

## ADMISSIONS POLICY

### 1.1. Introduction

- i. Glyndŵr University is committed to providing inclusive, high quality higher education and training to all who can benefit from it, in the service of the needs of students, employers and the wider community. We are therefore committed to ensuring that our procedures and practices for the recruitment and admission of students to all of our programmes are of the highest standard, that we are able to provide open, fair and consistent levels of access to all potential students.
- ii. Glyndŵr University will seek to provide access to higher education to the broadest range of participants within the Institute policy of widening access and participation and equal opportunity
- iii. All Applicants will be considered solely on the basis of their merits, abilities and potential to succeed in their chosen course within the framework set by relevant external bodies and legislative requirements.
- iv. All applicants will be considered regardless of disability, ethnic origin, gender, religion, sexual orientation or any other aspect which is socially discriminatory.
- v. In particular Glyndŵr University wishes to support and will recognise Welsh national Qualifications, including the Welsh Bacalaureate, as a basis for consideration for entry.
- vi. Glyndŵr University will seek to recognise the support needs, caring and domestic responsibilities of applicants and will seek to identify needs and appropriate facilities.

### 1.2 Admissions Code of Practice

- i. The Admissions Policy will be supported by an Admissions Code of Practice.
- ii. The Admissions Code of Practice will be ratified annually by the Widening Participation, Admissions and Retention Committee.
- iii. The Admissions Guide and Code of Practice document will be accessible to all staff and applicants.
- iv. The Code of Practice will be supported by appropriate staff development.

### 1.3 Recruitment and Promotion

- i. Glyndŵr University is committed, to make fully accessible, materials so to enable applicants to make informed decisions about their choice of Institution and Programme of study.
- ii. All materials should reflect the need for accuracy, relevance and fairness in order to provide timely and helpful information.
- iii. Changes in the information will be notified to applicants.

#### 1.4 Selection

- i. Selection criteria will be fair, consistent, transparent and where possible publicised.
- ii. Selection will be made upon transparent entry requirements, both academic and non academic.
- iii. Selection should be undertaken by authorised staff, ratified by the Head of school, who form part of the course team to the programme applied for.
- iv. Selection criteria will consider both academic and non academic qualification and achievement.
- v. Consideration will be given to the abilities, skills, qualifications and experiences of applicants that would indicate their potential to be successful on the programme for which they have applied.
- vi. Selection should include a review of Records of Achievement where available.
- vii. Selection where appropriate will include externally set criteria.
- viii. Where appropriate all applicants will be offered the opportunity of interview.
- ix. All selection outcomes will be recorded and communicated to the applicant in a helpful and timely manner.
- x. Where successful selection is inappropriate applicants may be advised of possible alternatives or guidance on how to achieve entry requirements.
- xi. In all cases, where selection is inappropriate records should be held to enable feedback and further advice upon request from the applicant.
- xii. Applicants will be informed of the procedures to be followed where additional criteria need to be considered for example those relating to medical and criminal records.
- xiii. All procedures and outcomes must be recorded and retained as part of the student file for the duration of the programme.

#### 1.5 Information to Applicants

- i. Applicants should be informed of selection decisions in writing and that the procedures for acceptance, deferral or rejection of the offer be communicated.
- ii. Applicants will be informed, through a managed programme of communications, of any significant changes relevant to their programme, support or Glyndŵr University .
- iii. As part of a managed communications programme details of arrangements for arrival, enrolment, and induction will be supplied prior to arrival.
- iv. Applicants will be offered the opportunity to identify support needs requirements prior to arrival.

- v. Successful Applicants will be informed of induction and registration arrangements and processes prior to arrival as part of an Institute welcome communication.

#### 1.6 Applicant Responsibility

- i. Applicants are expected to comply with all procedures relating to the Admissions process.
- ii. Acceptance of the applicant will be dependent on the receipt of evidence of original qualifications or certificates as required.
- iii. Applicants will be responsible for the provision of the authorised and correct forms of evidence concerning non academic conditions of entry.
- iv. Applicants are encouraged to declare fully all known requirements or support needs at the time of application.

#### 1.7 Monitoring and Review

- i. Policies and procedures will reflect the changing requirements of both Glyndŵr University and potential students.
- ii. Monitoring and Review will be undertaken as part of the role of the Admissions Office.
- iii. Monitoring and review will be undertaken as part of the Institute programme of Theme audits.
- iv. Equality and Diversity will be monitored and reviewed with guideline provided by the Institute Equal Opportunities Working Group.

#### 1.8 Staff Development

- i. All staff undertaking a selection role will be registered with the Admissions Office.
- ii. Staff will be provided annually with an updated Admissions Guide and Code of Practice.
- iii. All Admissions Tutors will be members of the Admissions Tutors Group through which the sharing, of knowledge, updated information and good practice will be managed.

#### 1.9 Entry Requirements and Credit Transfer

- i. An Applicant may be admitted to a programme leading to a named award if, at the selection process, there is a reasonable expectation that the applicant will be able to attain the academic standard, and professional standard where applicable, appropriate for the award sought.
- ii. Specific entry requirements for programmes of study will be indicated within the individual programme specifications.
- iii. An applicant may be granted entry or advanced standing based on prior certificated or experiential learning. The Institute has formal procedures for assessing claims for entry based on experiential and/or certificated learning that need to be adhered to in advance of firm offers being made.

## 1.10 Complaints

- i. Glyndŵr University will provide an accessible procedure for complaints concerning either the process or selection decisions
- ii. Any expressions of concern relating to the Policy should, in the first instance be addressed by letter, through The Admissions Office.
- iii. The Process will be documented within the Admissions Code of Practice, and made accessible to all internal staff and external applicants.

## 1.11 Restrictions on the enrolment of Institute Staff

- i. Members of the Institute's staff, or partner institutions' who make a contribution or assess on the award, will not normally be admitted to a module or award of the scheme.
- ii. Members of the Institute's staff, or partner institutions', will not normally enrol as a student on a module or an award of the scheme that is considered by an examination board (field or award) of which they are a member.
- iii. Members of staff may seek approval from the Chair of the Standards and Quality Committee for an exception to be made to the above provisions. In such cases the member of staff will provide detailed information to demonstrate how the integrity and independence of the assessment process will be maintained at all points. The Chair of SQC may seek advice from chairs of field and award boards, external examiners and/or the Academic Registrar as necessary.

*Updated: 30<sup>th</sup> January 2007*

*Committee: Academic Board*