University Regulations
Academic Regulations

Regulations relating to Admission

1.1. Admission denotes acceptance of a person to begin a programme of study leading to a degree of the University. A programme of study shall be taken to include a programme of study and research. Only persons who have been admitted may be permitted to begin a programme of study leading to an award of the University.

1.2. Only persons who have satisfied the general entrance requirements of the University and the published entry requirements for the relevant programme of study may be admitted and permitted to register as a student of the University.

(a) For admission to a Foundation Degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C or above, and a pass in one Advanced Level General Certificate, or equivalent.

(b) For admission to a Bachelor's degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C or above, including English, and a pass in two Advanced Level General Certificates of Education, or equivalent.

(c) Equivalencies to the General Certificate of Secondary Education and the Advanced Level General Certificate of Education will be determined by the relevant Admissions Officer and are available on request.

(d) For admission to a postgraduate taught or research degree, an applicant is deemed to have met the University's general entrance requirement by virtue of meeting the published entry requirements for the programme of study for which s/he has applied and, for research degrees, have met expectations at interview.

1.3. Persons who have been offered a place in the University to begin a programme of study must register as required under the procedures approved from time to time by the University by the end of the period of twenty-eight days starting with the day on which their programme of study commences, normally the first day of the autumn term in the year in which their programme of study commences. If a person fails so to register, the offer of admission to the programme of study will lapse. It should be noted that, notwithstanding this Regulation, attendance is normally required on academic grounds from the first day of commencement of the programme of study. The University reserves the right, on academic grounds, not to allow students to register after term has started.

1.4. Whilst the University has no minimum or upper age limits on entry, those who will be under 18 years of age will be required to comply with University child protection procedures. Offers of admission will only be made to those applicants who will be under 18 years of age on entry who undertake to comply with the University’s child protection procedures.

1.5. A person who, after his/her acceptance for admission as a student, has been convicted of a criminal offence in a court of law or has been formally cautioned by a police officer, is required to notify the Head of Admissions immediately. Such cases will be referred to the Academic Registrar for consideration under the appropriate University procedures and the student concerned may be required to withdraw from or be refused admission to the University.

1.6. The Head of a department shall be responsible for determining the entry requirements for individual programmes of study annually. Programme-specific entry requirements shall normally be published at least twelve months before the commencement of the relevant programme of study.

1.7. The Head of a department or his/her nominee shall be responsible for determining an applicant’s suitability for admission to an undergraduate or postgraduate taught programme of study in accordance with University admissions policy and published entry requirements for the relevant programme of study.
1.8. An Executive Dean or his/her deputy may declare applicants who do not satisfy the general entrance requirements and/or the published entry requirements for the relevant undergraduate or postgraduate taught programme of study suitable for admission, subject to their submitting satisfactory evidence of previous study and/or employment which demonstrates their capacity to pursue the relevant programme of study. The Executive Dean or his/her deputy may delegate this responsibility to a nominee.

1.9. The Head of a department or his/her nominee shall be responsible for assessing the suitability for admission of an applicant for a research degree programme and for recommending the applicant’s admission to the Executive Dean or his/her deputy for approval, in accordance with University admissions policy and published entry requirements for the relevant full or part-time research degree programme.

1.10. A Head of department or his/her nominee may declare applicants eligible for selection for admission to a programme of study leading to the grant of credits, which may be accumulated towards an award of the University, if they submit satisfactory evidence of the capacity and attainments requisite to enable them to pursue the programme of study for which they are applying.

1.11. Applicants for a programme of study not leading to a degree or other qualification awarded by the University (e.g. Exchange Students) must satisfy the relevant University officer of their fitness to enter upon the programme of study which they intend to undertake.

1.12. Applicants who have evidence of previous relevant learning may be permitted to import credit towards a named University award, within the University's policy for the Accreditation of Prior Learning (APL) or Accreditation of Prior Experiential Learning (APEL).

1.13. Applicants who are not native English speakers must meet the University's published entry requirements in respect of English language competence. They may also be required, to undertake an assessment of proficiency in written and spoken English conducted at the University. On the basis of this assessment, students and their Departments will:

(a) be advised that they should take English language support classes and that failure to do so could be detrimental to their studies and, in the event of failure, would be part of the evidence available to Examination Boards; or

(b) be advised that attendance at English language support classes is not considered necessary.

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1 Where it is stated 'Executive Dean or his/her deputy' in most cases the deputy referred to will be the Deputy Dean. However, in the case of postgraduate research student matters this may be the Dean of Postgraduate Research and Education. This applies throughout these regulations.