



# **Admissions Policy**

Approved by Academic Board: 15 June 2011

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# ADMISSIONS POLICY

## 1 Definition

For the purpose of this document the Admissions Policy encapsulates all activities, policies, procedures and practices involved in the process of admitting students to taught programmes at the University of Chichester. Admissions to postgraduate research programmes are covered elsewhere through our agreement with the University of Southampton. The Admissions Policy covers admissions to undergraduate, postgraduate, UK and international applicants from both within and outside the European Union (EU).

Paragraph 24.1.1 of the University of Chichester's Articles of Association states that Academic Board, subject to the requirements of the validating and accrediting bodies, is responsible for:

General issues relating to the research, scholarship, teaching and courses of the University including criteria for the admissions of students; the appointment and removal of internal and external examiners; policies and procedures for assessment and examination of the academic performance of students; the content of the curriculum; academic standards and the validation and review of courses; the procedures for the award of qualifications and honorary academic titles; and procedures for the expulsion of students for academic reasons.

This policy aims to be fair to all applicants and to meet the legal obligations of the Rehabilitation of Offenders Act (1974) together with those of the Equality Act (2010), the Police Act (1997), Data Protection Act (1998), the Human Rights Act (1998), Special Educational Needs Act (SENDA) 2001 – DDA Part IV: Post 16 Education. Equally the policy seeks to give effect to the duty of care to all members of the University community and wider community, and recognises obligations placed upon the University of Chichester by the Protection of Children (aged 18 and under) Act (1999).

## 2 Principles

The University of Chichester is committed to building and maintaining a welcoming and inclusive community which recognises the values of every student and encourages each individual to strive to reach his or her own potential.

The University is committed to promoting equal opportunities for all students. We recognise that a diverse student body that is reflective of the wider community, including students from the UK and overseas, enriches the experience of all students.

The University's policies and procedures aim to be fair, clear, explicit and transparent and cover all categories of students from undergraduate to postgraduate and from both home and overseas. This policy embraces the precepts of the QAA for Higher Education Code of Practice Section 10: Admissions to Higher Education and relates to applications to all programmes approved by the University including collaborative programmes and all modes and levels of study. The Admissions Policy is applied in conjunction with other institution policies to the operation of admissions.

The University of Chichester welcomes applications from motivated candidates from all backgrounds. We recognise that student potential is not always demonstrated by formal academic qualifications and, therefore, strive to be effective in recognising the potential within applicants. We, therefore, particularly welcome applications from individuals from backgrounds under-represented within higher education, including mature applicants with relevant skills and experience but with no, or insufficient, formal qualifications.

The University is committed to the elimination of all kinds of discrimination and endeavours to ensure that all applicants are treated courteously and fairly by showing appropriate sensitivity to individual differences. Decisions about recruitment, selection, admission and progression to university programmes at all levels are based solely on objective academic and, where relevant, professional and non-academic criteria.

The University ensures that decisions regarding admissions to the University are made by appropriate staff, who are equipped to make the required judgements and are competent to undertake their roles and responsibilities.

The University is committed to widening access to higher education by providing clear, professional information and advice and by raising awareness and expectations in the pre-HE community in order to generate interest and enthusiasm in those potential applicants who can benefit from the provision on offer.

The University wishes to enter into progression agreements with schools and colleges to open up opportunities for learners. Any progression agreement with another institution requires formal academic approval from the Head of Department (where appropriate) and by the Academic Management Team (AMT) and should be signed by the Executive Dean.

The University has progression agreements relating to specific courses at local colleges through both the Sussex and Hampshire.

The Executive Dean considers and authorises progression agreements for international students. AMT will be informed of all such agreements. Further details of county wide progression agreements are attached in Appendix H.

The University undertakes to provide prospective students with good factual information about University life at Chichester via the prospectus, website and at School/College exhibitions.

### 3 Selection

The University is committed to fair and equal opportunities for all. Selection is, therefore, made on the basis of evidence of academic, professional and personal experience that meets, or exceeds, the advertised admissions criteria. Additionally, evidence of the potential to benefit from, and to successfully complete, the intended programme of study, as well as to make a positive contribution to the university is part of the decision-making process.

The University receives “contextual data” via UCAS which relates to school performance at GCSE and also at level 3 (e.g. A level / BTEC), as well as whether or not an applicant is from a postcode where residents are under-represented in higher education. This data evidences educational context and may help to inform selection decisions, once all the usual academic and, where relevant, professional criteria have been considered. Each application will be considered on its individual merits and there will be no recruitment quotas or “blanket” discrimination in favour of any particular sector or group.

The University welcomes applications from appropriately qualified students offering a wide range of qualifications including A-Levels, AS levels, IB, BTECs, Advanced / Progression Diploma, HND, first degree and postgraduate qualifications as well as many other UK and international qualifications.

Policies and practices for student admissions are designed to secure a good match between the abilities and aptitudes of the applicant and the demands of the programme.

No potential student will be excluded from entry to any programme as a result of discrimination on the grounds of age, race, colour, nationality, ethnic origin, sex or sexual orientation, mental status, disability, religion or belief. In some professional programmes the University’s Admissions Policy will be influenced in this regard, by the statutory requirements and standards set by agencies such as the Training and Development Agency and the General Social Care Council, particularly in relation to the definition of the term ‘fit to practise’. At all times, the University will operate within the guidelines of the Equality Act.

All applicants for entry in September of each year to full time undergraduate places, including entry with credit, must apply through UCAS or, for PGCEs, the GTTR. All other applicants should use the direct application form for postgraduate and part-time study and for entry to all non-UCAS programmes, such as collaborative programmes and international foundation programmes.

All undergraduate applications received prior to the 15 January UCAS deadline (1<sup>st</sup> December for PGCE Primary) will be given equal consideration regardless of when they are received, provided that they are received at UCAS by the deadline.

Entry to the University is competitive. The University receives more applications than there are places on its programmes, which means that, for the most popular programmes, not every applicant will receive an offer of an interview or a place, even if they meet the threshold requirements stated in the prospectus as there may be better qualified / more suitable candidates who exceed those requirements.

Appendix A sets out the University's minimum entrance requirements. All programmes will have additional specific entry criteria, as detailed in the prospectus and on the website. These may relate to GCSEs and specific subjects at specific grades at level 3 (e.g. A levels, National Diploma, etc.) as well as work experience and professional requirements such as criminal record and occupational health checks. These requirements are reviewed each year by the Admissions Tutor, in liaison with the Head of Department and the Head of Admissions. Any proposed changes must be approved by the Academic Management Team.

The prospectuses and website provide clear guidance on specific programme / subject entry criteria, experience or skills required and additional admissions process requirements such as interviews.

Any application that does not meet minimum criteria will be automatically unsuccessful unless mitigating circumstances have been declared, in which case the application will be forwarded to the relevant Deputy Dean for review and decision. The relevant Deputy Dean may use their discretion to waive the general minimum GCSE requirement for bachelor degrees where an applicant meets or exceeds the level 3 (e.g. A level or equivalent) requirements for the programme applied to. This does not apply where there are statutory GCSE requirements such as for courses of initial teacher training.

The University reserves the right to make independent academic judgements in relation to admissions decisions (see Appeals Section 7.1)

### 3.1 Interview/Audition

The purpose of the interview process is to ensure effective selection and the appropriate placement of the applicant on University programmes. Interviews are scheduled in accordance with the general admissions schedule of the University of Chichester taking into account UCAS, GTTR and TDA requirements and deadlines.

Interviews are mandatory for all Teacher Training programmes, Social Work and Counselling. Interviews are also arranged for, inter alia, the following subject areas: Dance; Fine Art; Music; Musical Theatre; Performing Arts and for some postgraduate programmes. The decision to invite to interview is at the discretion of the Admissions Tutor or Admissions Office staff (delegated by the Admissions Tutor).

In addition, an interview may be deemed necessary for non-standard applications (applications that do not fit the normal entry criteria for a non-interview programme).

Specific subject interview criteria will be made available to applicants prior to the interview (usually with the initial letter of invitation).

Interview invites and outcomes are recorded electronically on the Admissions records system (SITS).

Where an applicant is invited to interview or audition, the Admissions Office will try to give at least two weeks' notice of the date. The applicant will normally learn of the decision within seven working days of the interview. Where decisions will take longer than this, the interviewer will inform the applicant at interview how long it will take for them to be notified of the outcome of their interview or audition.

Applicants who are invited to attend interview (or audition) but who fail to respond will not normally be invited again.

Applicants who have been made an offer without attending an interview will normally be invited to attend a subject or department Admissions Day providing them with the opportunity to make an informed choice about whether they would like to study at the University.

### **3.2 Non-Standard Entry – Applicants without formal qualifications**

Applicants who have relevant skills and experience, but who do not have formal entry qualifications, are considered as Non-Standard Entry students. The University policy is to welcome these applications and to provide the applicants with an alternative method of assessing their suitability for the course. For such applications a non-standard entry task is used.

Guidance on the setting of non standard entry tasks is attached in Appendix G.

### **3.3 Non-Standard Entry - Admission on the Basis of Prior Experience (Accreditation of Prior Experiential Learning (APEL))**

The relevant Deputy Dean reviews all applications for APEL.

An applicant's prior uncertified relevant learning (such as experiential learning in the workplace) may be assessed for entry to any programme of study at whatever level. However:

- (i) responsibility rests with the applicant for making a claim to have acquired knowledge and skills and for supporting the claim with appropriate evidence
- (ii) the learning derived from experience must be identified in order to be assessed
- (iii) the identification of prior learning comes through systematic reflection on experience, the writing of clear statements about what has actually been learned and the collection and collation of evidence to support those statements
- (iv) academic assessment is the responsibility of the Admissions Tutor who may employ any appropriate procedure(s) to enable them to make an academic judgement about the evidence of prior learning submitted by the applicant

The University of Chichester seeks to work within a credit accumulation and transfer system to facilitate transfer between institutions and to provide opportunities for continuing professional education.

Information regarding entry with credit is available in the Academic Regulations and is also available on the University website (Student Handbook).

### **3.4 Admission on the basis of Academic Credit (Accreditation of Prior Certificated Learning (APCL))**

The relevant Deputy Dean reviews all applications for APCL.

Applicants who have already fulfilled some of the progression and assessment requirements of the programme of study via prior study at another institution are encouraged to apply through the *APCL* route.

Where APCL relates to University of Chichester students (e.g MA Education) a designated nominee of the Deputy Dean, such as the Head of Department, may approve the application(s).

Admission with credit will be subject to the same principles as admission to the first stage of the programme.

The classification of an honours degree for students entering directly to level 6 at Chichester will be calculated in accordance with programme requirements and will be based on an aggregate of the marks achieved at this level.

Please see Appendix C for further details on procedure.

### 3.5 Deferrals

An applicant wishing to apply to the University for deferred entry will normally indicate this on the application form. Admissions Tutors will consider applicants on the same basis as applicants for the year prior to entry, and applicants will receive correspondence during that year from the Admissions Office. The University of Chichester will normally only allow deferred entry for up to a maximum of one year.

### 3.6 Age on entry

Applicants would normally be 18 on entry to the University. Exceptions to this rule would be considered on a case-by-case basis. The University recognises that where an applicant is under the age of 18 at the commencement of the course, the University has additional responsibilities in admitting that student.

These have been detailed in Appendix F to this policy.

## 4 Disability and Academic Skills Needs

The University is committed to its duties under the DDA as it recognises the benefits of holistic assessment thus providing students with a disability the opportunity to demonstrate their achievements and potential and enjoy equal access to the University's courses. This policy is also guided by the QAA Code of Practice Section 3 Disabled Students - Precept 7 Admissions Processes and Policies. In all cases the Admissions Office screens applications for declarations of disabilities and will communicate with the applicants to obtain additional information and consent to use of the information for the purposes of a fully informed decision on their suitability for the programme and any support requirements they may have. Applicants are expected to provide all necessary details of their disability, with supporting evidence where necessary, in a timely fashion in order to facilitate the assessment of their needs.

The Disability and Academic Skills Co-ordinator will liaise with the applicant regarding their particular needs. If, for exceptional reasons, the University is unable to meet those needs, or can only do so by compromising the learning experience, which will disadvantage the applicant, then the University of Chichester will inform the applicant. The Disability and Academic Skills Co-ordinator will maintain contact with applicants to ensure that equipment and/or residential needs and preparation (including further visits) are provided in advance.

No applicant judged academically suitable for a course should be refused admission on the grounds of disability without compelling and legally defensible reasons. Therefore the procedure for admission of disabled applicants should be in accordance with the legislative requirements of the Disability Discrimination Act (DDA) 1995 in which the consideration of academic suitability is separated from the discussion of the applicant's other needs. Thus, academic offers will normally be made in advance of all requirements being identified and, as such are subject to the University and the applicant being able to agree on the reasonable adjustments required.

Further details of the procedures are attached in Appendix D.

## 5 Roles and Responsibilities

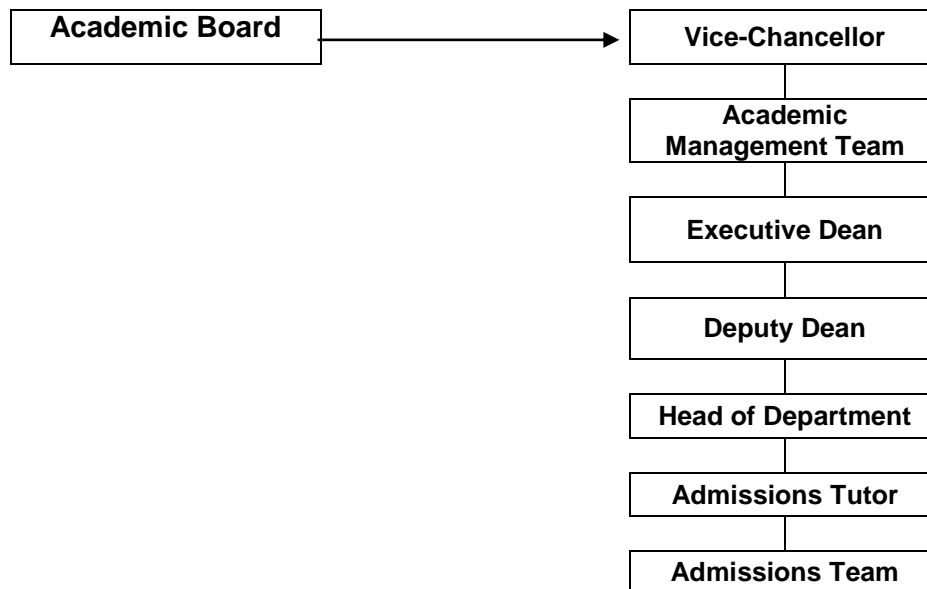
All applications for University award bearing programmes are received and processed by the University Admissions Office.

All applications for full time study at undergraduate level are **accepted only via UCAS**.

All applications for PGCE programmes are accepted only via the GTTR.

Authority for making decisions is delegated by the Vice-Chancellor, who is guided by the Academic Board, to the Academic Management Team operating through the Faculty's structure of Admissions Tutors. The Faculty is supported by the University's Admissions Team which receives all the

applications and work closely with Admissions Tutors to ensure the effective administration of the Admissions Policy and the application of the admissions criteria.



## 5.1 Academic Management Team

Student recruitment number targets, by programme, will be set by the Academic Management Team, who will make a recommendation to the Academic Board. The Academic Management Team will decide whether or not to close a course for further recruitment in the current cycle. This may be delegated to the Executive Dean.

The Head of Admissions will produce the following documents on undergraduate, PGCE and postgraduate admissions for Home / EU and also International and Channel Islands applicants:

- monthly reports on admissions from December to September
- a final annual End of Cycle report on the admissions year (including course competitor analysis and student demographics) to the December Academic Board

Monthly reports will include year on year comparisons and, from February, projections of student recruitment for that year.

## 5.2 The Admissions Tutor

Admissions Tutors operate under authority delegated by the Executive Dean for applying the criteria for the admission of students. Admissions Tutors are appointed by the Executive Dean.

Admissions Tutors' responsibilities will usually include:

- keeping abreast of the University's Admissions and Equality and Diversity Policies
- providing clear admissions criteria for their subject area
- making decisions on applicants where applicants do not meet the published criteria
- providing clear subject specific interview criteria and information about the format of interviews/auditions
- making decisions on applicants who are invited to interview or audition
- providing clear and relevant feedback on applicants who are unsuccessful (after interview or audition) so that this can be communicated to the applicants
- setting non standard entry tasks in line with the University's guidelines on non standard entry (available from the Admissions Office) responding to enquiries about applications where academic input is required

- maintaining close liaison with Admissions Office staff, especially for setting interview dates and making decisions on joint honours courses
- building and maintaining a working knowledge of all UK national qualifications and the national and institutional admissions procedures for their programmes
- attending admissions training sessions and meetings, including the Admissions Forum
- managing interviews set up by the Admissions Office staff
- checking their programme's entry in University and external admissions publications
- being aware of the importance of their role in promoting a positive image of the University
- ensure appropriate administrative support and academic cover during absences such as leave

### 5.3 The Admissions Office

The Admissions Office staff, operating under delegated authority, will make all formal offers to applicants or invite applicants to interview as required.

The Admissions Office staff, under the direction of the Head of Admissions or Admissions Tutor, will carefully consider a range of criteria from the application form when trying to identify an applicant's ability to meet the demands of the programme. This will include:

- qualifications and results already achieved (if applicable)
- predicted qualifications and grades (if applicable)
- ability of applicant to benefit from the proposed programme of study
- potential to meet entry requirements and academic potential
- specific and general entry requirements
- reference provided
- commitment and motivation
- understanding of the programme applied for and the appropriateness of application
- relevant experience
- factors that affected past performance, work and/or life experience or skill-based knowledge (extenuating circumstances)
- number of applications received and places available

## 6 Staff Training and Development

All staff involved in the admissions process are informed of policies, procedures and criteria relating to admissions by the Head of Admissions.

Heads of Department (and, where appropriate, the relevant Deputy Dean) are responsible for planning formal training for Admissions Tutors in consultation with the Head of Admissions.

### Admissions Tutors' Forum Meetings

There will be at least three meetings of the Admissions Tutors' Forum each year providing the opportunity for discussion of admissions issues, developments and dissemination of good practice.

Membership includes (but is not restricted to) Admissions Office Staff, Admissions Tutors, the Disability and Academic Skills Co-ordinator and is organised and chaired by the Head of Admissions.

## 7 Feedback, Appeals and Complaints

### 7.1 Feedback

Applicants for full time undergraduate courses are notified of the decision via UCAS or GTTR.

Applicants are able to request feedback on decisions at any stage in the admissions cycle. Admissions Tutors and Admissions Office staff will, therefore, make sure that detailed records are held, which can be drawn on when required.

The University treats all applications fairly and without prejudice.

## 7.2 Appeals

An appeal refers to the decision reached rather than how the application has been dealt with.

The University considers each application on its own merits, in relation to published selection criteria and within the context of the number of places available on any individual course.

Due to the finite number of places available on any course, the University acknowledges that where a course is oversubscribed, some suitably qualified applicants may not be offered a place.

The University reserves the right to make independent academic decisions on applications to be admitted to any of its courses and will not enter into dialogue about any other individual applicant to a course.

An applicant who is considering making an appeal against the decision made upon their application to the University should initially seek feedback about why their application was unsuccessful from the Admissions Tutor.

If the situation is not resolved, the next stage is to make a formal appeal, in writing, to the relevant Deputy Dean. Any appeal must be made, in writing, within one month of the formal decision on the application being issued to the applicant, stating clearly that it is an appeal and the grounds of that appeal.

In responding to such cases, the Admissions Tutor or Deputy Dean may wish to seek advice, if necessary, from the Head of Admissions. An initial response will be made within one week of receiving the letter of appeal and, where necessary, further investigations will be made within an additional fortnight.

Applicants are advised that any such appeal contains clarification of information already provided in the original application. Whilst additional information will be received, it must be acknowledged that this will not give the appellant an unfair advantage over other applicants who will not have had this opportunity through the normal application process.

Thereafter, if the applicant continues to be dissatisfied, the appellant should write to the Executive Dean who will review all the available information. The decision of the Executive Dean is final.

## 7.3 Complaints

A complaint is distinct from an appeal as a complaint refers to how the application decision was reached rather than the decision itself.

A complaint should be dealt with quickly and as close as possible to the point at which it arises. Applicants should be advised that, if they are not satisfied with the way in which an application has been considered, they should first write to or speak with the Head of Admissions or the Admissions Tutor concerned.

If they remain dissatisfied, they should write to the relevant Deputy Dean. Any complaint must be made, in writing, within one month of the alleged incident(s) that gave rise to the complaint.

In responding to such cases, the Admissions Tutor or Deputy Dean may wish to seek advice, if necessary, from the Head of Admissions. An initial response will be made within one week of receiving the letter of complaint and, where necessary, further investigations will be made within an additional fortnight.

If the Deputy Dean decides that the complaint relates to the service provided by the Admissions Office, s/he will refer the matter to the Director of Admissions and Academic Registry who will deal with it in accordance with the University's Student Complaints Procedure

Thereafter, if the applicant continues to be dissatisfied, they should contact the Executive Dean in writing who will review all the available information. The decision of the Executive Dean is final.

All written appeals and complaints should be submitted via the Admissions Office.

Data protection and confidentiality of appeals or complaints

Appeals and complaints can only be undertaken by the applicant. Correspondence regarding an application to the university will be with the applicant in all cases unless the applicant has given their written consent to the University to correspond with someone else such as a parent or careers advisor.

## 8 Obligations on the Applicant

### 8.1 Obligations on the applicant include the following:

**(i) providing complete, accurate and prompt information at all stages of the application;**

**(ii) responding to an offer of a place**

When an applicant has been notified of the decisions on all their applications, the applicant will choose which, of the offers made, they wish to accept. UCAS applicants are allowed to accept one offer as their firm (first) choice and, if they choose, one as their insurance (second) choice. UCAS applicants are unable to respond to an offer until they have received a decision from every university they applied to (or withdraw their outstanding applications). Deadlines for applicants to respond vary according to when the application was made and the decisions issued but the earliest UCAS deadline for applicants to respond to offers is in May.

If the applicant has applied directly they must contact the Admissions Office directly, in writing, to confirm their acceptance or declining of the offer. A reply slip will usually be provided with the offer letter for direct applicants.

**(iii) withdrawing their application from the institution**

The applicant can either contact the relevant clearing house (UCAS / GTTR) or the University directly, in writing, to withdraw their application(s).

**(iv) changing their personal details**

If the applicant has applied via UCAS or the GTTR they should contact the clearing house and inform them of any changes to their personal details. They may also contact the institution directly in writing, providing evidence where necessary (i.e.: for change of name).

## 9 Professional Requirements

Students undertaking certain programmes must comply with special entry requirements. These special requirements are usually imposed by law, accrediting or professional bodies or other third parties and are used for the purposes of admission to a programme of study only. Failure to comply with any such special requirements may result in an applicant not being permitted to start the programme or being required to leave the programme and/or the University.

### 9.1 Occupational Health Checks and Professional Body Involvement

Many vocational programmes are overseen by a professional body that requires applicants to have a certain level of physical and/or mental fitness. Where this is the case all applicants are required to complete an occupational health declaration. All medical information received is treated confidentially and passed directly to contracted occupational health professionals.

All offers made to applicants for such programmes are dependent on a satisfactory outcome following the completion of the occupational health declaration process. This process is separate from any

decision about whether the University can meet applicant's disability related needs or their academic suitability for the programme.

Where there is an issue with regard to "Fitness to Practise", the University reserves the right to make an independent academic judgement about whether or not to admit the applicant. The University will take into account information provided by occupational health and other medical professionals. The university may also consult placement providers.

It is acknowledged that this process can be time consuming. When a decision regarding Fitness to Practise is reached by the University after the academic year has commenced, the applicant may be allowed to attend (University based) classes but the decision on whether to admit fully to the programme will remain an admissions decision and will fall under the Admissions Policy.

## 10 Applicants with Criminal Convictions

Applications from candidates with criminal convictions will be carefully considered. The applicant must provide full details of the conviction upon request. These details will be considered in accordance with the attached policy in Appendix Three for the Admission of Applicants with a Criminal Conviction. The University retains the right to refuse entry to any applicant with a criminal conviction, which may jeopardise the security, safety or reputation of the University or its community or, where there are relevant professional criteria which apply.

CRB Enhanced Disclosures are required to be carried out for all programmes where the applicant will be in *regular and / or sustained* contact with minors or vulnerable adults. Applicants are required to have completed CRB Enhanced Disclosures prior to registration on their programme. Any student who begins a programme whilst awaiting the processing of an application for Enhanced Disclosure from the CRB, will only be registered 'provisionally' and may be excluded from some activities.

Checks of people barred from working in the relevant profession (formerly known as "List 99") will be carried out on all students with the Independent Safeguarding Authority (ISA) who have not received CRB clearance at the start of the programme or prior to placement.

All CRB disclosure certificates are destroyed within 6 months of receipt.

## 11 Changes to Programmes of Study prior to Arrival

If there is a significant change to a programme between the publication of the prospectus and the start of the programme to which an applicant has applied, Admissions staff, with express instruction from AMT, will notify the applicant as soon as possible indicating all of the options available to them. Significant changes would include:

- (i) significant changes to the content of a programme, such as withdrawal of major modules
- (ii) significant changes regarding the status of a programme (e.g.: validation by a professional or statutory body)
- (iii) significant alterations to the teaching, learning or assessment arrangements for the programme
- (iv) discontinuation or suspension of a programme
- (v) changes in the cost or location of the programme
- (vi) programmes previously subject to approval that have not been validated.

## 12 Data Protection and Confidentiality

Admissions staff will correspond only with the applicant regarding their application, unless the applicant provides written permission for the University to discuss it with another person (such as parent/guardian or careers advisor).

Applications are normally confidential between the University of Chichester admissions staff (Admissions Office, Admissions Tutor and Deputy Dean and:

- (i) the applicant
- (ii) the clearing house (if relevant)
- (iii) the University's Disability and Academic Skills Service (if relevant)

(iv) the student support/student loans company

### **12.1 Retention of Applicant Data**

(i) Students who do not attend (i.e. withdrawn, rejected, declined or just did not turn up for registration) The hard copy files are held for a period of up to one full year following the date of original proposed registration.

Electronic data will be stripped of personal details which could identify the applicant two years after the end of the relevant admissions cycle. The “skeleton” records will be retained for the purpose of monitoring and analysis.

#### **(ii) Those that become students**

The file for students that register on their programmes is held by Registry in the Student Records Office.

## **13 Monitoring and review**

Operation of the Admissions Policy is monitored by Faculty Management Teams and the Academic Management Team. The Policy is reviewed annually by the Academic Standards Committee on behalf of the Academic Board.

All staff involved in Admissions at the University will be provided with a copy of the Admissions Policy. The policy will be available to other staff, students and potential applicants via the University website, intranet (Portia) and Admissions Portal.

**Approved by Academic Board: 15 June 2011**

## Appendix A - Minimum Entry Requirements

### *Masters degrees:*

An honours degree in a relevant subject (or equivalent professional qualification)

### *Bachelor degrees:*

Passes in at least two A levels or equivalent (e.g. National Certificate – Pass profile; Access Diploma - Pass)

Plus

at least three GCSEs (grades A to C), or equivalent, in subjects other than those obtained at A level (or equivalent)

### *Foundation degrees:*

Pass at least one A level or equivalent (e.g. National Award – Pass; Access Diploma - Pass)

## **Programme Specific GCSE Requirements**

The University adheres to TDA (Training and Development Agency) requirements regarding mandatory GCSE English and Maths at grade C or above and, for primary teacher training candidates, a Science GCSE at grade C or above.

For some non teacher education programmes, Key Skills Communications at Level 2 may be an acceptable alternative to GCSE English where this is part of the entry criteria and Key Skills Numeracy at Level 2 may be an acceptable alternative to GCSE Maths.

### *International Qualifications*

The equivalence of international qualifications will be determined with reference to externally recognised systems such as UK NARIC and UCAS. Internal institution professional knowledge and experience of overseas qualifications will also be taken into account.

Admissions Tutors will liaise with the Head of Admissions for information and advice about international and European qualifications for applications.

## **English Language**

All students whose first language is not English should have met the minimum English language requirement before commencing the programme.

The level required will depend upon the programme and level of study but is usually IELTS 6.0 (6.5 for postgraduate study) or 5.5 for undergraduate subjects studied in combination with International English Studies.

Applicants who have met the general entrance requirements of their programme but who have an IELTS score 0.5 below that required (or equivalent other qualification) may be admitted to the University's pre-sessional language programme.

### **3.3.1 English language support**

Support is offered from the beginning of programmes for all overseas students in the form of a UK Degree Study Route scheme. This scheme provides effective language support throughout programmes and is separate and in addition to the "International English Studies" joint and minor degree routes available.

## Appendix B – Admissions Processes

### Timescales

Applications are received in the Admissions Office, checked for completeness and eligibility (compared with a set of clear entry criteria) and prepared for the decision process.

Applicants will normally receive a response within four weeks of their receipt at the University. In most cases this means that a decision to offer, invite to interview or reject will be made. In some cases further information will be requested from the applicant to enable a decision to be made.

For over-subscribed programmes, the University may choose not to issue decisions until all on time applications have been considered.

Any applications that do not meet the standard entry criteria are passed to the Admissions Tutor for a decision.

### Decisions

## What are the Potential Offers/Decisions?

Possible decisions are:

#### **(i) Unconditional Offer**

Applicants who have already achieved the requirements for admission will be given an unconditional offer.

#### **(ii) Conditional Offer**

Applicants currently studying towards academic qualifications or with documents outstanding that are required to confirm the place (references or personal statement) will usually receive a conditional offer. This will require the applicant to fulfil certain requirements, academic or otherwise, before their place is confirmed (made unconditional).

#### **(iii) Unsuccessful**

Applicants that do not meet the minimum and/or the subject specific entry or interview criteria.

### Mandatory Requirements

All offers, conditional or unconditional, are subject to receipt of all relevant qualifications certificates prior to registration and, additionally, a CRB check (and / or occupational health check) where this is a mandatory requirement of the programme.

### Notification

Applicants receive official notification of all offers from the University by way of a formal offer letter which creates a contract between the institution and applicant.

UCAS and GTTR applicants will receive formal notification of their offer through the appropriate clearing house. Full details of any academic conditions will be supplied in this communication. Letters from the University will confirm that an offer has been made and will include any additional non academic conditions such as evidencing qualifications, criminal record and / or occupational health checks and any other conditions for entry.

University offer letters to direct (e.g. non UCAS / GTTR) applicants will also include any academic conditions of entry.

### UCAS Extra

**For students who have applied through UCAS and not received any offers from their original five choices, or have not yet accepted any of the offers from their first five choices, there is an**

**additional opportunity to secure a place on the University's programmes (that are not already closed for recruitment). A list of programmes is added to the UCAS website for those not holding places from their original five choices**

## Confirmation

If an applicant is made a conditional offer, the final stage of the application process takes place after the publication of examination results. If an applicant achieves the entry requirements as stated in the conditional offer the place will be confirmed.

Admissions Tutors, and / or Admissions Office staff, under the guidance of the Academic Management Team, consider applicants who do not meet the conditions for a particular programme due to receipt of lower results than predicted/required (this will also include where examinations are not completed due to illness of a teacher or applicant, or disputed results). If the applicant meets the minimum entry requirements at Confirmation (when exam results are received), they may still be accepted.

Applicants are required to meet the conditions of an offer by 31 August in the academic year they apply even if the offer is for deferred entry in subsequent years.

## Clearing

If UCAS applicants do not meet the entry requirements for their firm and insurance choices (i.e. they hold no offers) they will automatically enter Clearing. The Clearing process allows applicants to apply for another programme where places have not yet been filled. Clearing starts immediately after summer exam results are published and may continue until the start of the semester. The Admissions Office will notify UCAS and other national bodies of any vacancies and publish details on the University website. A dedicated clearing vacancy telephone line will operate during the first week of the Clearing period.

## Adjustment

UCAS applicants who exceed their firmly accepted conditional offer have a facility (for five days after A level results are published) through UCAS to apply to other universities without prejudicing their original firmly accepted offer.

## Induction and Enrolment

The University, via the Admissions Office, sends successful (Unconditional Firm) applicants a letter (or e-mail), in August, confirming their place on the programme and directing them to the Admissions Portal to download enrolment information including details concerning induction and general information to assist students to settle-in during their first few weeks at the University.

Applicants are invited to pre-register / check their details on line before the semester starts.

Registration and Enrolment activities and information are controlled by the University Registry.

## International Induction Programme

Separate induction arrangements are made for overseas students and this is arranged and co-ordinated by the Applied Language Studies Department Administrator.

## Appendix C - Entry with Credit

- In order to enter:
  - Year 2 students will need **120** credits
  - Year 3 students will need **240** credits
- Applicants will then need to write in to the Admissions Office. They will need to supply a covering letter and an official university transcript detailing the modules completed and credit gained.  
(Where this is not possible students will need to provide a list of the modules that they aim to achieve before transferring).  
They should also provide evidence of previous relevant academic qualifications – GCSEs for teacher training, etc.
- All information is sent to the Admissions Tutor to assess whether the courses / modules have similar learning outcomes and subject coverage to the Chichester provision and whether the transfer is possible.
- If the Admissions Tutor supports the application for entry with credit the applicant should submit a formal application to UCAS (or a direct application form for January starts / part time / postgraduate).  
The applicants should indicate on the form in the section marked point of entry the level of the course they seek to join.  
An academic reference is also required, preferably from their last university / college.

### ***Interviews/auditions***

- Once the application, transcript and any other relevant qualifications have been received, students will normally be interviewed (or auditioned if applicable) to establish that admission / progression will be suitable.  
For courses that interview or audition i.e. teaching, music, dance, these should be carried out before the papers are passed to the relevant Deputy Dean for consideration.
- The Admissions Tutor will submit a brief written recommendation to the relevant Deputy Dean as to why this applicant is suitable for entry with credit. The recommendation will comment on how the applicant's credits may satisfy the learning outcomes of the modules they are being given credit for.
- All relevant papers should then be submitted to the relevant Deputy Dean who will, in turn inform the Admissions Tutor and the Admissions Office of the outcome (accept / reject / gather further evidence).
- Where applications relate to accreditation of prior certificated learning awarded by the University of Chichester (e.g MA Education) a Head of Department, nominated by the Deputy Dean, may approve the application(s).

### Entry part way through the year

- Students coming in part way through the year (e.g. beginning of semester 2) will need to have completed modules and achieved 60 credits.
- Most universities will not have finished Semester 1 as early as us / awarded credits and therefore it WILL NOT be possible to transfer.

## Appendix D - Disability and Academic Skills Needs

The Special Educational Needs and Disability Act (SENDA) 2002 and DDA (1995) Part IV places a legal obligation on universities not to discriminate against disabled applicants for reasons relating to their disability. There are, however, some justifications for offering 'less favourable treatment', and for applicants and courses for whom any of these justifications are an issue, a pre-offer assessment will be both necessary and legal.

Grounds for pre-offer assessment:

### Professional body involvement

Many vocational courses are overseen by a professional body which requires a certain level of physical and/or mental fitness from those joining the course. Where this is the case, all applicants should be required to complete a 'health declaration'. Occasionally a disability will conflict with the professional body requirements. Involvement of a professional body does not, in itself, necessitate a pre-offer assessment of need, but it should be made clear that offers made to applicants for such courses are dependent on a successful completion of the 'health declaration' process. This process is separate from any decision about whether the university can meet the applicants disability related needs or their academic suitability for the course.

### Health and Safety

For some disabilities and some courses, it may be necessary to carry out a risk assessment before making an offer. Please contact the appropriate member of staff in the Disability Team for support in finding out more about the nature of the applicant's disability and advice on what reasonable adjustments could be made to eliminate an assessed risk. Only after reasonable adjustments have been seriously considered and dismissed as being unfeasible can the applicant's disability be used as a reason to refuse entry to the course.

### 'Material and Substantial' reasons, the maintenance of academic standards or other prescribed standards

Occasionally the nature of an applicant's disability will conflict in essence with the nature of the course. For further information and guidance in these areas, please consult the Disability and Academic Skills Co-ordinator.

It is important to note that any decision to offer, or not to offer a place to a disabled applicant must be made in the light of appropriate reasonable adjustment. An applicant may only be refused entry to a course on the grounds of disability if all reasonable support and adjustment has been considered and dismissed. This decision will be made by the Admissions Tutor and the appropriate member of staff in the Disability Team, with guidance from other appropriate professionals where relevant.

### **Non-UK Applicants with Disability and Academic Skills Needs**

The University does not discriminate against non-UK applicants with a disability/academic skills need, but they are not eligible for the same level of individual funding received by the majority of disabled UK students. The University will make a decision regarding the extent to which the cost of supporting/making reasonable adjustments can be met.

## Appendix E - Admission of Applicants with Criminal Convictions

The University receives applications from a wide range of candidates and it actively promotes equality of opportunity for all with the right mix of academic achievement and potential, relevant experience and practical skills. However the University reserves the right to choose to admit, or not, an applicant to a place on any of its courses where, by reason of a criminal conviction, the applicant is considered:

- Unable to enter a programme leading to professional qualification where the criminal conviction will prevent professional registration; and / or
- To pose a risk to the broader University community.

The University complies fully with the Criminal Records Bureau (CRB) Code of Practice and undertakes to treat all applicants fairly.

As part of our recruitment process we ask all applicants to declare if they have any previous relevant unspent conviction(s) by asking the question on the application form both direct and UCAS. Criminal records are taken into account for recruitment purposes only when the conviction is relevant to the programme to be undertaken by the person if admitted to the programme. Having an “unspent” conviction will not necessarily bar an applicant from the programme or where the applicant may be considered to pose a risk to the safety of the University community; this will depend on the circumstances and background to the offence with regard to the programme for which the application is made.

Applicants for any course that is exempted under the Rehabilitation of Offenders Act (Exceptions) Order 1975 (including initial teacher training, social work and others), or any other course which will bring students into regular, unsupervised contact with children or vulnerable adults, are required to disclose all previous convictions, including cautions. From October 2010, applicants to these courses are also required to register with the Independent Safeguarding Authority.

The University reserves the right to choose to admit, or not, an applicant to a place on any of its courses.

The University will not normally admit an applicant who has served a custodial sentence within the last year. This allows for time to assess if rehabilitation outside of prison has been successful.

The University reserves the right to decide if the applicant will or will not be allowed to reside in University owned or managed property.

Applicants with previous convictions are invited to write to the Head of Admissions at an early stage of the application process to clarify the nature and context of their offence(s).

### What would constitute “relevant”?

In considering the relevance of criminal convictions, the University of Chichester will take account of the nature of the programme, for example:

- Does the programme involve one-to-one contact with children or other vulnerable groups such as students, clients, customers or other associated people?
- What level of supervision does/will the student receive?
- Does the programme involve direct responsibility for finance or items of value?
- Does the programme involve a placement or any other direct contact with the public?
- The recruitment of ex-offender policies of the organisations with which the applicant may be placed as part of the course;
- The likelihood of the applicant meeting professional and statutory body “fitness to practice” criteria to undertake a placement or, ultimately, to join the profession they are planning to train for.

**A risk assessment will be conducted, relevant to that programme. Such an assessment will consider:**

- The seriousness of the offence or other matter and its relevance to the safety of other employees, students, customers, clients, minors under their supervision and property
- The length of time since the offence or other matter occurred
- Any relevant information offered by the applicant about the circumstances which led to the offence being committed or other matter occurring (for example, the influence of domestic or financial difficulties)
- Whether the offence or other matter was a one-off or part of a pattern of offending behaviour or other relevant matters.
- Whether the nature of the programme presents any opportunities for the student to re-offend
- Whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely
- The country in which the offence was committed or other matter occurred
- Whether the offence has since been decriminalised by Parliament

And, where applicable:

any information supplied by the Probation Service;

**Process**

1. Individuals who are applying for programmes that require a CRB Disclosure will be notified through the offer letter that the programme requires the disclosure of all criminal record information, and that admission to the University will be conditional on the receipt of a satisfactory Enhanced CRB Disclosure.
2. Details will be requested from every individual who accepts an offer for such a programme.
3. Applicants for programmes that do not require a CRB disclosure but who have relevant unspent convictions will be contacted to disclose further details of their conviction and the information will be considered as outlined below.
4. The Disclosure or conviction information will be sent to the Head of Admissions (who is also a University CRB Counter signatory) and will be kept confidential.
5. Academic admissions decisions will be based on an assessment of the applicant's relevant skills, experience, qualifications and abilities in the normal manner.
6. Where a conviction, caution or any additional information is disclosed, the Head of Admissions will consult with the relevant Deputy Dean (or nominee) to consider whether the applicant is still acceptable for admission, or if further information is required.
7. The Deputy Dean (or nominee), in consultation with the Head of Admissions, will decide what action should be taken in the light of the information. If necessary, and with the consent of the individual, references regarding the offence, and subsequent rehabilitation, may be taken up, for example, from a probation officer.

8. Following receipt of all relevant information a decision regarding the admission / continued registration will be made by the Deputy Dean (or nominee) in consultation with the Head of Department.
9. Any decision that an applicant may be admitted to a programme of study does not, of itself, indicate that the applicant may be housed in university managed accommodation. This is a separate decision made by the Deputy Director of Estate Management, in consultation with the Executive Dean on the facts of each case.

### **Appeals**

Where an applicant wishes to appeal against the admission decision of the Subject Leader (or nominee) and the Head of Admissions, the following procedure should be followed, within one month of the original decision:

- a) initially seek feedback on the decision from the Head of Admissions; and,
- b) if the situation is not resolved, make a formal written appeal, with any additional information, to the Executive Dean.
- e) In responding to such cases, the Executive Dean may wish to seek advice, if necessary, from the relevant Deputy Dean and / or the Head of Department who made the original decision, as well as the Head of Admissions.

The decision of the Executive Dean will be final.

### **Following Admission**

Where details of a conviction or other matter come to light during the programme of study and have not been revealed by the individual at the time of admission and / or it is found that a student deliberately withheld information, or misled the University to gain a place on the programme, this will be dealt with by the Executive Dean through the disciplinary procedure.

The fact that the conviction was not declared previously will be taken into consideration. The University will also consider whether the conviction or other matter is relevant, whether there is a significant risk, and whether this may be reduced through safeguards or a transfer to another programme.

### **Data Usage, Security, Retention and Disposal**

1. No information regarding disclosed criminal convictions or Disclosure will be released to any individual or organisation, unless they are authorised to receive it in the course of their duties under Section 124 of the Police Act Part V 1997. It is a criminal offence to pass this information to anyone who is not entitled to receive it.
2. The counter-signatories will ensure that Disclosures and the information they contain will only be released to those who need access in the course of their duties (e.g. Executive Dean, Deputy Dean, Head of Department, Admissions Tutor, Head of Admissions, or other Counter-signatories). After discussions have been made, all Disclosure information which has been released will be returned to the Head of Admissions.
3. All Disclosure information will be stored in secure, locked filing cabinets. Keys to such cabinets will only be held by responsible persons nominated by the lead-signatory (the Head of Admissions or Admissions Manager) with access strictly controlled and limited to those who are entitled to see it as part of their duties.
4. Disclosures will be held for a period of up to six months after the commencement of the programme, or after the resolution of a dispute regarding the application or disclosure information. In exceptional circumstances information may need to be retained for longer, but this will not be considered without consultation with the CRB.
5. After this time Disclosure information will be shredded under the direct supervision of the Head of Admissions or Admissions Manager. While awaiting destruction, Disclosure information will not be kept in an insecure receptacle (e.g.: waste bin or confidential waste sack or portable container).
6. No photocopy or other image or representation of the Disclosure will be taken or retained.
7. As evidence of a Disclosure having been received by the University, a record of the date of disclosure, the name of the subject, the type of disclosure, and the unique number issued by the CRB will be retained in accordance with CRB advice.

### **Complaints**

The University of Chichester undertakes to comply with the CRB Code of Practice. A copy of the Code is available from the CRB website ([www.crb.gov.uk](http://www.crb.gov.uk)). If an applicant or student believes this Code has not been complied with they should contact the CRB directly at:

Criminal Records Bureau  
PO Box 110  
Liverpool L69 3EF  
Tel: 0870 90 90 811

## Appendix F - Applicants under the age of 18

1. Where an applicant is under the age of 18 at the commencement of the course, they are still considered a child in English law. Given this, the University of Chichester recognises it has additional responsibilities to the applicant, their parents or guardians and the wider University community. To ensure the University meets its duty of care, applications from students who will be under the age of 18 at the commencement of their course will be identified and processed in the following way:
  - 1.1. Whether an application is made through UCAS or by direct application form, the age of the applicant will be highlighted on the form and on the front sheet accompanying the application.
  - 1.2. The application will automatically then be sent for review by the Admissions Tutor, who should review the application with their Head of Department. The review must consider whether there would be any material, placement or activity within the programme content that may be inappropriate for a person under the age of 18 to access or be involved with.
  - 1.3. If such material, placement or activity is identified, the Head of Department should consider whether this content can be altered to make it appropriate for a person under the age of 18.
  - 1.4. If the course content is such, that it would usually be considered inappropriate for a person under the age of 18 to view or be involved with, and it can not be altered, the Head of Department should consider whether the student could miss that part of the programme without detriment to their overall development and progression for award.
  - 1.5. If the course content can not be altered or missed by the individual student without detriment, the Admissions Tutor must interview the applicant in the company of a parent or guardian to explain the programme content and to assess whether the applicant's level of maturity is such that they could be admitted to the programme without causing them harm or distress and to ensure the applicant is being enabled to succeed within the degree award.
  - 1.6. Even where course content is not such as to be inappropriate, an Admissions Tutor can request an interview be arranged to assure themselves and their Head of Department that the student is suitably equipped to deal with the rigours of higher education.
  - 1.7. If an interview of an applicant is required, the Admissions Tutor should contact the Admissions Manager who will arrange for the applicant and their parent / guardian to attend the University.
  - 1.8. If the Admissions Tutor and Head of Department agree that an offer for Admission to the University should be made, the Admissions Office will make a formal offer to the applicant either through UCAS or other written communication.
  - 1.9. A condition of the entry of any applicant under the age of 18 will be that the parent /guardian of the applicant give their permission for the applicant to attend and provide emergency contact details (a pro-forma for parental /guardian's consent is attached). The University will also require the parent /guardian of the applicant to act as Guarantor for any debts the student may incur as a student under the age of 18 can not legally enter into a contract.
  - 1.10. The Head of Admissions will circulate the numbers of students under the age of 18 to the Executive Deans, the Head of Business Services, the Head of Student Services and the Manager of the Students' Union.
  - 1.11. The University will not make any unconditional offer without a copy of the (attached) pro-forma on file.
  - 1.12. The pro-forma will be kept on the student's file and circulated to the Head of Department and the Head of Student Services.
  - 1.13. The University will not act in "Loco Parentis" for any student.

- 1.14. The University has to assure itself that the applicant will be suitably housed to the satisfaction of a parent or guardian.
- 1.15. Where an applicant is under the age of 18 and international, the University will require contact details for a guardian in the UK.
- 1.16. The University will provide all students under the age of 18 with a campus card stating that they are "under 18".
- 1.17. The University adheres fully to the Data Protection Act and will not therefore release any information about an applicant under the age of 18 to their parent or guardian without the express written consent of the student.

Permission for Applicant under the age of 18 to attend the University of Chichester.

To be completed by the parent or guardian of any applicant under the age of 18.

**PLEASE NOTE:** No student will receive an Unconditional offer of a place without a signed copy of this document having been lodged with the Admissions Office.

Full Name of Applicant: .....

Course of Study: .....

University Reference Number.....

Year of Entry: .....

I give permission for the above named student to attend the University of Chichester. I recognise the University to be an adult environment and understand the nature of study involved.

I undertake to meet any debts incurred by the above named student before they reach the age of 18.

I have made the applicant aware that they are not entitled to buy alcoholic drinks at the University Students' Union or any other licensed premises in the locality.

I understand the University does not act in Loco Parentis for any student.

.....(insert name) will reside at:.....  
.....  
.....

In an emergency, please contact:  
Name.....Relationship.....Address.....  
.....  
Telephone number: Home.....  
Work.....  
Mobile.....

Signed.....  
Dated.....

Please return to the Admissions Manager care of the Freepost envelope enclosed.

CC: Head of Department  
Head of Student Support Services

## Appendix G – Non-standard Entry Procedures for the First Year of an Undergraduate Programme

Non-standard entry procedures should be used for applicants who do not have the minimum entry qualifications.

Non-standard entry procedures should be used for applicants who either do not have, or are unable to provide, evidence of the minimum entry qualifications. [This may include those with refugee status who claim to have the appropriate entry qualifications, but are unable to provide evidence. It may also include those who have mislaid evidence of qualifications and are unable to get copies or confirmation from the relevant awarding bodies.]

The tasks which are used for this purpose should enable the applicant to demonstrate that they have a sufficient level of academic ability in the proposed subject area to be able to engage successfully with HE Level 4. The tasks should also require the applicant to demonstrate a good level of literacy (some programmes may also stipulate that numeracy be demonstrated as well).

In assessing non-standard entry submissions it should be remembered that the applicant has to demonstrate that they have at least the equivalent to 2 'A' Levels.

Programmes have the responsibility for setting appropriate entry tasks with clear guidance and for providing feedback which is both of value to the student and can be referred to subsequently in the event of a decision being challenged.

The Admissions Office has the responsibility for ensuring that applicants who are applying through either of these routes are advised to speak to and, where possible, meet up with subject staff to ensure that the applicants understand what is required of them and are given appropriate support regarding the process. A positive experience of this entry process can re-affirm in the student's mind their decision to study their chosen subject at Chichester.

### **Guidance to academic staff setting and assessing Level 4 Non-standard Entry tasks**

This guidance, informed by good practice within the University, has been written to ensure the maintenance of academic standards and the integrity of our admissions procedures.

1. The 'task' should comprise more than one piece of writing (depending on the subject) and should make it clear in the rubric that the applicant is expected to use a range of academic and/or professional sources. The rubric should also include the assessment criteria and stipulate how long the applicant has to complete the work and where it should be submitted to. [This will be reinforced by a cover letter from the Admissions Office (who send out the task to the applicant) detailing the date and time for the deadline and how the work should be submitted and to whom.]
2. The 'task' should not be in the form of an extended personal statement. Such a statement is expected in addition to any task which is set. The 'task' should take an appropriate form for the subject being applied for and should be prepared by the subject and reviewed every year.
3. 'Tasks' for performance / practice based or vocational courses will usually include at least one of the following: portfolio, audition, media artefact / recording but must also include a substantial piece of written work.
4. The minimum wordage for applicants to Level 1 should be 2,500 words or equivalent. It is advisable that within this at least one longer task is required in order to judge the applicant's ability to structure and sustain their argument. Practice-based or creative or some professional subjects will require a practice-based portfolio or performance or interview, but this should not wholly replace a written task (which should be 500 words minimum). The Common Undergraduate Framework guidance should be used to judge the equivalence of tasks so that the total demand equates with 2,500 words.

5. It should not be assumed that the applicant can access specific texts (unless they are being supplied with the task) and therefore it is often better to set a task which requires the applicant to reflect critically upon contemporary issues / debates within the subject area which are in the public domain. Applicants should also be expected to draw upon a range of academic sources and references to inform their argument. [An example of a task is in the box below.]
6. When assessing the task(s), comments (including those re literacy) should be written on Module Assessment Comment Sheet indicating the strengths and weaknesses of the work, and whether it has passed or failed. The tutor should sign the comment sheet(s). Tasks which receive an overall fail should be second-marked by another subject tutor.
7. Students who are interviewed / auditioned should similarly receive written feedback as stated in 6.
8. Where the submitted task has failed to meet the required standard advice should be given as to what the applicant could do to improve their chances of gaining admission e.g. do an access / foundation course, take a module on a 'stand alone' basis as a Part-time student, gain more vocational experience in the required area.
9. The comment sheet(s) should be returned to the Admissions Office and will be available for scrutiny in the event of the challenge to the admission process.

Example from Department of Social Work

BA (Hons) Social Work

Non-Standard Academic Entry Task

1. Explain how one skill that you have developed through your life experience could be used in social work. (Word limit 500 words)  
  
**AND**
2. Reflect on your feelings about one aspect of social work about which you personally are apprehensive. (Word limit 500 words)  
  
**AND**
3. Discuss how a current national issue in the press within the last month could affect people who receive a service from social workers. (Word limit 1,500. You will need to show evidence of informed reading from at least four different appropriate sources, e.g. books, the Internet, journal or newspaper articles, policy documents. Please attach a list of references, which will not count in the word limit.)

## Appendix H – Progression Agreements

### **Sussex Liaison and Progression Accord (SLPA)**

The University recognises that targeted recruitment and admission activities are essential elements of widening participation and its regional policies. The University of Chichester has, therefore, together with the University of Sussex and the University of Brighton, entered into an agreement called the Sussex Liaison and Progression Accord with post-16 education providers based in the East and West Sussex and the Brighton and Hove local authorities. Programmes entered in the Accord guarantee offers at typical entry levels or guarantee interviews. The Accord will not be used to make general reduced offers to specific groups of candidates and individual applicants will continue to be treated on their merits.

### **Aim Higher**

In addition to the Sussex Liaison Progression Accord, the University recognises the contribution that Aim Higher Sussex made to the university applications of applicants from local schools which have traditionally had lower higher education progression rates and will endeavour to make an offer of a place or an interview to Aim Higher Sussex applicants wherever possible, subject to minimum requirements and available places.

### **Sussex Channel Islands Progression Accord (SCIPA)**

The Sussex Channel Islands Progression Accord (SCIPA) was established along the lines of the Sussex Liaison and Progression Accord (SLPA). Every post-16 provider in Jersey and both the Guernsey Grammar school and Guernsey FE College are members.

### **Other**

The University has entered into a number of individual progression agreements with local schools and colleges in Hampshire which are of a similar nature to the SLPA. Additionally, there a number of programme specific progression agreements which emerged out of the work of the Sussex Lifelong Network and the Hampshire and Isle of Wight Lifelong Learning Network.

## Appendix I - Recruitment (Marketing and Information Provision)

The University strives to provide relevant, accurate and transparent admissions and programme information, in external publications and on websites.

Admissions information is updated annually, by way of prospectus and website updates including details of general entry requirements as well as subject specific requirements.

### 1.1 Pre-application

Pre-application information is available from the website, in prospectuses, leaflets or brochures covering the following areas:

#### 1.1.1

- Programme details including; details of indicative programme
- Accreditation/approval of programmes by professional bodies structures, duration, mode of attendance and qualification title

#### 1.1.2

- General and subject specific entry requirements
- Methods of application
- International student enquiries
- Open Days and campus tours

#### 1.1.3

- Fees and payment arrangements
- Sources of financial assistance (internal and external), including scholarships and bursaries

#### 1.1.4

- Accommodation types and availability
- Students' Union
- Disability and Academic Skills Service
- Library and learning resources
- Study skills/welfare

### 1.2 Pre-arrival

Information made available to applicants prior to their arrival at the University of Chichester includes:

- the cost of accommodation and application procedures
- academic and other support services available
- general guidance (for example University rules and regulations) via the Student Handbook on the website
- guidance on preparation for arrival and what to expect on campus

### 1.3 Stakeholder Information Provision

Information is made available to all of the relevant stakeholders in the admissions process including parents, students, advisors, agents and employers, on areas such as entry requirements, programme details, assessment methods, fees and accommodation via the University website and prospectuses, as well as at Open Days and external events.

The University will respond to enquiries as quickly as possible and normally no later than 3 working days after receipt of an enquiry.

The Department of Marketing, Communications and Access will annually monitor the effectiveness of recruitment tools such as materials and activities.

## 2 Recruitment (Identification)

Recruitment events for potential students may include open days, campus tours, mature students open evenings, UCAS Fairs, taster days, school visits, careers fairs and summer schools.

Schools Liaison, Widening Participation, Marketing and Admissions, in conjunction with the faculties, are responsible for promoting awareness of higher education and more specifically the programmes available at the University.

Schools Liaison staff regularly visit schools and colleges to deliver a range of general presentations relating to many aspects of higher education such as the benefits of higher education, how to research a website and use a prospectus, how to apply and what Admissions Tutors look for in a personal statement etc.

An annual calendar of open days and campus tours operates within the University, produced by the Schools Liaison team who will also co-ordinate the schedule for these days in consultation with academic staff. In addition all subject areas which do not interview their applicants are expected to offer Admissions Days to potential and current applicants.