

Assistant Registrar (Recruitment and Admissions)



1.1

Services webpages. Appendix 1 shows the minimum entry requirements for undergraduate courses, including requirements for 'mature' students.

6.2 The University of Worcester does not intend to use the English Baccalaureate as an entry requirement. Level 2 qualifications may be considered by admissions tutors as part of their assessment of each applicant's academic aptitude, and we would generally expect a wide range of GCSEs or other level 2 qualifications at good grades. Where there are specific subject or grade requirements, these will be clearly stated in the relevant prospectus entry.

7.1

With the exception of some International applications, all full-time undergraduate applications should be submitted through the Universities and Colleg

9.1 The Admissions Policy falls under legislation that regulates 'contracts formed at a distance'. The contract that is created when applicants accept an offer either through UCAS, UTT or directly to the University of Worcester is binding on the University of Worcester (i.e. the University must admit applicants who satisfy all the conditions specified in the offer.) Applicants can withdraw at any time and without penalty after accepting an offer; the 'distance contracts' regulations simply reinforce those rights.

9.2 The same regulations require the University to clarify that the services with which applicants will be provided, should they accept the offer of a place, are as stated regarding the content and duration of courses of study (subject to the policy on withdrawal or variation of courses).

10.1 There is a compulsory deposit requirement for overseas applicants. Those applicants requiring entry clearance to enter/remain in the UK, and who have not been recruited via a University-appointed agent, will be required to pay a deposit as a condition of the release of their CAS. Applicants recruited via a University-appointed agent will pay a smaller deposit.

10.2 Applications from overseas students will be processed as per the normal admissions procedures. However, wording contained within conditional offer letters will signal to students the necessity of making payment of the compulsory deposit before the applicant can reach the "unconditional firm" stage.

11.1 The UCAS similarity detection service reviews all personal statements within incoming applications. These are checked against a library of all personal statements previously submitted to UCAS and sample statements collected from a variety of web sites and other sources including paper publications. Each personal statement received at UCAS is added to the library of statements after it has been processed.

11.2 Any statements showing a level of similarity of 10% or greater will be reviewed by members of the UCAS Similarity Detection Service team. Universities will be notified on a daily basis of any cases where there are reasonable grounds for suspicion. Applicants will also be notified that the UCAS Similarity Detection Service has found that their personal statement merits investigation. The decision about what action, if any, to take regarding notified cases rests with the University.

Full details can be found at <http://www.ucas.com/how-it-all-works/undergraduate/fraud-and-similarity>.

11.3 Personal statements referred to the University by UCAS reporting similarity of 10% or greater will be dealt with as follows:

- a) cases with reported similarity of will be forwarded to the Admissions Tutor to telephone the applicant, discuss the case and request re-submission of personal statement
- b) cases with reported similarity of will be forwarded to the Admissions Tutor for consideration. If required, the Admissions Office will contact the applicant to discuss the case and consider requesting re-submission of personal statement
- c) cases with reported similarity of will be reviewed by the Admissions Office but will not be followed up unless there is due cause.

12.1 Applicants are required to provide documentary evidence (eg certificates, transcripts) to demonstrate they have achieved the entry requirements of their chosen course and met the conditions of their offer.

12.2 If an applicant is unable to provide the requested documentary evidence, the University reserves the right to cancel the application and withdraw the offer of a place on the course.

13.1 It is important that applicants include all relevant information on their application form, without any omissions.

13.2 .The

- a) the programme provides entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975
- b) in the view of the University, the applicant might pose a threat to staff and other students
- c) specified by an accrediting Professional Body.

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

- a) the Admissions Office will write to the applicant and request information about the date of the conviction, the nature of the offence and the sentence
- b) the Assistant Registrar (Recruitment & Admissions) will discuss the case with the Academic Registrar, and other relevant staff, where appropriate to ensure the safety and well-being of University staff and students, the security of University property, to protect the University's reputation and public standing and to carry out our legal responsibilities and duties.
- c) Where the course is accredited by a Professional Body, the Admissions Tutor will also be consulted about the suitability of the applicant.
- d) where admission to the programme is denied on the basis of the conviction, the applicant will be notified of the decision in writing.

19.4

21.3 This means that, for applicants who find themselves in this position, the University may have to charge a higher fee level, to make up the difference in funding that no longer comes from the government.

21.4 For 'ELO' entrants in 2010, the University will not be charging higher fees, but such students will not be entitled to receive a University bursary. This will be reviewed in subsequent years in accordance with the conditions at the time.

21.5 The government has also agreed a number of exemptions to this policy. For further information about ELO and current exemptions, please contact the Admissions Office admissions@worc.ac.uk

22.1 Applications to University courses will be assessed purely on academic grounds. A disabled applicant's merits are assessed as they would be if any reasonable adjustments had been made. In some instances, an Admissions Tutor may need to seek additional information from the student and/or liaise with the Disability and Dyslexia Service for the purposes of establishing if adjustments might be appropriate to support a student.

22.2 The Admissions Office will provide the Disability & Dyslexia Service with electronic copies of application forms via SOLE for all successful applicants who choose the University of Worcester as their Firm choice, and will send such applicants information provided by the Disability & Dyslexia Service.

22.3 Disability and Dyslexia Service will, guided by the Disability Discrimination Act (DDA), inform the applicant of the reasonable adjustments the University can make in relation to their disability.

c) annual review of application data to inform policy development.

24.2 This policy statement will be reviewed and updated at least annually.

25.1 Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right to appeal against a decision as to whether or not they should be offered a place at the University.

25.2 Applicants are not able to refer a complaint to the Office of the Independent Adjudicator.

25.3 If an applicant wishes to make a complaint:

- a) they should contact the Assistant Registrar (Recruitment & Admissions) in the first instance. This can be done informally, in person, by telephone or via email
- b)

Academic Board V1.4	8 July 2015	<p>Minor revisions throughout document to ensure currency plus:</p> <p>Bullet points replaced with letters</p> <p>Scope Expanded</p> <p>7.5.5 Removed</p> <p>7.6 new para inserted (subsequent renumbering)</p> <p>7.7.2 Clarification on Deferred Applications</p> <p>7.7.3 new para inserted</p> <p>7.9 new para inserted</p> <p>7.10 new para inserted</p> <p>7.11 new para inserted</p> <p>8.0 new para inserted (subsequent renumbering)</p> <p>9.0 new para inserted (subsequent renumbering)</p> <p>11.0 new para inserted (subsequent renumbering)</p> <p>12.3 new para inserted</p> <p>12.4 new para inserted</p> <p>18.3 new para inserted</p> <p>19.3 new para inserted</p> <p>22. new para inserted (subsequent renumbering)</p> <p>24.1 new para inserted</p> <p>24.2 new para inserted</p> <p>Appendix 1 is now the minimum entry requirements rather than Code of Practice.</p> <p>Appendix 2 is now revised terms and conditions</p>
---------------------	-------------	--

Academic Board V1.3	9 th July 2014	<p>Minor revisions throughout document to ensure currency plus:</p> <p>1.3 QAA UK Quality Code for HE referenced (and former Code of Practice precepts removed from document)</p> <p>7.5 Applications process updated</p> <p>7.6 new para inserted</p> <p>7.7 new para inserted</p> <p>7.8 renumbered and revised</p> <p>8.0 revised</p> <p>Appendix 1 is now the minimum entry requirements rather than Code of Practice.</p>
---------------------	---------------------------	--

4 GCSEs (Grade C/4 or above) and qualifications to the value of 48 UCAS tariff points from minimum of 2 A Levels (or equivalent Level 3 qualifications) and a maximum of 3 A levels.

GCE A Levels and AS Levels
BTEC Nationals
OCR Nationals
Access to Higher Education Diploma
Progression and Advanced Diploma

4 GCSEs (Grade C/4 or above) and qualifications to the value of 32 UCAS tariff points from minimum of 1 A Level (or equivalent Level 3 qualification) and a maximum of 3 A levels.

GCE A Levels and AS Levels
BTEC Nationals
OCR Nationals
Access to Higher Education Diploma
Progression and Advanced Diploma
AQA Baccalaureate
Other qualifications within the UCAS Tariff
Professional Qualifications
NVQ Level 3/Advanced Apprenticeship
Scottish Highers and Advanced Highers
Irish Leaving Certificate
International Baccalaureate and European Baccalaureate
International Qualifications

We welcome applicants who hold alternative qualifications/experience different to those shown in this section who can demonstrate the ability to benefit from the course and show their potential to complete the course successfully. Although recent preparatory study at an appropriate level (e.g. an Access Diploma) is recommended, students may be considered on the basis of prior evidenced professional/work experience and/or other assessment procedures, and the assessment of personal suitability. University Ad