



Anglia Ruskin  
University

Cambridge & Chelmsford

# Senate Code of Practice on Admissions (including Accredited Prior Learning)

Third Edition

September 2012



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## Foreword

This Senate Code of Practice is one of a series of Codes through which, in conjunction with other mechanisms, academic standards and quality of education at Anglia Ruskin University are maintained, assured and enhanced.

Each Code of Practice has been approved by the Senate for use throughout Anglia Ruskin and its UK and international Associate Colleges. The complete set of Codes, as at September 2012, covers:

- Admissions<sup>1</sup>
- The Assessment of Students
- Collaborative Provision
- Curriculum Approval & Review
- External Examiners for Taught Courses
- Research Degrees
- Work Based and Placement Learning

The Codes are closely linked and share common elements of quality assurance policy and practice at Anglia Ruskin University. They should therefore be read as a set. This Code of Practice is particularly intended for those staff within Anglia Ruskin and its UK and international Associate Colleges who are involved in the admissions process.

Further copies of this Code of Practice are available on request from the UK/EU Admissions Office or International Admissions Office in Corporate Marketing, International and Development Services.

A separate document setting out the detailed procedural and other arrangements for all admissions processes is also available from the UK/EU Admissions Office or International Admissions Office in Corporate Marketing, International and Development Services.

The Code of Practice is maintained by the Admissions Policy Subcommittee and the Senate's Quality, Enhancement and Standards Committee and was drafted by the following staff whose major contribution is gratefully acknowledged:

Pat Watson, Head of UK/EU Admissions,  
Victoria Randall, Head of International Admissions  
Linda Norris, Senior Adviser Accreditation,

An electronic copy of this Code of Practice is available at: **[www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)**

Sandra Hollis  
Pro-Vice-Chancellor, Corporate and International Development

September 2012

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<sup>1</sup> Approved by the Senate on 24 September 2007, 1 July 2009 and 6 June 2012



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## 1 Introduction

- 1.1 This Code of Practice has been approved by the Senate and is based on the expectations contained within Chapter B2 of the UK Quality Code for Higher Education, published by the Quality Assurance Agency for Higher Education (QAA). It complements other Senate Codes of Practice for specific quality assurance activities including:
- The Assessment of Students;
  - Collaborative Provision;
  - Curriculum Approval and Review;
  - External Examiners for Taught Courses;
  - Research Degrees;
  - Work Based and Placement Learning.
- 1.2 This Code of Practice applies equally to Anglia Ruskin University and its UK and international Associate Colleges<sup>2</sup>. Certain admissions processes have been delegated to Associate Colleges under the Academic Agreement between Anglia Ruskin University and the College. The operational detail of these arrangements is set out in the Procedural Document which accompanies this Code of Practice. Any differences in admissions procedures are agreed as part of the relevant Academic Agreement and accounted for in the Procedural Document.
- 1.3 This Code of Practice applies to all admissions to Anglia Ruskin University courses irrespective of level or delivery method. It applies equally to all applicants, again irrespective of whether they are UK, EU or international applicants. This Code of Practice also considers admissions to those courses where the entry criteria must meet the requirements of professional, statutory and regulatory bodies (PSRBs). Specific information regarding the admission of research students is contained in the *Senate Code of Practice on Research Degrees*<sup>3</sup>.
- 1.4 This Code of Practice seeks to ensure that Anglia Ruskin University complies with current anti-discrimination and data protection legislation.

## 2. General Principles

- 2.1 Anglia Ruskin University is committed to providing a fair admissions process which embraces widening participation and lifelong learning as well as a commitment to increase the number and proportion of our international students.
- 2.2 Anglia Ruskin University is passionate about the advancement of knowledge and the education of students. We take university education in imaginative new directions and are important to our region. We want to be viewed in the UK and internationally as exceptional. Our key contribution is to the enhancement of social, cultural and economic wellbeing.

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<sup>2</sup> Associate College is the revised terminology for Partner Institution from September 2012

<sup>3</sup> Available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)

- 2.3 Anglia Ruskin University ensures its selection policies and procedures are fairly and consistently applied by all staff involved in the admissions process. We promote equality and recognise the diversity of background and experience of applicants to higher education. We admit applicants who have the potential to benefit from and contribute to our courses, our community and our students' experience.
- 2.4 We recognise the importance of providing excellent customer service to all our applicants and to facilitate this we have agreed Key Performance Indicators for admissions which are regularly monitored.
- 2.5 Recruitment and Selection

**(a) Transparency**

Anglia Ruskin University recognises the importance of the timely provision of accurate and accessible information to enable applicants to make informed decisions about their choices.

**(b) Entry Requirements**

Anglia Ruskin welcomes applications from appropriately qualified students offering a wide range of qualifications, including GCE A levels, BTEC qualifications, Access to Higher Education Diploma, International Baccalaureate, Advanced Diplomas and many others.

Entry requirements for full time undergraduate courses are available on our website [www.anglia.ac.uk](http://www.anglia.ac.uk) and on the UCAS website [www.ucas.ac.uk](http://www.ucas.ac.uk). Entry criteria for part-time undergraduate courses are also available on our website.

**(c) Postgraduate Entry**

The entry requirement for our taught postgraduate courses is a UK Honours Degree, usually with a minimum classification of lower second class honours, or an appropriate equivalent qualification, including those gained overseas.

Specific entry criteria for postgraduate research courses are published on Anglia Ruskin University's website ([www.anglia.ac.uk](http://www.anglia.ac.uk)) in the *Postgraduate Prospectus* and in the *Research Degrees Regulations*<sup>4</sup>.

**(d) International Applicants**

Anglia Ruskin University welcomes overseas applicants and publishes specific entry requirements for overseas applicants including English Language requirements on our website: [www.anglia.ac.uk/ruskin/en/home/study/international](http://www.anglia.ac.uk/ruskin/en/home/study/international)

**(e) Unit Grades**

Anglia Ruskin University will use qualification grades rather than unit grades in our decision making process and when making offers. However we may take unit grades into account during the period following examination results

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<sup>4</sup> Available at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs)

to help us to decide whether to confirm the place of an applicant who has just missed their required grade; if places are available.

#### **(f) Interviews and Tests**

The selection process may include interviews, particularly for courses governed by PSRBs.

Some courses also require applicants to provide portfolios or written work as part of the selection process.

All shortlisted applicants to Initial Teacher Training and some Faculty of Health, Social Care & Education courses will be required to undergo an English and Mathematics test. Further details of specific requirements are available on our website.

#### **(g) Applicants with Disabilities**

Applications from candidates with a disability and/or additional learning or medical requirements are considered using the same academic entry requirements as all other applicants (subject to any relevant professional practitioner requirements). Such applicants are referred to our Student Services for an assessment of their individual needs and are considered in accordance with Anglia Ruskin's *Academic Regulations*<sup>5</sup>.

#### **(h) Clearing**

We offer places through Clearing on our full time undergraduate courses where the relevant recruitment target has not been reached. Courses with vacancies in Clearing may operate with slightly adjusted entry requirements during that period.

#### **(j) Adjustment**

Each year some applicants pass their examinations with better results than expected. This may mean that some will have not only met the conditions of the offer they have firmly accepted, but will have exceeded them. UCAS has introduced Adjustment for these applicants, to provide an opportunity for them to reconsider where and what to study. Anglia Ruskin supports the Adjustment Period and accepts applicants through adjustment where places are available.

### 2.6 The Decision Notification Process

2.6.1 Applications are processed as follows:

- UCAS applicants – UCAS applicants receive confirmation of their offer via UCAS Track. For successful applicants this will be followed by a formal offer letter from Anglia Ruskin University. We provide UCAS with updated information twice daily and this feeds into UCAS Track which is available 24 hours a day to applicants.

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<sup>5</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

- Direct applicants (for part time and postgraduate applications via our online application form) – Anglia Ruskin University aims to inform direct applicants, by letter or email, of decisions within two working days of the decision being made.
- For applicants wishing to study at Anglia Ruskin University on the basis of a Tier 4 (general) student visa, on receipt of confirmation that an applicant has met the academic and financial (as applicable) conditions of their Offer we will email the applicant a Confirmation of Acceptance for Studies (CAS) Statement to support their visa application.
- Conditional offers for entry to our undergraduate courses are usually expressed in UCAS tariff points. Further information on the UCAS tariff is available here [http://www.ucas.com/students/ucas\\_tariff/](http://www.ucas.com/students/ucas_tariff/).

### 2.6.2 Deferral

Successful applicants may be allowed to defer their start for one year on request; this must be agreed by the Head of Admissions. Course fees current for the year of entry will apply. Deferral for a further year is only allowed in exceptional circumstances. For some courses deferral is not possible, for example where decisions are made on the basis of a 'gathered field'. This is a system which allows all applications received by a specific date to be considered on an equal basis. For further information please see paragraphs 5.7 and 5.8.

Anglia Ruskin reserves the right to change the conditions of deferred offers in line with changes to our entry criteria

### 2.6.3 Information for Applicants

Successful applicants receive written information outlining all tuition fees and costs associated with their proposed course. Information on fees and funding is also available on our website [www.anglia.ac.uk/studentfinance](http://www.anglia.ac.uk/studentfinance).

## 2.7 Widening Access

Anglia Ruskin University welcomes applicants from a wide range of backgrounds with a wide range of qualifications both academic and vocational. We welcome applications from those with non-traditional educational backgrounds as well as mature applicants who offer a range of non-traditional qualifications and experience. Each application is considered on its merits.

### 2.7.1 Supplementary Information Process

The Supplementary Information process is used in cases where an applicant's qualifications do not meet Anglia Ruskin University general and specific entry requirements for an award at the level of the course applied for, as set out in Section 4 of the *Academic Regulations*<sup>6</sup>.

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<sup>6</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

This process allows the consideration of extra evidence of an equivalent learning achievement which may be considered to qualify the applicant for admission, provided the applicant demonstrates that they have achieved the required level of knowledge and skills e.g. through documentary evidence, personal interview, written work, relevant work experience or a combination of these.

#### 2.7.2 Accreditation of Prior Learning (APL)

Applicants who have previously studied at higher education level in a subject area relevant to the course for which they are applying may apply for accreditation of prior certificated learning (APCL). These applications are initially considered by Admissions Officers using the Anglia Ruskin University Course Tariff system. Applications to courses where a course tariff has been approved are processed by Admissions Officers and appropriate decisions are communicated to the applicant. Where a course tariff has not been approved, applications are referred to the Admissions Tutor or the Faculty APEL Adviser for approval. In complex cases final ratification is provided by the APL Sub-panel. Further detailed information can be found in Section 10.

Information on processes relating to APL for potential applicants is accessible via the APL website **<http://web.anglia.ac.uk/curriculum/index.phtml>**.

#### 2.7.3 Applicants in care or who are looked after

Applicants who are or have been in care, or who are or have been looked after as children, are welcomed by Anglia Ruskin. The Admissions Office will inform appropriate staff in Student Services who will be happy to provide any additional information or support that may be needed in consultation with the applicant at any point of their academic career.

#### 2.7.4 Applicants whose parents were not in Higher Education

As provision of information on parents' education is not a compulsory part of the application process we will not take this into consideration during the selection process.

#### 2.7.5 Minors

Anglia Ruskin treats as minors all applicants who are under the age of 18 years at the time of admission. We recognise that we have an enhanced duty of care for these applicants.

Anglia Ruskin treats applicants and students who are under 18 years as it would all other students wherever possible. Our guidelines on the Admission of Minors can be viewed at **[www.anglia.ac.uk/minors](http://www.anglia.ac.uk/minors)**.

### 2.7.6 Mature Applicants

Anglia Ruskin University does not discriminate against applicants on the grounds of age. Mature students are extremely well motivated, disciplined and keen to succeed. They bring a great deal of personal experience and maturity of thought to their studies and contribute to our diverse student community.

### 2.7.7 Mitigating Circumstances/Medical Problems

Information on mitigating circumstances/medical problems which have affected the applicant during the admissions process are submitted to the Head of Admissions at the earliest opportunity and are considered on an individual basis. Independent verification is required (usually by the school, college or doctor).

## 2.8 Feedback to Unsuccessful Applicants

2.8.1 Anglia Ruskin University is aware of the contribution of feedback in assisting unsuccessful applicants to address issues relating to their qualifications, experience, interview skills or other factor which has prevented them from gaining a place on the course of their choice. Feedback is given to unsuccessful applicants on request. Applicants requiring feedback are asked to request this in writing to the Admissions Officer who is named in their admissions correspondence.

2.8.2 Anglia Ruskin considers grades achieved as the result of re-sitting examinations for entry to the majority of our courses. Unsuccessful applicants are offered advice on re-sits on an individual basis if necessary.

## 2.9 Reapplication

Unsuccessful applicants are not normally allowed to reapply in the same admissions cycle. However Anglia Ruskin considers reapplication in a subsequent cycle where issues which caused the initial rejection have been addressed by the applicant. For further information please see paragraphs 7.2.1 – 7.2.5 below.

## 2.10 Readmission

### 2.10.1 Following Academic Failure

In accordance with the Academic Regulations<sup>7</sup>, 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:

- At least 6 months has elapsed between the date of discontinuation and the date of application for readmission;
- The student is able:
  - to provide clear evidence of a change in personal circumstances since the date of discontinuation;

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<sup>7</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

- 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 readmit the student is unanimous.

#### 2.10.2 Readmission following withdrawal

A student who wishes to reapply following withdrawal from a course at Anglia Ruskin University may reapply after a period of 6 months has elapsed and must be able to demonstrate a change in personal circumstances and a positive commitment to resume study at higher education level.

### 2.11 Complaints and Appeals

2.11.1 Anglia Ruskin University is committed to delivering a high quality and fair admissions service. Excellent customer service is very important to us. Applicants are encouraged to convey any cause for concern related to the admissions process.

2.11.2 A **complaint** is defined as a specific concern relating to the service or facilities offered by Anglia Ruskin University or by any employee(s).

2.11.3 Applicants may **appeal** against an admissions decision only if the appeal relates to:

- a procedural irregularity i.e. Anglia Ruskin University is considered not to have adhered to its procedures
- the emergence of new information which was not available at the time of application and which, if available, may result in a different decision. The reasons why this information was not available at the time of application must be given

2.11.4 Anglia Ruskin University's full Complaints and Appeals Procedure can be found at [http://www.anglia.ac.uk/ruskin/en/home/prospectus/applicant\\_information.html](http://www.anglia.ac.uk/ruskin/en/home/prospectus/applicant_information.html).

### 2.12 Legal and Statutory Obligations

2.12.1 Applicants are considered on an equitable basis and no applicant is considered less favourably because of their nationality, race, ethnicity, age, marital status, disability, sexuality, political or religious beliefs, criminal record or other unjustifiable grounds.

2.12.2 Anglia Ruskin University has developed its Admissions Policy taking account of the various legal and statutory obligations which impact on the admissions process. All staff involved in admissions will adhere to legislative requirements including anti discrimination legislation and Data Protection law.

## 2.13 Responsibilities in the Admissions Process

- 2.13.1 The UK/EU Admissions Office is responsible for communication with UCAS including updates to Anglia Ruskin University's UCAS Entry Profiles and the transmission of admissions decisions to UCAS. Admissions Officers are responsible for making decisions on UK and EU applications according to agreed entry criteria. International Admissions Officers in the International Office are responsible for making decisions on overseas applicants.
- 2.13.2 The UK/EU Admissions Office liaises with Admissions Tutors when determining entry criteria and selection processes and for setting offers for each of their courses, thereby ensuring all courses comply with Anglia Ruskin University's Admissions Policy.
- 2.13.3 All staff involved in the admissions process are required to be conversant with current higher education policy and practice. Staff are provided with appropriate information and training. Staff involved in interviewing and selecting prospective students are expected to attend Equal Opportunities in Recruitment and Selection training.
- 2.13.4 Senior Admissions Office staff and International Office staff provide regular training and information on changes to admissions procedures and policy and induction for academic Admissions Tutors.

## 2.14 Responsibilities of Applicants

Applicants are required to make full, honest and truthful applications.

### 2.14.1 Omission

Omission of relevant information may adversely affect an applicant's chances of success.

### 2.14.2 Plagiarism

Applicants identified by the UCAS Similarity Detection Service as having plagiarised personal statements will be contacted by the Admissions Office to request an explanation. This explanation is considered by the Head of Admissions and the applicant may be required to provide a new personal statement before their application can progress. If the explanation is not satisfactory the application will be withdrawn.

### 2.14.3 Fraud

All applicants providing fraudulent documents or misrepresenting their educational qualifications are withdrawn from the admissions cycle and not allowed to reapply. Fraudulent undergraduate applications are reported to UCAS.

#### 2.14.4 Disclosing a Criminal Record

Applicants are required to declare unspent criminal convictions and are considered in accordance with Anglia Ruskin University's Academic Regulations<sup>8</sup>.

Enhanced level Criminal Records Bureau (CRB) clearance is a requirement for some courses, including Nursing, Midwifery, Social Work, Teacher Training, Operating Department Practice and Optometry.

A criminal conviction does not necessarily prevent an applicant from being considered but, as well as meeting professional body requirements, our university has a duty of care to ensure the safety of other students and staff. All matters relating to declared criminal convictions and CRB disclosures are handled with the highest level of confidentiality.

#### 2.15 Monitoring

2.15.1 The Quality, Enhancement & Standards Committee's Admissions Policy Subcommittee is responsible for quality assurance mechanisms and monitoring of policies in relation to admissions.

2.15.2 To ensure fair and equitable treatment of all applicants, the entry requirements and selection criteria for all courses are monitored annually by the Admissions Policy Subcommittee except for research courses where the entry requirements are determined annually by the Research Degrees Committee.

2.15.3 Anglia Ruskin University records the receipt and outcome of complaints and appeals relating to the admissions process. These are monitored annually by the Admissions Policy Subcommittee.

2.15.4 This Senate Code of Practice on Admissions is reviewed every three years (or more regularly if necessary) firstly by the Admissions Policy Subcommittee which submits any recommendations for revision to the Quality, Enhancement & Standards Committee (QESC). This Committee submits to the Senate any recommendations for revision to the Code.

2.15.5 The Admissions Procedural Document associated with the Senate Code of Practice on Admissions is reviewed annually by the Admissions Policy Subcommittee which submits any recommendations for revision to the QESC.

2.15.6 The Admissions Policy Subcommittee considers developments within higher education relating to admissions policies and practices and submits any recommendations for changes to admissions policy to the QESC. This Committee submits to the Senate any recommendations for revision to the Code.

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<sup>8</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

### **3 Staff Involved in the Admissions Process**

- 3.1 Anglia Ruskin University ensures that all academic and administrative staff are competent to undertake their role and fulfil their responsibilities in the admissions process.
- 3.2 All staff new to the admissions process is provided with training in Anglia Ruskin University's admissions policies and procedures. Training is given in relation to their particular roles and responsibilities within the admissions process.
- 3.3 All staff involved in the admissions process are required to be conversant with current higher education admissions policy and practice. Staff are provided with appropriate information and training
- 3.4 Staff who are involved in interviewing and selecting prospective students are expected to attend the Equal Opportunities in Recruitment and Selection training session which is provided by Anglia Ruskin University's Human Resources Services, or undertake the online version of this training.
- 3.5 All staff involved in the admissions process are encouraged to share good practice and to establish contacts inside and outside Anglia Ruskin University.

### **4 Recruitment and Selection**

#### **4.1 The Provision of Information to Prospective Students and Applicants**

- 4.1.1 Anglia Ruskin University recognises the importance of the timely provision of accurate and accessible information to enable applicants to make informed decisions about their choices. Up to date information on courses and entry requirements is available at **[www.anglia.ac.uk](http://www.anglia.ac.uk)**. All promotional material produced is relevant and accurate at the time of publication and is reviewed on an annual basis. Any changes to the structure or content of courses offered is communicated to applicants and updated for prospective applicants at the earliest opportunity.
- 4.1.2 All material can be provided to applicants in alternative formats on request.
- 4.1.3 Relevant information is communicated to applicants by appropriate means such as email, letter, telephone or Anglia Ruskin University's website. This information is communicated in accordance with the timeframes outlined in the Admissions Procedural Document.
- 4.1.4 Entry profiles and criteria, including English language requirements, are published on Anglia Ruskin University's website, in our prospectuses and are summarised in the *Academic Regulations*<sup>9</sup>. Entry profiles and criteria for full-time undergraduate courses are also available via the UCAS website<sup>10</sup>. Specific entry requirements for overseas applicants including English Language requirements are

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<sup>9</sup> Available at **[www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)**  
<sup>10</sup> **[www.ucas.com](http://www.ucas.com)**

published on Anglia Ruskin University's website<sup>11</sup> using Anglia Ruskin University's International Equivalencies Database as the source of information. We reserve the right to update these profiles and/or criteria but ensure that no applicants are disadvantaged as a consequence. The only exception to this is where a compulsory change to minimum entry requirements for overseas students is mandated by the UK Border Agency, in which case we will inform affected applicants as soon as we are made aware of the required change.

- 4.1.5 Specific entry criteria for postgraduate research programmes are published on Anglia Ruskin University's website<sup>12</sup>, in the Postgraduate Prospectus and in the *Research Degrees Regulations*<sup>13</sup>.
- 4.1.6 Applicants receive information outlining the range, content and structure of their proposed course. This includes the main learning and teaching methods and assessment information. Any changes are communicated to applicants and updated for prospective applicants at the earliest opportunity.
- 4.1.7 Anglia Ruskin University informs potential and current applicants, of courses recognised and/or approved by PSRBs.
- 4.1.8 Any particular admissions process such as Criminal Records Bureau Enhanced Disclosure or Occupational Health requirements are also communicated to applicants.
- 4.1.9 Information is available via Anglia Ruskin University's website<sup>12</sup> outlining Anglia Ruskin University's policies regarding admission through the accreditation of prior (certificated) learning (APCL) or prior experiential learning (APEL) and the processes for admission under these arrangements.
- 4.1.10 Information regarding the range of welfare, guidance and support services available to all students and those with specific special needs can be found on Anglia Ruskin University's website<sup>12</sup>.
- 4.1.11 Applicants receive written information outlining tuition fees and costs associated with their proposed course. Information regarding tuition fees can also be found on Anglia Ruskin University's website<sup>2</sup>
- 4.1.12 Information regarding Anglia Ruskin University's various bursary and scholarship schemes and other sources of financial support available to students is published on Anglia Ruskin University's website<sup>2</sup>.
- 4.1.13 Opportunities to visit Anglia Ruskin University to gather further information and meet current students and staff (e.g. through visits and Open Days) are publicised to prospective and current applicants. This information is also found on Anglia Ruskin University's website<sup>14</sup>.

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<sup>11</sup> [www.anglia.ac.uk](http://www.anglia.ac.uk)

<sup>12</sup> [www.anglia.ac.uk](http://www.anglia.ac.uk)

<sup>13</sup> Available at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs)

## 4.2 Selection

- 4.2.1 Applicants are assessed individually, taking into consideration their abilities, aptitudes, skills, qualifications and experiences which indicate their potential to complete their studies successfully.
- 4.2.2 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;
  - places are available on the course.
- 4.2.3 Anglia Ruskin University may seek alternative evidence of suitability for the course, which may include academic performance, relevant experience, a personal statement, references, samples of work and an interview, as appropriate.
- 4.2.4 To ensure fair and equitable treatment of all applicants, the entry requirements and selection criteria for all courses are monitored annually by the Admissions Policy Subcommittee except for research programmes where the entry requirements are determined annually by the Research Degrees Committee.
- 4.2.5 A criminal conviction does not normally preclude an applicant from admission to a course 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.
- 4.2.6 Applicants with criminal convictions are considered in accordance with *Anglia Ruskin's Academic Regulations*<sup>15</sup>.
- 4.2.7 Applications from candidates with a disability and/or additional learning or medical requirements are considered using the same entry requirements as all other applicants (subject to any relevant professional practitioner requirements). As part of the admissions process, such applicants are referred to Student Services for an assessment of their individual needs and are considered in accordance with *Anglia Ruskin's Academic Regulations*<sup>15</sup>.
- 4.2.8 Wherever possible, an offer on an appropriate alternative course is considered for any applicant who, though considered capable of undergraduate or postgraduate study, cannot be offered a place on the course of their choice.

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<sup>15</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

### 4.3 Operational Procedures

- 4.3.1 Applications to all courses are dealt with equitably and expeditiously in accordance with Anglia Ruskin University's admissions procedures. Procedures and deadlines for the handling of applications are observed as prescribed by UCAS (for admission to full-time undergraduate courses) and in the Admissions Procedural Document (for non-UCAS applications), as appropriate.
- 4.3.2 Applicants must complete the appropriate application process for the proposed course. Applications for full-time undergraduate courses should be made through UCAS. Applications for part-time, postgraduate, research and professional courses are normally made directly to Anglia Ruskin University using the online application process.
- 4.3.3 The majority of admissions decisions are devolved to Admissions Officers working to specific entry criteria set by faculties. They consider those applications within their remit and make decisions within defined parameters. In order to widen access for those applicants whose qualifications do not meet Anglia Ruskin's general and specific entry requirements for an award at the level of the course applied for the Supplementary Information Form process is used and referred to academic admissions tutors. All Admissions Officers consult with Admissions Tutors regarding those applications outside their remit and the defined parameters. *[NB an Admissions Officer is a member of administrative staff located in the UK/EU Admissions Office or International Admissions Office, Corporate Marketing and International Development Services. An Admissions Tutor is a member of academic staff located in a Faculty]*. On occasions and under specific arrangements, admissions decisions may be delegated to certain named international agents/consultants working on behalf of Anglia Ruskin University. Such arrangements exist with the approval of the Deputy Vice Chancellor (Academic) / Chair of the QESC and appropriate Deans of Faculties and are monitored annually by the Admissions Policy Subcommittee.
- 4.3.4 Admissions Tutors are responsible for those admissions decisions which are outside the remit of Admissions Officers or the Admissions Offices. Each faculty has identified liaison personnel who are responsible for tracking and monitoring progress of international applications.
- 4.3.5 Admissions decisions for postgraduate research programmes involve the Faculty Director of Research/Faculty Research Degrees Co-ordinator and at least one other member of academic staff within the Faculty. All admissions decisions for postgraduate research programmes are authorised by the Dean or Deputy Dean with responsibility for research. Feedback includes assignment of applicant to a supervisor
- 4.3.6 In order for an application for 'PhD or MD by Published Work' to be considered, applicants must complete an application form. On approval of the initial application by the relevant Faculty, the applicant will be made an offer and on acceptance of this offer the applicant

must register and pay an initial registration fee. The full registration fee becomes payable once the Faculty Research Degrees Subcommittee (FRDSC) determines that the candidate has established a *prima facie* case for the award. For full details of the regulations and procedures governing the award of 'PhD or MD by Published Work' applicants are requested to refer to part B of the *Research Degrees Regulations*<sup>16</sup>.

- 4.3.7 Applications for accreditation of prior certificated learning (APCL) are initially considered by Admissions Officers using the Anglia Ruskin University course tariff system. Those applications where a tariff has been approved are processed by Admissions Officers and appropriate decisions are communicated to the applicants.
- 4.3.8 Applications for accreditation of prior learning where a tariff has **not** been approved are considered by Admissions Tutors once the Admissions Officer has checked the equivalence of qualification and institutional standing of the previous institution to support the point of entry requested.

In Straightforward cases, Faculty identified Admissions Tutors and/or APL Admissions Tutors assess the suitability of the application and ensure its timely completion and submission of relevant documentation to the appropriate Admissions Officer for an offer letter to be issued.

More complicated applications may be referred by the APL Admissions Tutor to the APL Adviser for advice or for a decision to be made.

If the application is complex, the APL Adviser may refer it to the APL Sub-panel for discussion and for a decision to be made.

- 4.3.9 Where an interview forms part of the selection process, Admissions Officers consult Admissions Tutors to ensure that appropriate arrangements are made and applicants informed.
- 4.3.10 Interviews are conducted by appropriately trained academic staff. Notes of the interview are made using a pro-forma, enabling Admissions Officers to provide feedback if requested by an applicant.
- 4.3.11 Decisions on applications including APL applications are recorded by Admissions Officers onto the student record system and are communicated promptly to applicants electronically via the UCAS system, where applicable, or by email or letter. Anglia Ruskin aims to inform applicants of decisions within 48 hours for straightforward applications and within 7 days for APCL, complex or applications with portfolios. International APL applicants are informed of decision within 48 hours for straightforward applications. Applicants who are unclear about the conditions of any offer are advised to contact the Admissions Officer for the course for which they have been offered a place.

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<sup>16</sup> Available at [www.anglia.ac.uk/researchregs](http://www.anglia.ac.uk/researchregs)

4.3.12 Successful applicants receive a formal offer letter which constitutes a contract between the student and Anglia Ruskin University. This letter includes the following information:

- month and year of entry;
- any conditions of the offer;
- expected annual tuition fees or fee waiver where this has been approved;
- start date;
- campus location where the applicant will be studying.

Additionally, for non EU students:

- deposit amount and payment instructions if applicable

Additionally, for postgraduate research programmes only

- the name of the Supervisory Team provisionally appointed to assist the student in developing their research proposal;
- if full time, details of space and facilities allocated for personal use;
- the nature of courses and specific requirements e.g. registration, re-registration, approval, confirmation of candidature, examination, annual monitoring;
- outline of the Research Training Programme including subject specific elements;
- the name of the Faculty Director of Research/Director of Research Students whom the student can contact if they are experiencing problems.;
- details of how to access the Research Proposal Application form and the Ethics checklist.

4.3.13 Offers may be made conditional on subsequent achievement in academic examination, and/or on receipt of certificates and other relevant documentation. The specific conditions of each offer may vary between applicants to reflect their prior academic performance and preparation.

4.3.14 Anglia Ruskin University does not respond to queries from third parties for information regarding an application or applicant, unless written authorisation has been received from the applicant, except where the applicant is a minor. The procedure for responding to such queries is detailed in the Procedural Document.

4.3.15 Applicants who apply via an overseas student recruitment agency sign a contract permitting the agent to liaise with Anglia Ruskin University on their behalf. All communication is via the agent unless specifically requested by the applicant to do otherwise. Further information regarding the relationship between Anglia Ruskin University and overseas student recruitment agencies is available on request to the International Admissions Office or the Admissions Officer.

#### 4.4 Associate Colleges

4.4.1 The recruitment and selection of students to Anglia Ruskin courses delivered at Associate Colleges in the UK and overseas is delegated to Associate Colleges, as agreed during the Approval process (see the *Senate Codes of Practice on Curriculum Approval and Review and Collaborative Provision*<sup>17</sup>) and detailed in the Academic Agreement between Anglia Ruskin and each Associate College. The policies and procedures outlined in this Code of Practice for the recruitment and selection of students apply to Associate Colleges.

4.4.2 In order to assure Anglia Ruskin that the selection and recruitment of students by Associate Colleges under delegated authority complies with the policies and procedures detailed in this Code of Practice, an audit of admissions decisions is undertaken on an annual basis (including decisions relating to admission with credit).

### **5 Obligations of Applicants**

5.1 Applicants are responsible for providing full, accurate and honest statements of their qualifications, experience and any additional information relevant to their application.

5.2 Applicants are responsible for providing additional documentation information as required when completing a fee assessment form.

5.3 Overseas applicants are responsible for informing International Admissions Office at the earliest opportunity if they are unable to arrive for their allocated orientation event.

5.4 Applicants are responsible for completing registration according to deadlines set out in Anglia Ruskin's *Academic Regulations*<sup>18</sup>.

5.5 If an applicant is found to have omitted any information requested or has made any misrepresentation or given false information, Anglia Ruskin University reserves the right to withdraw an offer of a place and/or to reject their application.

5.6 Applicants are required to communicate their response to an offer to the appropriate Admissions Office. This involves adhering to the timeframes and procedures determined by UCAS or by Anglia Ruskin University.

5.7 Applicants may request a deferral of entry by one year except for courses which operate a 'gathered field' interview system. For Research application deferrals please see paragraph 5.8 below. All such requests are formally considered. However, it should not be assumed that they are accepted. The decision to grant or decline a request for deferred entry is made by the Admissions Officer or Admissions Tutor. Applicants wishing to defer entry should contact the Admissions Officer for the course on which they have been offered a place for advice and support.

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<sup>17</sup> Available at [www.anglia.ac.uk/codes](http://www.anglia.ac.uk/codes)

<sup>18</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

- 5.8 Applicants to research programmes may request a deferral of entry by up to one year, however deferral is subject to Faculty approval and is conditional on Anglia Ruskin being able to provide supervision for the candidate and that the proposed area of research is still valid.
- 5.9 Applicants must notify Anglia Ruskin University's Admissions Office or the International Admissions Office of the outcome of any pending academic qualification or other factors which may have been a requirement of their offer.
- 5.10 Applicants who do **not** achieve the stated qualifications or meet the requirement of their offer should contact the Admissions Officer for the course on which they have been offered a place. The Admissions Officer provides the applicant with appropriate advice and guidance. In some circumstances it may be possible to offer the applicant an alternative course. The Admissions Officer consults the Admissions Tutor in these circumstances.
- 5.11 International applicants already based in the UK are required to provide a valid passport and visa stamp/biometric ID card. Part time international applicants must demonstrate that they have an appropriate immigration status, without which an offer cannot be made.

## **6 Information to Successful Applicants**

- 6.1 Successful applicants are informed of any significant changes to the course on which they have been offered a place. Examples of such changes may be the discontinuation of a course, significant amendments to the content, status, the cost or delivery location of a course or any other relevant change.
- 6.2 Applicants are informed of changes to a course in accordance with UCAS procedures or the procedures set out in the Procedural Document, as appropriate.
- 6.3 International Admissions aim to produce Confirmation of Acceptance for Studies (CAS) to international applicants requiring Tier 4 student (general) visa within 24 hours of confirmation that the applicant has met all academic and financial conditions of their offer and provide copy of personal identification pages of their passport

## **7 Information to Unsuccessful Applicants**

### **7.1 Feedback**

7.1.1 Anglia Ruskin University provides written feedback to unsuccessful applicants on request.

7.1.2 Where the application has been made through an authorised third party such as an international recruitment agent/consultant, feedback is provided to that third party. The request must be made by the third party in writing to the appropriate Admissions Officer within 20 working days of the applicant being informed that his/her application was unsuccessful.

7.1.3 The feedback informs the applicant why the application was unsuccessful and refers directly to the selection criteria or interview outcome. Feedback enables applicants to reflect on their applications and does not result in a reconsideration of the decision.

7.1.4 The form and depth of feedback may vary between different courses and is dependent on the selection methods used.

## 7.2 Re-applications

7.2.1 Applications from candidates who have previously applied but were unsuccessful in securing a place are considered for alternate courses for which they are suitably qualified **before** their application is rejected. Rejected applicants are still eligible to re-apply through the Clearing process. There may be some courses where re-applications are not accepted. It is the decision of the Admissions Tutor whether or not to consider a re-application. Details can be provided by the respective Admissions Office.

7.2.2 Applicants wishing to re-apply are individually informed of their respective position by the appropriate Admissions Officer.

7.2.3 Where permitted, a re-application is considered on the same criteria as other applications.

7.2.4 Students who are already registered at Anglia Ruskin University and who have failed to satisfy the credit requirements of the course for which they are registered and the Faculty recommend transfer to a framework award as set out in Anglia Ruskin's *Academic Regulations*<sup>19</sup>, are not required to undertake a formal application process. The transfer is managed by the relevant Course Group Leader. Students who are required to make such a transfer should refer to Anglia Ruskin's *Academic Regulations*<sup>19</sup>.

7.2.5 Students who have been discontinued from a course by the Anglia Ruskin Awards Board because of academic failure are not permitted to apply for re-admission to the same course unless all the criteria as set out in Anglia Ruskin's *Academic Regulations*<sup>19</sup> have been met.

## 8 **Registration, Induction and Orientation of New Students**

### 8.1 Registration

Applicants must complete Anglia Ruskin University's online registration process before the commencement of their studies in order to become an Anglia Ruskin University student. This process for registration is outlined in the Admissions Procedural Document.

### 8.2 Induction and orientation

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<sup>19</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

- 8.2.1 Applicants receive a 'welcome email' before the commencement of their studies. This will direct them to information on when and where to arrive, induction and registration information and information about the services available to students such as the library, IT and student support.
- 8.2.2 All international students are strongly encouraged to attend an Orientation Programme. The Orientation Programme is specifically designed to support the effective integration of international students at Anglia Ruskin University.
- 8.2.3 Anglia Ruskin University delivers an induction programme to all students which may be tailored to particular groups of students. We are committed to providing all new students with opportunities to integrate and engage with others. The diverse needs of particular student groups within Anglia Ruskin University e.g. research, part time and work-based students are considered when planning induction and orientation activities.
- 8.2.4 Students unable to attend formal induction and/or orientation programmes are advised to contact their Faculties to receive individual advice and guidance.
- 8.2.5 International applicants entering the UK on a Tier 4 (General) Student visa must register on line and on campus at the i-Centre (submitting passport and visa stamp/biometric ID card to be copied and recorded against their student record) in line with UK Border Agency requirements.

## **9 Complaints and Appeals**

### **9.1 Complaints**

- 9.1.1 Anglia Ruskin University responds to all complaints received from applicants.
- 9.1.2 A complaint is defined as a specific concern relating to the service or facilities offered by Anglia Ruskin University or by any employee(s).
- 9.1.3 An applicant wishing to register a complaint must do so in writing to the Head of Admissions/Head of International Admissions. If the complaint is in relation to the Head of Admissions/Head of International Admissions, the applicant must write to the Pro Vice-Chancellor, Corporate and International Development.
- 9.1.4 Complaints must be received before teaching commences on the course to which the complainant has applied.
- 9.1.5 The applicant must provide the following information:
- name and address;
  - UCAS number or Student Identification Number;

- the grounds for the complaint. All relevant information must be included at the time of submission of the complaint;
- the remedy which the applicant considers appropriate.

9.1.6 The letter of complaint must be signed personally by the applicant. Complaints from third parties are not considered unless written authorisation has been received from the applicant.

9.1.7 The applicant receives a letter acknowledging receipt of the complaint within five working days.

9.1.8 The complaint is investigated by the Head of Admissions/Head of International Admissions and the complainant receives a written response within 10 working days of receipt of the complaint.

9.1.9 If the applicant wishes to pursue the complaint after the written response is received, the applicant must write to the Pro Vice-Chancellor, Corporate and International Development explaining the reason for their dissatisfaction.

9.1.10 The decision of the Pro Vice-Chancellor, Corporate and International Development. is final and is communicated to the applicant within 10 working days.

9.1.11 All information relating to the complaint is stored in accordance with the Data Protection Act (1998).

## 9.2 Appeals

9.2.1 Applicants may appeal against an admissions decision only if the appeal relates to:

- a procedural irregularity i.e. Anglia Ruskin University is considered not to have adhered to its procedures;
- the emergence of new information i.e. new information has emerged which was not available at the time of application and which, if available, may have resulted in a different decision. The reasons why this information was not available at the time of application must be given;
- evidence of unfair discrimination or bias.

9.2.2 Applicants wishing to appeal against an admissions decision must do so in writing to the Head of Admissions/Head of International Admissions.

9.2.3 Appeals must be received before teaching commences on the course to which the appellant has applied.

9.2.4 The applicant must provide the following information:

- name and address;
- UCAS number or Student Identification Number;
- the grounds for their appeal. All relevant information must be included when submitting the appeal:

- how Anglia Ruskin University procedures were not followed;
- what new information should be considered and the reasons why this was not available at the time of the application;
- details of alleged unfair discrimination or bias at the time of application.

9.2.5 The letter of appeal must be signed personally by the applicant. Appeals made by third parties are not considered unless written authorisation has been received from the applicant.

9.2.6 The applicant receives a letter acknowledging receipt of the appeal within five working days.

9.2.7 The appeal is considered by the Head of Admissions/Head of International Admissions. If the Head of Admissions/Head of International Admissions considers there are no grounds for appeal, the applicant is informed of this decision in writing within 10 working days.

9.2.8 If the Head of Admissions/Head of International Admissions considers there are valid grounds for appeal, it is investigated. The investigation may involve Admissions Tutors and/or Admissions Officers, as appropriate.

9.2.9 The Head of Admissions/Head of International Admissions informs the applicant in writing of the outcome of the investigation within 20 working days of receipt of the written appeal. If for any reason the investigation continues beyond this deadline, the applicant is informed of the reason for the delay and when they can expect a decision.

9.2.10 If the applicant wishes to pursue the appeal after the written response is received, the applicant must write to the Pro Vice-Chancellor, Corporate and International Development explaining the reason for their dissatisfaction.

9.2.11 The decision of the Pro Vice-Chancellor, Corporate and International Development is final and is communicated to the applicant within 10 working days.

9.2.12 All information relating to the appeal is stored in accordance with the Data Protection Act (1998).

### 9.3 Monitoring and Review of Complaints and Appeals

Anglia Ruskin University records the receipt and outcome of complaints and appeals relating to the admission process. They are monitored annually by the Admissions Policy Subcommittee.

## 10 Accreditation of Prior Learning

### 10.1 Introduction

In conjunction with standard admissions processes Anglia Ruskin University considers applications from students who wish to have previous learning taken into account. A wide span of prior learning is acknowledged within a system of tariffs which are approved for specific courses leading to an award. Alternatively individuals with learning outside the tariff system may be considered for admission and, where appropriate, the tariff system is expanded to include such learning on future occasions. Experiential learning is also an acceptable form of accreditation of prior learning with a specific procedure to be followed.

### 10.2 Responsibilities

- 10.2.1 Following identification of a request for APL and before consideration of the application, the Admissions Officer will check the equivalence of qualification and institutional standing of the previous institution to support the point of entry requested.
- 10.2.2 In straightforward cases, APL Admissions Tutors assess the suitability of the application and ensure its timely completion and submission of relevant documentation to the appropriate Admissions Officer for an offer letter to be issued.
- 10.2.3 More complicated applications may be referred by the APL Admissions Tutor to the APL Adviser for advice or for a decision to be made.
- 10.2.4 If the application is complex, the APL Adviser may refer the application to the APL Sub-panel which has been given delegated responsibility for making and verifying decisions on the accreditation of prior and experiential learning. The Admissions Policy Subcommittee directly reports to the QESC. The level and detail of delegated responsibility is defined within the Admissions Policy Subcommittee's Terms of Reference [*see the Constitution of Senate and its Standing Committees*<sup>20</sup>].

### 10.3 Academic Judgement, Transparency and Fairness

Anglia Ruskin University is committed to ensuring the decision making process and outcomes for admitting students with prior learning are transparent, rigorous and fair. This commitment is supported by the Admissions Policy Subcommittee whose membership comprises a cross University/Faculty/Support Service representative group of appropriately specialised academic and administrative staff. Decisions on the accreditation of prior learning are an academic judgement about the equivalence of learning, in accordance with the Quality Assurance Agency (QAA) Guidelines on the Accreditation of Prior Learning.

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<sup>20</sup> Available at [www.anglia.ac.uk/constitution](http://www.anglia.ac.uk/constitution)

#### 10.4 Statement of Limits

- 10.4.1 Section 4 of Anglia Ruskin University's Academic Regulations<sup>21</sup> prescribes limits on the proportion of learning that can be recognised through the accreditation process. The process requires that students who have successfully completed prior learning must supply clear information regarding the previous general and specific credit to be recognised and granted towards the receiving Anglia Ruskin University award. Certificates and/or transcript must be supplied in support of the application.
- 10.4.2 Students seeking accreditation of prior learning based on prior (certificated) learning (APCL) may be granted no more than two thirds of the total credit requirement of the course for which they wish to register. Students seeking accreditation of prior learning based on prior experiential learning (APEL) may be granted no more than half of the total credit requirement of the course for which they wish to register.
- 10.4.3 Students who have successfully completed modules when registered for an Anglia Ruskin University course leading to a named award which has **not** been conferred and who then apply for admission to a course leading to a subsequent Anglia Ruskin University award, may transfer to the second award such Anglia Ruskin University credits and their associated marks or grades as are permitted by the Course Specification Form.

#### 10.5 Identification of Credit using Transcripts

A student's personal student record clearly identifies credit awarded from external HE providers. A copy of the student's transcript is produced at the point of graduation.

#### 10.6 Access and information

- 10.6.1 Applicants are informed of the prior learning accreditation procedure via the Anglia Ruskin University undergraduate and postgraduate prospectuses, which include information on APCL and APEL. Potential applicants with queries relating to APL are advised to call the Applicant Enquiries Team, who will be able to forward their enquiry to the relevant Admissions Officer.
- 10.6.2 The accreditation of prior learning website, available at <http://web.anglia.ac.uk/curriculum/index.phtml>, offers applicants more detailed information than the Anglia Ruskin University prospectus is able to offer on the processes and procedures for APL.

#### 10.7 Explanation and Terminology

This is provided via the Anglia Ruskin University website.

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<sup>21</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

## 10.8 Information and Guidance

10.8.1 Accreditation of prior learning via the course tariff system is dealt with by the Admissions Offices and Admissions Tutors.

10.8.2 For prior learning which is not covered by the tariff system there is a clear application process using a detailed application form (APCL App 1). Guidance notes accompany the form. Faculty APEL Advisers support applicants and APL Admission Tutors in this process. Applicants are responsible for supplying complete and accurate supporting evidence/documentation of prior learning. APL Admissions Tutors are responsible for considering individual APCL applications of a straightforward nature (further details are available on the APCL App 1 form). More complicated cases may be referred by the APL Admissions Tutor to the Faculty APL Adviser for advice or a decision. For complex cases, the Faculty APL Adviser may refer the application to the APL Sub-panel for consideration. In these cases, details of the applications are recorded on the Central Approvals List (CAL) which is held on the J: drive at *J:\Services\Academic Office\Public\ Accreditation of Prior Learning (APL)\004 CENTRAL APPROVALS LIST (CAL)*; and following each meeting the APL decisions reached are outlined on 'Approvals Lists' which are lodged on the Anglia Ruskin University shared J drive at *J:\Services\Academic Office\Public\Accreditation of Prior Learning (APL)\001 APL Sub-panel\APPROVALS LISTS*.

10.8.3 All applications for accreditation of prior learning must be processed and approved prior to registration as required by the *Academic Regulations*<sup>22</sup>.

## 10.9 Range and Forms of Assessment

Students may seek Accreditation of Prior Learning for prior (certificated) learning (APCL) against modules within the receiving course totalling no more than two thirds of the total credit requirement of the course for which they wish to register. Experiential learning is a further means of accreditation of prior learning and is assessed in the form of a portfolio or agreed alternative form of evidence. Students seeking Accreditation of Prior Learning based on prior experiential learning (APEL) may be granted no more than half of the total credit requirement of the course for which they wish to register.

## 10.10 Criteria for Judging Claims

10.10.1 Currency of APCL will be **either** within the previous 5 years prior to expected start date **or**, for learning which falls outside of this limit, evidence of updating and currency of knowledge is sought

- 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;

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<sup>22</sup> Available at [www.anglia.ac.uk/academicregs](http://www.anglia.ac.uk/academicregs)

- 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.

10.10.2 Currency of APEL is assessed through the portfolio/agreed alternative evidence submitted for assessment.

#### 10.11 Evidence of Completion

10.11.1 For APCL, production of original transcript(s) or certificate(s) is required.

10.11.2 For APEL, production of portfolio is required.

#### 10.12 Credits

It is essential that there is a clear identification of the volume and level of general credit and the specific credits to be counted toward the credit requirement for the course.

#### 10.13 Maximum Volume

10.13.1 For APCL, applications for prior certificated learning to be for no more than two thirds of the total credit requirement for the receiving course.

10.13.2 For APEL, applications for experiential learning to be for no more than half of the total credit requirements for the receiving course.

#### 10.14 Mapping

Prior learning credits must be within the appropriate level and map onto the modules or staged outcomes of the receiving course

#### 10.15 Credential Evaluation

Credential evaluation is sought when evidence of credit level and volume of institution bona fides is in doubt.

#### 10.16 Appropriate Evidence

In order to ensure that essential criteria are met, applicants who are interested in accreditation of prior learning are able to receive full explanation on how to assess appropriate forms of evidence from the Admissions Tutor, supported by the Faculty APL Adviser.

#### 10.17 Internal and External Scrutiny

The Admissions Policy Subcommittee and its APL Sub-panel report to the Senate through the QESC. The assessment of learning derived from experience is scrutinised through both the admissions process and the APL Sub-panel.

#### 10.18 Clarity of Roles

Faculties are required annually in October to inform the Deputy Vice Chancellor (Academic) of the names of APL Admissions Tutors and APL Advisers for the forthcoming academic year. Role descriptors setting out the responsibilities of APL Admissions Tutors and Faculty APL Advisers are included in **Appendices 1 and 2**.

#### 10.19 Training and Support

Anglia Ruskin University provides staff development sessions for “Playing your Part in the Admissions Process”. In addition regular Briefing Sessions are provided to raise awareness of issues affecting HE Admissions policy making and the supporting processes.

#### 10.20 Timescale Information

10.20.1 In order to satisfy the requirements of the *Academic Regulations* applicants seeking accreditation of prior learning must gain approval in writing before they formally commence their studies.

10.20.2 Students are required to submit applications for APL in the semester/trimester before they commence the study for which credit based on APL is sought.

10.20.3 The majority of applications for APL are considered by the APL Admissions Tutors, however, more complex cases may need to be referred to the Faculty APL Adviser or the APL Sub-panel which meets regularly throughout the year. Approved credit is added to the student’s/applicant’s record via by the Assessment Unit of the Academic Office. Faculties are informed of the APL Sub-panel’s decisions within five working days of the meeting. Information is made available to Faculties via the Anglia Ruskin University shared J: Drive. It is the Faculty’s responsibility to inform the applicant of the outcomes of these decisions.

10.20.4 If a student wishes to defer their admission for more than one year the decision is reviewed in line with the criteria set out in paragraph 10.10 above.

#### 10.21 Feedback for Applicants

10.21.1 It is the Faculty’s responsibility to inform the applicant of the APL Sub-panel’s decision on their application.

10.21.2 Applicants have the opportunity to meet with their APL Admissions Tutor and/or APL Adviser for up to one hour in order to receive feedback if an unfavourable decision is reached by the APL Sub-panel.

10.21.3 Successful applicants have their APL credits added to their student record automatically by the Assessment Unit of the Academic Office.

10.21.4 If an applicant has a complaint regarding their APL decision, the complaint is referred in the first instance to the APL Admissions Tutor.

## **11 Monitoring and Review of Anglia Ruskin University's Admissions Policies and Procedures**

- 11.1 This Senate Code of Practice is reviewed every three years (or more regularly if necessary) by the QESC. The Committee submits to the Senate any recommendations for revision to the Code.
- 11.2 The Procedural Documents associated with this Senate Code of Practice is reviewed annually by the Admissions Policy Subcommittee which submits any recommendations for revision to the QESC. The Committee, acting on behalf of the Senate, considers any proposals for amendment.
- 11.3 The Admissions Policy Subcommittee considers developments within higher education relating to admissions policies and practices and submits any recommendations to the QESC.
- 11.4 The Admissions Policy Subcommittee annually monitors entry requirements and selection criteria across all taught courses *[NB: The entry requirements and selection criteria for research programmes are determined annually by the Research Degrees Committee.]*
- 11.5 The Admissions Policy Subcommittee ensures that Anglia Ruskin University offers fair and equitable treatment to all applicants and ensures compliance with anti-discrimination and other relevant legislation in accordance with its protocols and procedures.
- 11.6 The Admissions Policy Subcommittee develops and reviews the training requirements for staff involved in the admissions process.



# APPENDICES



<b><u>APL ADMISSIONS TUTOR ROLE</u></b>
<p>Take delegated responsibility on behalf of the Faculty and Accreditation Subcommittee for the approval of straight forward individual accreditation of prior certificated learning (APCL) applications</p> <p>For more complex APCL applications liaise with the course/specialist admissions tutor and then refer to the Faculty APEL Adviser as required. The Faculty APEL Adviser may decide to refer the application to the Accreditation Subcommittee for approval.</p>
Consult/ liaise with relevant faculty specialist, eg course leaders/admissions tutors as necessary to support the mapping of external awards to the Anglia Ruskin receiving award
Establish active promotion of APL opportunities to Faculty staff
Take lead responsibility for ensuring all faculty staff are familiar and kept up to date with the business processes supporting APL applicants. Ensure appropriate deadlines are adhered to at all times
Ensure timely decisions are made, that applicants' experience of Anglia Ruskin University is positive and support the faculty in meeting conversion targets
Promote widening participation in Higher Education and where appropriate offer potential students APL opportunities helping them with the process of gathering and presenting documentation for approval. Ensure APL protocols are completed and approved prior to registration
Work closely with both UK/EU and International Admissions Offices in order to progress APL applications within the timeframes outlined in the Senate Code of Practice on Admissions
Develop expertise appropriate to the Faculty in issues related to APCL
Assist/support the Faculty APEL Adviser in their lead responsibility for quality assurance of accreditation of prior learning across the Faculty
Represent the Faculty on the Accreditation Subcommittee and APL Sub-panel and for the following up of actions where these are required
On a regular basis provide Dean of Faculty with up to date data of APL completions and turn around timeframes
Take lead responsibility for ensuring all Faculty APCL partnership arrangement APCL applications are processed smoothly and within the appropriate timeframes .
Promote the development and completion of course tariffs including completion of related documentation.
Work closely with the admissions tutors to support applications for the accreditation of experiential learning (APEL) in order to ensure a good applicant experience

*Each Faculty has identified liaison personnel who are responsible for tracking and monitoring progress of international applications.*



<b>FACULTY APEL ADVISER ROLE</b>
Take delegated responsibility on behalf of the Accreditation Subcommittee for the approval of individual applications for accreditation of prior learning in cases where these do not include use of course tariffs or APEL or where the applications are retrospective
Establish active promotion of APL opportunities to Faculty staff and to potential employers / purchasers
Develop expertise appropriate to the Faculty in issues related to accreditation of prior learning, accreditation of prior certificated and experiential learning and facilitate good practice within the Faculty
Where required and in liaison with subject specialists, support recruitment to Anglia Ruskin University courses by carrying out credential evaluation of courses in UK institutions.
Provide consultancy to academic staff from the point of design of courses so that appropriate course tariffs may be approved
Update self and others in current practice within our University and in the wider academic community, providing mentorship to ensure best practice
Take lead responsibility for quality assurance of accreditation of prior learning across the Faculty and represent the Faculty on the Accreditation Subcommittee, noting issues of good practice / concern
Take responsibility for the collation, checking and presentation of accreditation of prior learning and Subsequent Accreditation of Prior Learning claims to the Accreditation Subcommittee and for the follow up actions where these are required

*Each Faculty has identified liaison personnel who are responsible for tracking and monitoring progress of international applications.*



Anglia Ruskin  
University

Cambridge & Chelmsford

**Additional copies of the Senate Code of Practice on Admissions  
(including Accredited Prior Learning) are available from:**

Director of the Academic Office  
Anglia Ruskin University  
Bishop Hall Lane  
Chelmsford  
CM1 1SQ  
Tel: 0845 196 4931

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