



Academic Regulations

2023-24

Authors:	Admissions, Communications and External Relations
Publication date:	1 October 2023
Amended:	-
Review date:	30 June 2024

Table of Contents

University Regulations **2**

Academic regulations 2

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 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/4 or above (or equivalent), and a pass in one Advanced Level General Certificate, or equivalent.
- (b) For admission to a Bachelors degree, the general entrance requirement is a minimum of five General Certificates of Secondary Education passes at grade C/4 or above (or equivalent), 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 relevant staff in Admissions 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 entry requirements for the programme of study for which they have applied and, for research degrees, have also 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 Regulations relating to Registration. If a person fails so to register, the offer of admission to the programme of study will lapse. Only exceptionally and with the special permission of the Academic Registrar or nominee will late registration be permitted. The University reserves the right, not to allow students to register after term has started.

1.4.

Whilst the University has no minimum or upper age limits on entry, offers will not be made to applicants who will be under 16 years of age at the point of entry. Offers of admission will only be made to those applicants who will be under 18 years of age on entry who agree to comply with the University's processes relating to admission and registration of those who are under 18 years of age. The relevant policies and processes reflect the University's obligations under UK law to protect children and adults at risk.

1.5.

Applicants for courses that are subject to a mandatory DBS check are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and 2020. Applicants are also required to declare any offences that would appear on an overseas criminal record certificate. A person who, after their acceptance for admission as a student on a mandatory course, 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 relevant Head of Admissions immediately. Each case will be considered on its individual merits in accordance with the University's Student Membership and Disclosure and Barring Service Checks Policy and Procedure. The student concerned may be permitted to continue, have their offer of admission to the University withdrawn, or transfer to an alternative programme of study.

1.6.

The Head of a department, in conjunction with relevant colleagues shall be responsible for determining the entry requirements for individual programmes of study annually. Programme-specific entry requirements shall normally be published at least 12 months before the commencement of the relevant programme of study.

1.7.

The Head of a department or nominee, in conjunction with the relevant staff in Admissions, 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 entry requirements for the relevant programme of study. This includes admission to any programme or individual module that leads to the award of credit and modular study. Modular study is where individual modules are studied over a period of time and the credits are accumulated towards an award of the University in a manner that differs from full-time and part-time awards.

1.8.

Applicants must submit satisfactory evidence of their capacity to pursue the programme of study during the application process.

1.9.

An Executive Dean or their deputy¹ may declare applicants who do not satisfy the general entrance requirements and/or the entry requirements for the relevant undergraduate or postgraduate taught programme of study suitable for admission, subject to their submitting satisfactory evidence of previous or current study and/or employment which demonstrates their capacity to pursue the relevant programme of study. The Executive Dean or their deputy may delegate this responsibility to a nominee, who will normally be the Faculty Dean or a member of the relevant Admissions team.

1.10.

The Head of a department or nominee shall be responsible for assessing the suitability for admission of an applicant for a research degree programme in accordance with University admissions policy and entry requirements for the relevant full or part-time research degree programme.

1.11.

Applicants for a programme of study not leading to a degree or other qualification awarded by the University (eg 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 first language English speakers must meet the University's 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.

¹Where it is stated 'Executive Dean or their deputy' in most cases the deputy referred to will be the Faculty Dean or a member of the relevant Admissions team. However, in the case of postgraduate research student matters this may be the Dean, or the Faculty Dean (Postgraduate). This applies throughout these regulations.

Document Control Panel

Title	Academic Regulations 2023-24
Policy Classification	Regulations
Security Classification	Open
Security Rationale	Not applicable
Policy Manager Role	Director of Undergraduate Admissions
Nominated Contact	admsnrteam@essex.ac.uk
Responsible UoE Section	Admissions, Communications and External Relations
Approval Body	Senate
Signed Off Date	29 September 2023
Publication Status	Published
Published Date	2 October 2023
Last Review Date	June 2023
Minimum Review Frequency	Annually
Review Date	30 June 2024
UoE Identifier	0150

If you require this document in an alternative format, such as braille, please contact the nominated contact at admsnrteam@essex.ac.uk