry requirements for each undergraduate and postgraduate course and the means by which the eligibility of each applicant is assessed.

4.6 These entry requirements include the educational qualifications (including minimum grades to be achieved) and the knowledge and skills required for admission.

- 4.7 Applicants are admitted to Anglia Ruskin University based on an assessment that:
- they are able to benefit from the study involved;
 - they have the capacity to complete the course on which they are registered and to achieve the prescribed standard for the award;
 - they satisfy the specific entry requirements for the course.
- 4.8 This assessment is based on a range of factors including applicants' educational, professional and personal experiences and competencies and their potential contribution to the course. Applicants will also be considered on their ability to be self-organised and to work well independently and with others, their motivation to learn and their demonstration of interest in the subject area.
- 4.9 The decision to admit an applicant is based solely on an assessment of the merit of each individual case.
- 4.10 Anglia Ruskin University seeks to ensure that all applicants are considered on an equitable basis and that no applicants are considered less favourably due to their nationality, race or ethnicity, gender, marital status, disability, sexuality, political or religious beliefs, criminal record²⁴ or other unjustifiable grounds.
- 4.11 Applicants admitted to Anglia Ruskin University must provide evidence that they have satisfied the entry requirements and documentary evidence that they have obtained the prescribed educational qualifications, including Anglia Ruskin University's English language requirements if a student's first language is not English (see Regulation 4.23), before registering at Anglia Ruskin University.
- 4.12 Applicants for admission to Anglia Ruskin University must have completed the application process in the period up to and including the Friday of the second teaching/learning week of the first semester or trimester, as appropriate, to the course on which they wish to register. Such applicants must satisfy Regulation 4.11.
- 4.13 A student who has been discontinued from a course by the Anglia Ruskin Awards Board because of academic failure is not permitted to apply for re-admission to the same course unless **all** the following criteria have been met:

²⁴ See Regulations 4.50-4.61 for details of the process

- at least 6 months has lapsed between the date of discontinuation and the date of the application for re-admission;
- the student is able:
 - to provide clear evidence of a change in personal circumstances since the date of discontinuation;
 - to demonstrate a positive commitment to resume study at higher education level;
 - to demonstrate an enhanced knowledge-base and/or relevant experience e.g. based on employment in the period since the date of discontinuation;
- the student has been formally interviewed by at least two members of academic staff whose decision to re-admit the student is unanimous.

(D) Specific Entry Requirements

Integrated Taught Master's Degree, Honours Degree, Ordinary Degree, Diploma in Higher Education, Certificate in Higher Education, Graduate Diploma and Graduate Certificate

4.14 The minimum academic qualifications required for admission to level 4 of Anglia Ruskin University's awards are one of the following:

- a. passes in two subjects at GCE or VCE Advanced level and passes at grade C or above in three other subjects at GCSE level;
- b. a pass in a VCE Vocational Double Award and passes at grade C or above in three other subjects at GCSE level;
- c. the following pass grades in a BTEC National qualification:
 - Award (6 units): P or above in two awards;
 - Certificate (12 units): PP or above;
 - Diploma (18 units): PPP or above;
 and in all cases passes at grade C or above in three other subjects at GCSE level;
- d. passes at grade C or above in four subjects at Scottish Highers;
- e. passes at grade C or above in two subjects at Scottish Advanced Highers;
- f. passes at grade C3 or above in four subjects at Higher Level in the Irish Leaving Certificate;
- g. at least 80 UCAS tariff points in the CACHE level 3 Diploma in Child Care and Education;
- h. pass in an Access Course approved by an Authorised Validating Agency or evidence of an equivalent learning achievement approved by the Senate (or a committee of the Senate acting on its behalf);

- i. successful completion of the European or International Baccalaureate;
- j. any other academic qualification or combination of qualifications (including combinations involving GCE or VCE Advanced Subsidiary level and/or Key Skills qualifications) deemed by the Senate (or a committee of the Senate acting on its behalf) to be equivalent in breadth and depth to one of the above. In considering other qualifications the Senate takes account of the UCAS Tariff.

4.15 All UK applicants normally hold one of the above qualifications to qualify for admission. Exceptionally, evidence of an equivalent learning achievement may be considered to qualify for admission, provided the applicant demonstrates achievement of the required level of knowledge and skills e.g. through documentary evidence, personal interview, written work, relevant work experience, or a combination of these factors **and/or** the applicant meets the entry requirements of a course accredited by a PSRB. These exceptional cases are formally considered by a committee of the Senate acting on its behalf and require approval before the student registers for a course leading to an Anglia Ruskin award. Appropriate processes have been established by the committee to ensure that such decisions are made in a timely fashion. An analysis of admissions decisions made under this delegated responsibility is considered annually by the committee on behalf of the Senate.

Higher National Certificate and Higher National Diploma

- 4.16 The minimum academic qualifications required for admission to level 4 of Anglia Ruskin University's awards are one of the following:
- a. pass in one subject at GCE or VCE Advanced Level and passes at grade C or above in three other subjects at GCSE level;
 - b. a P grade or above in a BTEC National Award (6 units) and passes at grade C or above in three other subjects at GCSE level;
 - c. passes at grade C or above in two subjects at Scottish Highers;
 - d. passes at grade C or above in one subject at Scottish Advanced Highers;
 - e. passes at grade C3 or above in two subjects at Higher Level in the Irish Leaving Certificate;
 - f. successful completion of the European or International Baccalaureate;
 - g. pass in an Access Course approved by an Authorised Validating Agency or evidence of an equivalent learning achievement approved by the Senate (or a committee of Senate acting on its behalf);

- h. any other academic qualification or combination of qualifications (including combinations involving GCE or VCE Advanced Subsidiary level and/or Key Skills qualifications) deemed by the Senate (or a committee of the Senate acting on its behalf) to be equivalent in breadth and depth to one of the above. In considering other qualifications the Senate takes account of the UCAS Tariff.

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Foundation Degree

4.18 In accordance with the QAA's Foundation Degree Qualification Benchmark the educational requirements for admission to a Foundation Degree are not expressed in terms of standard educational qualifications but are benchmarked against recognised national awards.

4.19 The minimum benchmark level of attainment required for admission to level 4 of a Foundation Degree is equivalent to FE level 3 achievement, comprising two years of full-time education post 16 years of age.

4.20 Applicants who do not satisfy Regulation 4.19 may be admitted, provided they demonstrate, through documentary evidence, personal interview, written work, relevant work experience or a combination of these factors that they have achieved the required level of knowledge and skills in other ways e.g. experiential learning.

Postgraduate Courses

4.21 The minimum qualification required for admission to a postgraduate course is one of the following:

- a UK Honours Degree;
- an academic or professional qualification approved by the Senate (or a committee acting on its behalf) as equivalent in breadth and depth to a UK Honours Degree;
- extensive relevant practical experience, either on its own or taken in combination with other qualifications, deemed by the Senate (or a committee acting on its behalf) as evidence that an applicant possesses the appropriate knowledge and skills equivalent to an Honours Degree.

[NB Course proposal teams are required at the academic approval stage to indicate if they wish to admit applicants under bullet 3 so that an appropriate reference can be made in the outcome report considered by the Senate (or a committee acting on its behalf)]

International Applicants

4.22 International applicants must possess educational qualifications which are deemed by Anglia Ruskin University to be equivalent to those specified in Regulations 4.14 - 4.21 for admission to the appropriate course and level of study.

(E) Applicants for Whom English is not the First Language

4.23 Applicants whose first language is not English are required to demonstrate proficiency in the English language before they are admitted to Anglia Ruskin University **either** through:

(a) possession of one of the following English language qualifications:

Entry to Levels 3, 4 and 5	Entry to Levels 6 and 7
GCSE English language C	GCSE English language C
IELTS 6 (overall band score) or 5.5 (where an English Language module is specified on the CSF which students are required to pass and for which compensation is not permitted under Regulations 6.86 - 6.93 in the event of failure)	IELTS 6.5 (overall band score)
Any other equivalent qualifications approved by the Senate's Admissions Policy Subcommittee	

or;

- (b) successful completion of Anglia Ruskin University's International Foundation Programme (for admission to an undergraduate course) or the Masters Foundation Programme (for admission to a taught postgraduate course);

unless they can provide satisfactory evidence that they have been taught and examined through the medium of English.

- 4.24 For the purpose of these Academic Regulations the above qualifications represent benchmark standards of English language proficiency for admission to Anglia Ruskin University. Applicants may satisfy Anglia Ruskin University's English language requirements through possession of a qualification deemed by the Senate (or a committee of the Senate acting on its behalf) to be equivalent to one of the above.
- 4.25 The specific English language entry requirements for certain courses may require a higher level of achievement than that stated in Regulation 4.23.
- 4.26 Applicants admitted with credit under a formal agreement between Anglia Ruskin and an international Associate College are not required to satisfy the English language requirements set out in Regulation 4.23. Their admission is based on a recommendation from the Associate College which includes an assessment of their English language proficiency.
- 4.27 International applicants who satisfy Anglia Ruskin University's English language entry requirements may be required, when they first register at Anglia Ruskin University, to take a diagnostic English language test set by Anglia Ruskin University. The test is designed to assist Anglia Ruskin University in its provision of on-going learning support to such students, including provision of an English language module during the first semester or trimester of their period of study.

(F) Accreditation of Prior Learning

*[NB: The following Regulations relate solely to admission with prior learning and do **not** apply to cases where a student subsequently wishes to submit an additional claim for accredited prior certificated learning (APCL) or accredited prior experiential learning (APEL) for exemption from a particular module(s) within the course for which the student is registered. Prior learning/experiential learning may **not** be double counted.]*

General

- 4.28 Students may be admitted with credit to a particular undergraduate or postgraduate course through the accreditation by Anglia Ruskin University of prior certificated learning (APCL) or prior experiential learning (APEL). Students seeking admission with prior learning based on APCL or APEL are **not** permitted to register for a course leading to an Anglia Ruskin award until such admission has been approved in writing.
- 4.29 Students seeking admission with prior learning may combine APCL and APEL up to a total of two thirds of the total credit requirement for the course on which they wish to register, of which no more than half of the total credit requirement may be based on APEL.
- 4.30 Anglia Ruskin award certification indicates if an award which has been conferred includes APCL or APEL credit.
- 4.31 The award certificate refers to the existence of the associated academic transcript.

Accredited Prior Certificated Learning (APCL)

- 4.32 Students seeking admission with prior learning based on APCL may be granted no more than two thirds of the total credit requirement for the course to which the application has been made.
- 4.33 Learning for which APCL is sought must have been completed within five years (60 months) of submission of an admission with prior learning application. For certain courses the five year period of currency may be reduced in view of advancements in the subject area. If the learning is beyond the five year currency limit, applicants are required to provide evidence of updating of their professional knowledge and practice. This evidence comprises **all** the following:

- *CV*: to cover employment history, focussing on how the applicant has maintained their knowledge and practice since qualifying with the award(s) for which they are seeking credit;
- *Evidence of successful completion of relevant CPD training*, if applicable;
- *Reflective statement*: detailing how knowledge and practice has remained up to date;
- *An employer reference*: on institutionally headed paper or, exceptionally, an email directly from the employer's institution, confirming that the applicant's job and CPD has enabled them to keep up to date with information and current practices in the subject area in which the applicant is intending to study.

4.34 Students admitted with APCL credit who subsequently transfer for whatever reason to a course leading to an award comprising a lower volume of credit are required to complete at least one third of the total credit requirement for the new award by taking Anglia Ruskin modules contained within the CSF for that award.

4.35 A qualified health or social care professional may seek admission, based on APCL, to a level 6 award at Anglia Ruskin University but to defer his/her registration until additional Anglia Ruskin credit has been awarded for successful completion of a free standing module(s) or short course(s), taken as part of the applicant's continued professional development (CPD). Such admission is considered only:

- if the APCL comprises a relevant level 5 award, totalling no more than 240 credits, which is accredited for professional registration;

AND

- if the student is a registered professional within the Nursing & Midwifery Council, Health & Care Professions Council or other PSRB deemed to be appropriate by the Dean of Faculty (or nominee);

AND

- if the additional CPD learning prior to the deferred registration is no more than 60 credits at level 6.

In such cases the free standing module(s) or short course(s) which comprises the additional credit undertaken prior to the deferred registration must be identical to the level 6 credits (as defined in the CSF) of the course for which registration is being deferred.

The maximum period of registration in which a student must complete the free standing module(s) or short course(s) of CPD learning prior to the deferred registration **AND** the necessary level 6 modules to achieve a level 6 award (following the deferred registration) is three years (in accordance with Regulation 3.37, footnote 20).

- 4.36 Admission with prior learning based on APCL is formally considered by Faculty Admissions Tutors under the responsibility delegated by the Senate. Faculty Admissions Tutors are supported in this work by the relevant Faculty AP(E)L Adviser. Any decision to admit a student with credit based on APCL must be made before the student formally commences the course. Complex applications are considered by the Faculty AP(E)L Adviser. An audit of a sample of admissions decisions made by Faculty Admissions Tutors under this delegated responsibility is considered annually by the Senate (or a committee of the Senate acting on its behalf).
- 4.37 Faculty Admissions Tutors consider individual applications for admission with APCL credit with reference to course tariffs approved by the Senate (or a committee of the Senate acting on its behalf).
- 4.38 The marks or grades obtained for accredited prior learning, including such learning which has resulted in the conferment of an award, do **not** contribute to the algorithm used to determine the classification of an Anglia Ruskin award.

Accredited Prior Experiential Learning (APEL)

- 4.39 Students seeking admission with prior learning based on APEL may be granted no more than half of the total credit requirement for the course on which they wish to register.
- 4.40 Currency is assessed through the portfolio or agreed alternative evidence submitted for assessment.
- 4.41 Students admitted with APEL credit who subsequently transfer for whatever reason to a course leading to an award comprising a lower volume of credit are required to complete at least one half of the total credit requirement for the new award by taking Anglia Ruskin modules contained within the CSF for that award.
- 4.42 Admission with prior learning based on APEL is formally considered by the Senate (or a committee of the Senate acting on its behalf). The same arrangements apply to

encapsulation²⁵ and to the credential evaluation of international programmes of study or programmes which are not delivered by a higher education institution.

Credit **Not** Awarded by Anglia Ruskin University

[NB The following Regulations are subject to Anglia Ruskin University's progressive implementation of the Bologna Process]

- 4.43 The Senate has approved a range of recognised awards and qualifications conferred by higher education institutions and other educational bodies, both within the UK and overseas, as the basis for admission with prior learning to specific courses at Anglia Ruskin University. Full details of this course tariff database are held by the Admissions Office.
- 4.44 Marks or grades from accredited prior learning, including such learning which has resulted in the conferment of an award, are not transferable to an Anglia Ruskin award and are therefore not used to classify the award.
- 4.45 Students admitted with credit may not be awarded an Honours Degree unless they have been awarded a minimum of 120 credits of new learning at level 6.
- 4.46 Students seeking admission with prior learning based on APEL are required to prepare and submit a portfolio (or equivalent) of evidence for consideration by the Senate (or a committee of the Senate, acting on its behalf).

Credit Awarded by Anglia Ruskin University (including learning undertaken at Associate Colleges)

- 4.47 Students who have successfully completed modules when registered for an Anglia Ruskin course leading to a named award which has **not** been conferred and who then apply for admission with prior learning to a course leading to a subsequent Anglia Ruskin award, may transfer to the second course such Anglia Ruskin credits and their associated marks or grades as are permitted by the CSF, subject to the provisions of Regulation 4.33. If the first named award **has** been conferred, the credits, but not the associated marks or grades, may be transferred to the second award. The relevant Deputy Head of Department is responsible for ensuring that the appropriate Student Handbook sets out the implications

²⁵ Encapsulation is the process used by applicants/students who have competence-based or professional awards which they wish to be considered towards APCL. If there is a deficit in their previous learning (ie: it is at a lower level than that required for higher education) applicants/students are able to use an encapsulation to demonstrate that the work they have previously completed can be developed further to make it equivalent to higher education level

for credit and grade transfer in such cases, particularly the implications for students if the first award has been conferred.

- 4.48 Students within Anglia Ruskin University who have failed to achieve a sufficient volume of credit to be awarded an Honours Degree and who are permitted to transfer to a course leading to a different Honours Degree, are required to complete as new learning at least 60 fine graded Anglia Ruskin credits at level 6. Such students must comply with the CSF for the new course and satisfy all the credit requirements at the appropriate level and volume for the second award.
- 4.49 Students who have successfully completed an Anglia Ruskin Ordinary degree which has been conferred and who subsequently apply for admission with prior learning to a course leading to an Anglia Ruskin Honours Degree are required to complete as new learning a minimum of 120 credits at level 6.

(G) Applicants with a Criminal Conviction

- 4.50 A criminal conviction does not normally preclude an applicant from admission to a course offered by Anglia Ruskin University unless:
- the course leads to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975;
 - the applicant may in the view of Anglia Ruskin University pose a threat to staff, students or clients of Anglia Ruskin University.
- 4.51 All applicants must declare any “relevant”²⁶ criminal conviction on their application form.

²⁶ “‘Relevant’ is defined as criminal 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. If you have spent or unspent convictions from a court outside Great Britain, additional checks may be carried out depending on the records available in respect of the applicable country. A criminal records check may show all spent and unspent convictions including (but not limited to) cautions, reprimands, final warnings, bind over orders or similar, and to the extent relevant the course, may also show details of minor offences fixed penalty notices, penalty notices for disorder, ASBOs or VOOs” (*UCAS Admissions Guide and Decision Processing Manual, 2015*).

- 4.52 Applicants for courses in the areas of teaching, medicine, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary science, pharmacy, osteopathy, optometry and professions or others involving work with children or vulnerable adults, including the elderly or sick people, are required to declare any criminal conviction, including spent sentences and cautions (including verbal cautions) and bind over orders. The professions to which the courses listed above are associated are exempt from the Rehabilitation of Offenders Act (1974) (ie: convictions are not spent). Anglia Ruskin University is a registered user of the Disclosure and Barring Service and uses it as an additional admissions process when considering such applicants²⁷.
- 4.53 In dealing with all disclosures of a criminal conviction, Anglia Ruskin University observes the principles of the Rehabilitation of Offenders Act and all data protection legislation.
- 4.54 The appropriate Admissions Officer writes to an applicant on declaration of an offence, requesting that the applicant writes to the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) with details of the date of the conviction, nature of the offence and the sentence received. The Admissions Officer also invites the applicant to provide any comments and/or other background information e.g. reports from probation officers or social workers to support their application.
- 4.55 The Admissions Officer forwards the applicant's file, including a copy of the letter requesting further information, to the Pro-Vice-Chancellor (Corporate & International Development) (or nominee). On receipt of the file and any further information provided by the applicant, the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) determines whether:
- it is safe to proceed with the application, namely to an offer of an interview or an offer of a place in accordance with the admissions procedures used for all applicants;
 - it is unsafe to proceed any further with the application in view of the additional information received.
- 4.56 The Pro-Vice-Chancellor (Corporate & International Development) (or nominee) may on occasion request an interview with the applicant in person in order to reach a decision on this matter.

²⁷ Guidance for Managers on use of the Disclosure Service is published by the Office of the Secretary and Clerk. Detailed procedures for considering and deciding on such cases are published by the relevant Faculty.

- 4.57 In serious cases or where there is significant doubt, the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) refers the case to a Panel comprising the Pro-Vice-Chancellor (Corporate & International Development) (or nominee), a Deputy Vice-Chancellor and the Director of Student Services. A member of the Vice-Chancellor's Group may act in the absence of one or more of these Panel members.
- 4.58 The Pro-Vice-Chancellor (Corporate & International Development) (or nominee) or, where appropriate, the Panel uses the following criteria in determining whether the application may proceed:
- a duty of care towards Anglia Ruskin University;
 - the nature of the course to which the candidate has applied;
 - the date, nature and seriousness of the offence committed;
 - the circumstances of the offence;
 - any history of repeat offending;
 - whether the applicant has provided evidence of sustained non-offending following the conviction and/or subsequent good behaviour;
 - supporting documentation from probation officers, social workers or any other professional staff.
- 4.59 The Pro-Vice-Chancellor (Corporate & International Development) (or nominee) formally records the final decision and conveys it in writing to the applicant.
- 4.60 The application is formally rejected if the final decision is that it is unsafe to proceed with the application.
- 4.61 An applicant may appeal to the Vice-Chancellor against the decision of the Pro-Vice-Chancellor (Corporate & International Development) (or nominee), if the applicant can provide further evidence which was not, for good reason, provided to the Pro-Vice-Chancellor (Corporate & International Development) (or nominee) at the time of the original request.

(H) Disabled Applicants and Applicants with Specific Learning Difficulties

- 4.62 Applicants with a disability or specific learning difficulties are considered using the same entry requirements as for all other applicants.

- 4.63 Such applicants are strongly encouraged to disclose the nature of their disability or specific learning needs on their application form or to contact Anglia Ruskin University's Student Support Services directly to enable Anglia Ruskin University to consider the provision of appropriate support for their studies.
- 4.64 Applicants who disclose a disability or specific learning difficulties on their application form are referred to Anglia Ruskin University's Student Support Services for an assessment of their individual needs.
- 4.65 In making such an assessment, Anglia Ruskin University abides by all current legislation governing this area and makes any reasonable adjustments to enable the applicant, if successful, to attend Anglia Ruskin University.
- 4.66 Any needs identified as a result of the assessment are conveyed, on a confidential basis, to other appropriate departments within Anglia Ruskin University.
- 4.67 An analysis of students admitted under these arrangements is conducted annually by the Admissions Office for consideration by the Senate (or a committee of the Senate acting on its behalf).