

**ADMISSIONS POLICY FOR  
TAUGHT PROGRAMMES  
2015-2018**



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<b>Summary/Description:</b>	
This document defines the criteria for the selection and admission of applicatns for taught programmes.	

# ADMISSIONS POLICY FOR TAUGHT PROGRAMMES

## 1. Institutional Aim and Principles

University of Winchester Mission:

***"To educate, to advance knowledge and to serve the public good"***

University of Winchester Vision:

***The University of Winchester is a values driven institution which expresses its Christian Foundation in a passion for high quality education, social justice and sustainability.***

*Professor Joy Carter, Vice-Chancellor*

Our Values

***We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:***

Intellectual Freedom

***Intellectual Freedom and its appropriate expression are at the heart of our business.***

Social Justice

***We seek to embody Social Justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and stand up for what they believe to be true.***

Diversity

***We delight in diversity.***

Spirituality

***We celebrate our Christian Foundation encouraging those living within the Christian Faith, whilst also welcoming those who live within other Faiths and those who have no faith.***

Individuals Matter

***The wellbeing of individuals is important, as are their options and views.***

Creativity

***Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and exchange of knowledge.***

The University of Winchester is committed to admitting students who have the ability to achieve and benefit from their experience at university. We also embrace widening participation by providing opportunities to those who would not normally consider higher education.

The University of Winchester offers a varied range and level of qualification to meet the demands of its diverse student body and is responsible for validating its own awards.

The University of Winchester aims to foster stronger participation from groups currently under-represented in higher education by working to raise aspirations and break down barriers to participation such as those created by culture, geography, and social and economic factors.

1. We value our rich diversity of students and the University acts fairly towards applicants for admission and exercises equal treatment without unlawful discrimination. The procedures through which the University assesses applications are designed to be fair, transparent, easily understood by candidates and based on principles that are applied consistently across the University. We aim to minimise any barriers for entry to higher education. Admission to the University is competitive and decisions will rest primarily on the qualifications, needs and aspirations of the applicant, and the reasonable expectation that they will be able to fulfil the objectives of their chosen programme.
2. Applications from students with additional needs will be considered on the same criteria as all others. Candidates with additional needs are invited to contact a Disability Advisor to discuss the level of support available.

The University will facilitate timely responses to enquiries and applications, ensuring that all necessary documentation is sent at the earliest opportunity.

The University aims to provide information materials and activities that are relevant, accurate, current and accessible in order that the applicant may make an informed decision about their options.

Admission decisions will be made within this broad policy statement, in accordance with the Equal Opportunities Policy and with regard to each Course's specific entry and selection criteria.

## **2. Policy and Practice**

Applicants are treated consistently and as individuals in accordance with our aims and admissions practice. The offers of places on awards are the sole responsibility of admissions staff. We reserve the right to refuse admission to applicants who do not meet entry requirements or who the University believes, for specific reasons, would not be a fit or proper person to be a member

Applicants are assessed as individuals, considering both academic and vocational achievements, potential to achieve and to meet higher education outcomes. This also includes recognition of any challenging circumstances that an applicant has encountered. Information materials are designed so that they are appropriate for a range of potential students. Information will include specific entry requirements from a diverse range of possible entry qualifications. The University reviews its course provision and entry requirements on a regular basis. We also regularly review our practices and policies in light of the changing education environment.

The University welcomes applications from people of all ages and applications will be considered on their individual merits. Normally, applicants must be at least 18 years of age on 31 December of the year of their admission. If an offer of a place is made to an applicant who will be under the age of 18 at the time of admission, certain legislative procedures may be necessary in order to fulfil the University's duty of care for students.

Our approach to the admission of mature applicants and applicants from non-traditional or non-standard academic routes is flexible. Each application is considered individually. We recognise that previous experience gained in work or other areas of life may have prepared mature applicants for a course of study.

The University is committed to ensuring that no applicant who is judged academically suitable should be refused admission on the grounds of disability without reason. We endeavour to offer a supportive and welcoming environment to any applicant who declares that they have a disability or additional need. The University will discuss with an applicant how it can or cannot support his/her needs and will strive to support all needs where reasonable adjustment can be made.

We promote equality of opportunity for all, which includes those who may possess a criminal conviction. When considering applicants with relevant criminal convictions, the University applies for legislation relating to the Rehabilitation of Offenders Act 1974.

The University has strong links with local schools and colleges and local students have the opportunity to participate in a number of schemes in order to assist them in gaining a place on their chosen award.

The University welcomes applications from students who are leaving care and will work with relevant agencies to ensure a smooth transition from care to university life.

Applications from overseas are welcomed. The University of Winchester will apply its standard entry requirements against the qualifications gained by the applicant in their own country, with the aid of the National Academic Recognition Information Council (NARIC).

### **3. Responsibilities**

Responsibility for the University Admissions Policy and procedures has been delegated by the Vice-Chancellor and lies with the Director of Student Recruitment and Dean of Admissions remit. The Director of Student Recruitment and Dean of Admissions is responsible to the DVC.

### **4. Entry Requirements**

The University will make available Entry Requirements for all its academic courses. All admissions decisions will be made against criteria detailed in the Entry Requirements which will specify:

- 1 Typical academic entry requirements
- 2 Other accepted experience and/or qualities

Entry Requirements will be made available via the University website, the UCAS website and in the University's prospectus. However, as printed information about courses sometimes goes to press

more than a year prior to entry to a course, applicants are advised to always check online information, which will be the most current.

Our aim is to make University education accessible and we welcome applications from all those interested in higher education. Applicants must demonstrate they have the skills necessary for successful study, evidence of motivation and the commitment to succeed. In addition to traditional academic qualifications the University recognises two types of prior learning of applicants, either as a basis for entry to a course or, where the learning is at the same level of the course or higher, to exempt applicants from some of the course requirements, as explained in our Recognition of Prior Learning (RPL) Policy. These are:

- 1 formally assessed and certified programmes;
- 2 other experience, which is uncertified and not previously assessed. For example, learning from unpaid work or paid work, community activities, leisure pursuits and other informal learning experiences

Where applicants are applying for exemption from some of the course requirements this is often called 'credit transfer' and may result in applicants gaining 'advanced standing' or 'direct entry' to a later stage of the course. The authority to consider requests for credit transfer is delegated by Senate to academic staff (usually programme leaders) who will assess applications according to the criteria listed in the RPL Policy.

## **5. Decision Making**

### **Undergraduate Full Time**

With the exception of some International applications, all full-time undergraduate applications will be submitted through the Universities and Colleges Admissions Service (UCAS) who forward applications to the University Admissions Office. On receipt, the applications will be distributed to the Admissions Officer with responsibility for the particular subject area who will:

- 1 Check that the application is correctly completed and that all necessary information has been included. Where further information is required a request will be made to the applicant.
- 2 Check the applicant's fee status and where appropriate send a Preliminary Fee Assessment Form.
- 3 Where authority lies with SRA make a decision based on the entry and selection criteria laid down in the prospectus. A decision will be made within the timeframe specified by UCAS.
- 4 Where decision making is delegated to the Academic Department, notify the designated Academic Admissions Tutor that applications are available for collection from the Admissions System. Once a decision has been made, the Admissions Tutor will return the decision to the Admissions Officer for processing, and a decision communicated within the timeframe specified by UCAS.

- 5 Transmit the decision to UCAS, either through the University's own record system, or online using UCAS Web link. Once a decision has been entered it is available to be viewed by the applicant through UCAS Track.

Those applicants not meeting the selection criteria of their chosen course may be considered for, and offered, an alternative course.

Although minimum entry requirements are quoted as UCAS tariff points in the University prospectus and in UCAS Entry Profiles, conditional offers will be made in the context of the qualification being studied and offered for assessment for entry at the time of the application only.

### **Undergraduate Part Time and Taught Postgraduate**

Applications to undergraduate part time and taught postgraduate courses will be made directly to the University via the University's application form or in the case of full time postgraduate courses submitted via UKPASS or UTT as appropriate. On receipt, the applications will be distributed to the Admissions Officer with responsibility for the particular subject area who will:

- 1 Check that the application is correctly completed and that all necessary information has been included. Where further information is required a written request will be made to the applicant.
- 2 Check the applicant's fee status and where appropriate send a Preliminary Fee Assessment Form.
- 3 Where authority lies with SRA, make a decision based entry on the entry selection criteria laid down in the prospectus. A decision should, in normal circumstances be made within ten working days.
- 4 Where decision making is delegated to the Academic Department, notify the designated Academic Admissions Tutor that applications are available for collection from the Admissions Office. Once a decision has been made, the Admission Tutor will return the application to the Admissions Officer for processing, normally within ten working days.
- 5 Issue a formal offer to the applicant. This offer will detail any outstanding conditions, the terms and conditions of the offer and further instruction where appropriate.

Those applicants not meeting the selection criteria of their chosen course may be considered for, and offered an alternative course.

### **International Applications**

Applications received from International prospective students will be considered and processed consistently with Home/EU applications.

Those applicants offering overseas qualifications will be expected to have achieved the equivalent of the quoted minimum entrance requirements to enrol. Assessment will be made using both UK NARIC and the UCAS Guide to International Qualifications.

International applicants must be proficient in English in order to be admitted to a course. English Entry Requirements will be made available via the University website and in the University's prospectus. However, as printed information about courses sometimes goes to press more than a year prior to entry to a course, applicants are advised to always check online information, which will be the most current

## **6. Interviews**

Admission to some courses may require additional stages to the selection process such as interviews, auditions or the requirement of a portfolio. In these cases, any additional requirements will be clearly stated in the University prospectus and Entry Profiles. Some examples of courses with additional requirements include:

Suitable applicants to the Faculty of Education Health and Social Care Social Work course will be required to attend an interview as part of the selection process;

Suitable applicants to the Faculty of Education Health and Social Care Initial Teaching Education (Primary Education) and Post Graduate Certificate of Education courses will be required to attend an interview as part of the selection process;

Suitable applicants to the Faculty of Arts single honours courses such as, Choreography and Dance, Digital Design, Drama, Performing Arts Theatre Production, etc. will be required to attend an interview as part of the selection process;

For all courses those applicants not meeting a minimum entrance requirements may, at the University's discretion, be invited to interview.

Please refer to the website for a complete and up to date list of those courses requiring applicants to attend for interview.

## **7. Disclosure and Barring Service (DBS) and Declaration of Health**

Courses requiring DBS and Declaration of Health checks will have this clearly stated in their University prospectus entry and Entry Profiles. Some examples of courses requiring DBS and Declaration of Health checks include:

Successful applicants for Social Work programmes must complete a self declaration of fitness to train and practice and will be required to undergo criminal record checks, currently carried out by the DBS, before being allowed to enrol.

Successful applicants to the Initial Teaching Education (Primary Education) course must complete a self declaration of fitness to train and practice and will be required to undergo criminal record checks, currently carried out by the DBS, before being allowed to enrol.

Successful applicants to the Post Graduate Certificate of Education course must complete a self declaration of fitness to train and practice and will be required to undergo criminal record checks, currently carried out by the DBS, before being allowed to enrol.

Other course may require DBS clearance for specific modules.

## **8. Applicants with Criminal Convictions**

UCAS advice states: 'An applicant who has a relevant criminal conviction that is not spent is required to state this on their application. 'Relevant' is defined in Apply as criminal offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Offences involving firearms arson or those listed in the Sex Offenders Act 2003 or the Terrorism act 2006.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. Certain courses, for example, accountancy, teaching, health, social work, or courses involving work with children or vulnerable adults, do not come under the Rehabilitation of Offenders Act.' i.e. no convictions are spent.

A criminal conviction not yet spent shall not normally be a bar to entry to a course unless:

- 1 The programme provides entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975;
- 2 In the view of the University, the applicant might pose a threat to staff and other students;
- 3 It is specified by an accrediting Professional Body.

Where the applicant indicates a criminal conviction on the application form:

The Admissions Office will contact the applicant and request information about the date of the conviction, the nature of the offence and the sentence.

The application and response to it will be handled in line with the University Policy on Criminal Conviction Procedures for Student Applicants.

Applicants who declare criminal convictions and are subsequently withdrawn from the admissions process for not responding to request(s) for information, or rejected on the basis of their conviction after being considered by the Panel will have an opportunity, should they so wish, to appeal against that decision to an Appeal Panel in accordance with the Policy on Criminal Conviction Procedures for Student Applicants.

## 9. Fees and Finance

The University of Winchester offers its students considerable financial assistance in the form of scholarships, bursaries, loans and other financial support.

The most up to date information on scholarships, bursaries and financial assistance from the University will be available on the University's web site. The fees displayed will be the latest available and in most cases the rate shown will be that for the next year of entry. In a few instances, where fees for the coming academic year have not yet been agreed, the rate for the previous year will be given to show the likely fee.

The most up to date information on additional financial help, such as advice for students with children, with adult dependents, with disabilities or care leavers will be available on the University's website.

## 10. Disability and Dyslexia Support

Applications to University courses will be assessed purely on academic grounds.

Applicants who have declared a disability, and who are made an offer, will be invited to contact a Disability Adviser in order to identify and agree relevant support requirements.

Where a student discloses complex needs, the Programme Leader may be invited to a preliminary discussion about course requirements. In this instance a Disability Adviser may contact the applicant to discuss the disclosed needs in more detail. This conversation will not impact upon the academic decision to make an offer but will facilitate the institution in ensuring the support needs can be met in a timely fashion. Disabled students with complex support needs are strongly advised to make contact with the Disability Team ([disability@winchester.ac.uk](mailto:disability@winchester.ac.uk)) **before** accepting any offer to study at the University of Winchester. Such students should email evidence of their disability and a summary of the type of support they require. The Disability Team will consider each case individually and advise what support the institution can put in place.

Disabled non-UK students who are not eligible for funding from their home countries to support them during their studies are strongly advised to make contact with the Disability Team ([disability@winchester.ac.uk](mailto:disability@winchester.ac.uk)) **before** accepting any offer to study at The University of Winchester. Such students should email evidence of their disability and a summary of the type of support they require. The Disability Team will consider each case individually and advise what support the institution can put in place.

The Disability Adviser will inform the applicant of the reasonable adjustments the University can make in relation to his/her disability. Based on this information, it will be the applicant's decision as to whether or not s/he wishes to accept the offer of a place on a course. In the unlikely event that the University is unable to make a reasonable adjustment, the Disability Adviser will inform the applicant as soon as possible.

Please note, successful applicants to the courses mentioned above in section 7, will be required to complete a Declaration of Health check demonstrating fitness to practice before being allowed to enrol.

The University will be proactive in encouraging disclosure and will, when an offer is made, include the sentence, 'If you have a disability, please contact a Disability Adviser to discuss your needs'.

### **11. Support for Care Leavers**

Applicants who identify themselves as care leavers on their UCAS form will be sent information about the University's offer to care leavers. This includes the prioritisation of 365 days a year accommodation before the 1st August in the year that they apply.

Once enrolled, an invitation will be sent to meet the Welfare Advisor with special responsibility for care leavers, who will check that they are in receipt of all financial and other benefits they are entitled to. In addition, he/she will, if the care leaver agrees, arrange a meeting with the young person's Personal Adviser/After Care Worker to review their Pathway Plan.

### **12. Partnership Arrangements**

The University has partnership and compact arrangements with schools and colleges around the southern region. Our arrangements aim to encourage all students of academic potential and ability to consider the advantages of Higher Education and, in particular, provide opportunities for students who wish to study close to home.

### **13. Progression**

**Progression arrangements:** Arrangements whereby students who have completed a programme at one organization successfully may be considered for entry (on an individual basis) either to the beginning, or to a more advanced stage, of a programme of the degree-awarding body."

Those applicants applying from Further Education, Sixth Form Colleges or Training Providers where a Progression Agreement for their course has been established with the University, and meeting the entrance requirements for the specified course, will be guaranteed an interview or an offer of a place on the course as appropriate to the specific agreement.

Further information about specific progression agreements can be found on the [University web site](#).

## **14. Compact Agreements**

Those applicants applying from Further Education, Sixth Form Colleges or Training Providers where a Compact Agreement has been established with the University, and meeting the entrance requirements for the specified course, will be guaranteed an interview or an offer of a place on the course as appropriate to the specific agreement in place .

Further information about compact agreements can be found on the University web site at [www.winchester.ac.uk/compact](http://www.winchester.ac.uk/compact)

## **15. Monitoring and Evaluation**

Policy is informed by the monitoring and evaluation of all admissions-related processes as follows:

- Annual review of admissions processes, including consultation to review performance and efficiency.
- Formal annual review of entry profiles and decision making criteria, including new qualifications, plus ad hoc revisions where necessary.
- Bi-annual review of turnaround times.
- Bi-annual audit of decision making to ensure consistency in offer making, both centrally in Admissions Office and within academic departments.

## **16. Feedback to applicants**

Applicants who submit an application deemed unsuccessful in securing an offer of a place at the University may request feedback on the reasons for the unsuccessful decision.

Feedback can only be requested during the application cycle that the application has been made in. Requests must be made in writing (including by e-mail) and must be made by the applicant him/herself unless the applicant designates someone else in writing to act on their behalf. Feedback given will be with reference to the selection criteria for the programme and will normally be communicated within 10 working days depending on busy application periods.

Unsuccessful applicants should not use this feedback to review and then resubmit their application documentation in the same admissions cycle. Applicants may reapply in the following year, having taken the feedback into consideration. A request for feedback or an appeal will not prejudice any further applications that an individual may make to the University of Winchester.

## 17. Appeals

In some circumstances following feedback, applicants may wish to appeal against the outcome of their application. An appeal is defined as a request for the reconsideration of a decision on an application. The outcome of a successful appeal would be to reconsider the candidate's application with a view to changing or upholding the original decision. The University receives a number of applications per place and, as entry is competitive, it is unable to make every applicant an offer. You may not appeal against the academic or professional judgement of those making the decision on an application, and the University cannot give a detailed explanation of why an application may not have been successful.

Applicants may appeal if they are dissatisfied with the processing of their application where:

- there was some procedural irregularity in the way in which an application was handled by the University
- there is new material information which may have affected a decision on the application (with reasons why it was not made available at the time of application)
- there is evidence of bias or prejudice

Appeals must be made in writing (including by email) within twenty working days of the notification of the decision. Further details may be found in the University's Policy: Appeals by Student Applicants, available on the website.

## 18. Complaints

**DEFINITION OF A COMPLAINT** - A complaint is an expression of grievance or dissatisfaction to the effect that the University (including its employees and students) has failed in its dealings with the complainant to meet either its own promised standards or standards that could reasonably have been expected of it.

The University is committed to delivering to its applicants a high quality, efficient and fair admissions service and encourages its applicants to tell it where there is cause for concern and a case for improvement. Complaints may be made regarding the services or facilities offered by the University or the actions or behaviour of a member of staff during the selection process. The outcome of a complaint that is upheld could include an apology or an undertaking to revise procedures. It will not usually result in reconsideration of the candidate's application.

Complaints should be raised as soon as possible and no later than 20 working days after the event being complained about, normally directly with the member of staff concerned in the first instance under the Informal Stage (see Complaints policy [www..](#))

Complaints made directly to the Ombudsman or to Senior Management of the University will normally be referred in the first instance for resolution at the Informal Stage to the appropriate member of staff who is closest to the point at which it arose or, as appropriate, to the Local Stage.

**APPENDIX 1: Contact details:**

Applications enquiries

For specific enquiries concerning the applications process please contact:

Course Enquiries and Applications  
The University of Winchester  
Winchester  
Hampshire  
SO22 4NR

Tel: 01962 827234

Fax: 01962 827288

Email: [Course.Enquiries@winchester.ac.uk](mailto:Course.Enquiries@winchester.ac.uk)

## **APPENDIX 2: List of Definitions**

**Senate:** Senate is responsible for the policies and regulations that handle the academic content, running and development of our University.

**Course Enquires & Applications Managers (Admissions Manager):** The Admissions Manager has responsibility for ensuring all admissions decisions are made in accordance with University policies and Professional and Statutory Body requirements.

**Course Enquires & Applications Officer (Admissions Officer):** Admissions Officers work within the central Admissions department, making admissions decisions in accordance with selection criteria developed through consultation with Faculty Admissions Tutors. The Admissions Officer has responsibility for the communication of decisions to the appropriate external body and the applicant.

**Disability Adviser:** The Disability Advisers can advise applicants who have disabilities on the additional support available to them, based on their specific needs. Applicants with complex support needs are encouraged to discuss this with a disability adviser before they accept an offer. All applicants with disabilities are advised to fill in a support requirement questionnaire and then meet with a Disability Adviser shortly after they enrol.

**Academic Admissions Tutor:** Admissions Tutors work within the faculties to advise Admissions Officers on admissions decisions referred for their consideration.

**Head of Academic Department:** The Head of Department is both academic leader and line manager for all staff within an academic department.

**Director of Student Recruitment and Dean of Admissions:** The Director with line management responsibility for admissions,

**Vice-Chancellor:** The University Vice-Chancellor is also the Chief Executive Officer, and the most senior staff member with overall responsibility and accountability for the institution.