



# **KMS104 UCKM Higher Education Admissions Policy and Procedure**

**University Centre Kingston Maurward**

**Higher Education**

## **Authority:**

The UCKM Higher Education Admissions Policy and Procedure is approved by the Deputy Principal and the Higher Education (HE) Academic Board in accordance with the Corporation's Standing Orders.

## **Alternative Formats:**

If you require this document in an alternative format, please use the following contact information: [enquiries@kmc.ac.uk](mailto:enquiries@kmc.ac.uk)

## Contents

UCKM Higher Education Admissions .....	1
Policy and Procedure .....	1
Authority:.....	1
Alternative Formats: .....	1
1 Introduction & Purpose.....	4
2 Scope.....	5
3 Policy Statement .....	5
4 Roles and Responsibilities .....	5
4.5 Training for HE Admissions.....	7
5 Fairness.....	7
5.1 Transparency.....	7
5.2 Consistency .....	8
5.3 Conflicts of Interest.....	8
6 Reasonable Adjustments .....	8
7 Pre-Application Information and Student Terms and Conditions .....	9
8 Admission Principles .....	10
9 General Entry Requirements.....	11
10 International Applicants .....	12
11 Qualification and Language Requirements.....	12
11.1 Minimum Requirements .....	12
11.2 Acceptable Qualifications.....	13
11.3 English Language Requirements .....	14
11.4 International Qualifications .....	15
12 Recognition of Prior Learning (RPL) .....	15
13 Deferred Entry .....	16
14 Reapplying .....	16
15 Late Applications.....	17
16 Extenuating circumstances.....	17
17 Criminal Convictions .....	17
18 Fees and Financial Support.....	19
19 Complaints and Review .....	19
19.3 Criteria for Complaint .....	20
19.4 Further Steps .....	20
20 Programme Changes and Cancellation .....	20
21 Data Protection .....	22

22	Consistency of Admissions Process .....	22
23	Related Documents: .....	22
24	Document Management, Approvals & Review: .....	24

#### APPENDIX-A Admissions Procedure

1	Full-Time Students including International Students.....	25
1.1	UCAS Process for Full-Time HND, HTQ and Degree Courses.....	25
1.2	UCAS Deadlines .....	25
1.3	Communication with applicants.....	25
1.4	Mature Applicants (Full-Time Study) .....	26
2	Part-Time Applicants.....	26
2.3	Part-time Study – Direct Applicants .....	26
2.4	Entrance Requirements for Part-Time Entry.....	27
2.5	Deadlines for Part-Time Applications.....	27
2.6	Communication with Part-Time Entry Applicants .....	27
3	International Applicants.....	27
4	Fraudulent Statement, Plagiarism and Omissions.....	28
5	Withdrawing an Application .....	29
6	Interviews.....	29
7	Offers.....	30
7.4	Conditional Offer.....	30
7.5	Unconditional Offer.....	31
7.6	Unsuccessful Application .....	31
8	Confirmation .....	31
9	Financial Support and Other Forms of Support.....	32

#### APPENDIX-B Student Transfer Arrangements

1	Transferring into University Centre Kingston Maurward (UCKM) .....	34
2	Transferring out of University Centre Kingston Maurward.....	34
3	Transferring within University Centre Kingston Maurward .....	35
4	Other Things to Consider .....	35
5	Further Sources of Information and Advice .....	35

#### APPENDIX-C Glossary

# 1 Introduction & Purpose

- 1.1 University Centre Kingston Maurward (UCKM) welcomes applications from all prospective students, regardless of age, disability, gender reassignment, marriage and civil partnership status, race, religion or belief, sex, sexual orientation, pregnancy, or maternity. We recognise and fulfil our responsibilities and anticipatory duties under the [Equality Act 2010](#). We celebrate diversity and challenge discrimination where we find it and welcome applications from anyone with the potential to succeed.
- 1.2 This policy explains our Higher Education admissions principles, defines the key roles involved and sets out the admissions process. It will also cross-reference our other policies and procedures which have a bearing on admissions.
- 1.3 The broad purpose of this policy and procedure is to:
- Promote fairness, consistency and transparency in recruitment and admissions practices.
  - Explain the Higher Education admissions policy and procedures for both Home and International Students. Further, to oversee the implementation and effectiveness of these and to monitor compliance with relevant Quality Assurance Statements and external legislation.
  - Set out the ways in which we will monitor Home and International student admissions and recruitment, against admissions criteria and student progression and achievement, ensuring integrity and alignment of processes with our strategic aims.
  - Disseminate best practice in recruitment and admissions across the College, to identify development and training needs for admissions staff and to ensure that these needs are met.
  - Operate the Admissions processes in accordance with the Awarding Body regulations.

## **2 Scope**

- 2.1 This policy is applicable to all applicants and students (you) of Higher Education (HE) courses at University Centre Kingston Maurward (UCKM) and the staff responsible for the administration and review of the admissions policy and procedure.
- 2.2 This policy does not cover students studying on Further Education (FE) courses at Kingston Maurward College. FE applicants and students should refer to [KMS 410 FE Admissions Policy](#).

## **3 Policy Statement**

- 3.1 University Centre Kingston Maurward (UCKM) at Kingston Maurward College (KMC) is committed to providing a professional admission service and to provide clear, fair, and consistently applied policies and procedures. We provide fair and equal access to all prospective students who have the potential to benefit from and contribute to the academic life at Kingston Maurward.
- 3.2 Policies and Academic Regulations can be found on the KMC website: [Policies](#).

## **4 Roles and Responsibilities**

- 4.1 Deputy Principal: has overall responsibility for the Policy.
- 4.2 Assistant Principal, Student Experience and Progression - Designated Safeguarding Lead: is responsible for safeguarding and child protection within the College. They must be a senior manager within the organisation.
- 4.3 The Head of Student Administration (HE Admissions) is responsible for:
  - Managing the admissions procedure.
  - Monitoring applications and the decisions made by Course Leaders/Heads of Curriculum where necessary.

- Advising applicants on UCAS procedures.
- Advising staff on UCAS procedures.
- Liaising with UCAS and HE Awarding Bodies.
- Determining entry criteria and selection procedures with Programme Leaders, as set out in the Programme Specification for Open University (OU) Courses.
- Providing accurate and pre-contractual information for applicants and prospective applicants.
- In conjunction with the Marketing Team, publishing guideline entry requirements for all undergraduate programmes in all relevant communications, e.g., HE Prospectus, UCAS publications, UCKM Website.
- Communicating directly with applicants during the admissions process: for example, sending invitations for interviews; confirmation of outcome. Pre-contractual information is made available at all stages of the application process and is binding.
- Supporting College-wide open days.
- Making reasonable local adjustments aimed at ensuring that individual applicants have full access to the admissions process and admissions-related events, including open days and interviews. Please refer to the [Reasonable Adjustments policy and procedure](#).

#### 4.4 The Head of Higher Education is responsible for:

- Acting as a liaison between HE admissions and academic staff making offer decisions to applicants.
- Advising academic staff on offer decisions to applicants.
- Checking and monitoring offers and pre-contractual information issued to students.
- Ensuring learning support and student welfare are aware of

potential applicants with Additional Learning Support (ALS) needs or other support needs during the application process.

- Coordinating interview days as necessary.
- Attending College-wide Open days.
- Ensuring UCKM website and UCAS course pages are up to date and correct.
- In conjunction with the Deputy Principal and Head of Student Administration, making decisions on course cancellations based on application numbers.

## **4.5 Training for HE Admissions**

4.5.1 All members of staff with responsibility for the HE admissions process are given appropriate guidance by the Head of Student Administration in order to fulfil their roles competently and in line with this policy.

4.5.2 Where required, structured guidance is given to curriculum areas of any national or institutional changes to admissions policy or procedures.

4.5.3 The HE Academic Board (HEAB) will be kept updated with national and institutional changes to monitor and implement required regulatory and statutory changes (e.g., Competition and Markets Authority [guidance](#) on consumer law for HE institutions).

## **5 Fairness**

### **5.1 Transparency**

5.1.1 UCKM has a responsibility under UK consumer law to uphold and prioritise the interests of prospective and current students. This involves ensuring equitable treatment, providing accurate, transparent information, and delivering on the promises made in relation to the education and services offered. By upholding these obligations, UCKM aims to cultivate an environment of trust and reliability and fostering a positive and fulfilling educational experience for all students.

5.1.2 The Higher Education programmes are new. It is our intention that as the programme(s) become established, relevant statistical data relating to admissions will be reported on the website [DiscoverUni](#).

## **5.2 Consistency**

In order to ensure constancy and fairness, the admission principles and procedures set out in this policy are followed for all programmes.

## **5.3 Conflicts of Interest**

5.3.1 Staff are required to disclose any conflict of interest (e.g., having a personal relationship with an applicant) or submit a Nil return to the Head of Student Administration.

5.3.2 We follow the guidance as outlined in the Conflict-of-Interest section of the Joint Council for Qualifications (JCQ)'s [General Regulations](#).

## **6 Reasonable Adjustments**

6.1 UCKM recognises that, in order to provide fair and equal access to all prospective students, reasonable adjustments will be made for individual applicants where appropriate. Please refer to the [Reasonable Adjustments Policy and Procedure](#).

6.2 It is your responsibility to inform us if reasonable adjustments are required at the earliest opportunity. Failure to do so may make it difficult, or in some cases impossible, for us to make adjustments.

6.3 You are encouraged to indicate a need for reasonable adjustments on your application form so appropriate support can be put in place at all stages of your student journey including, but not limited to, the application and interview processes. If you have indicated a need for reasonable adjustments on your application form, the Learning Support Team will contact you to discuss any support requirements you may



need in relation to your application and chosen programme (please refer to the [Reasonable Adjustments Policy and Procedure](#)).

- 6.4 Early disclosure of a learning support requirement (including any Education, Health, and Care Plans) is encouraged and will assist the College with understanding and supporting your individual needs.
- 6.5 If you have declared a recent reoccurring or serious health problem, you may be required to provide us with an independent medical report on your condition. In some cases, it may be necessary for the College to be in receipt of supporting documentation and advice from other organisations or professionals prior to assessing the suitability of a programme for you. Data will be held stored, shared, and retained in accordance with our [Data Protection Policy](#) and our [Student Privacy Statement](#).
- 6.6 In these cases, assessments and reasonable adjustments will be made by a panel, chaired by the Deputy Principal, and also consisting of relevant College staff; it may also include the Assistant Principal for Student Experience & Progression and / or the SENDCo.

## **7 Pre-Application Information and Student Terms and Conditions**

- 7.1 We will provide you with the programme specification and required pre-contractual information, advice, and guidance to enable you to make an informed choice about the most appropriate programme.
- 7.2 We will ensure that all promotional materials are accessible and accurate at the time of publication.
- 7.3 We will provide information in a suitable alternative format where this is requested as a reasonable adjustment.
- 7.4 We are committed to hosting Open Mornings throughout the academic year that showcase and raise awareness of the range of HE programmes offered, viewing facilities and meeting with staff to discuss

your chosen programme prior to submitting an application or accepting an offer.

7.5 Applicants applying for part-time programmes are also able to contact the Student Administration Team ([parttimecourses@kmc.ac.uk](mailto:parttimecourses@kmc.ac.uk)) for details about programme content.

7.6 Current and returning students considering changing their degree programme or institution of study (see [Appendix B](#)) will be offered opportunities to discuss progression via their Programme Manager during tutorials and/or by booking an individual appointment with the College's Careers, Information and Guidance Advisor.

### **7.7 Students Studying in Secure environments**

University Centre Kingston Maurward and Kingston Maurward College do not at present have any students studying in secure environments. We have no plans to recruit students from secure environments at this time due to the additional resources which working in those environments will require. It is concluded that in the short term UCKM is not in a position to undertake work with students in secure environments. In the longer run this might become possible as the institution and its resource base, grows.

7.8 If for any reason, it should become necessary to close a programme during an admissions cycle, applicants will be notified as soon as is practicable. Please see '[Programme Changes and Cancellation](#)' below.

## **8 Admission Principles**

8.1 We are committed to offering places to applicants (subject to availability of places and you meeting the entry criteria for your chosen programme), whilst also ensuring that this is best suited to your ability and future direction.

- 8.2 We, in conjunction with our Awarding Bodies, provide equal consideration for applicants who apply by the relevant closing date. Late applications are not accepted. All admission decisions are made on the basis of the published admission criteria and whether the applicant has met the entry criteria for the programme.
- 8.3 The admission criteria are in place to treat all applicants fairly irrespective of age, disability, gender reassignment, marriage and civil partnership status, race, religion or belief, sex, sexual orientation, pregnancy, or maternity.
- 8.4 Students enrolled on higher education programmes must be a minimum of 18 years old. Students can apply for programmes before 18 years, providing they will be 18 or over at the date of their planned enrolment.

## **9 General Entry Requirements**

- 9.1 Entry requirements and criteria are published in the programme specification, the Higher Education Prospectus and on the UCKM Website.
- 9.2 For most programmes, references will be taken up prior to enrolment. Entry requirements are reviewed periodically where appropriate based on Awarding Body and/or Professional Statutory and Regulatory Body guidelines.
- 9.3 The application process may include an interview in addition to the information you provide on the application form. Programme-specific admissions information can be found on the relevant programme page of the UCKM website and our Higher Education Prospectus.
- 9.4 The criteria for admission vary across different programmes. Academic and non-academic entrance requirements are reviewed annually in line with the College's aim to provide fair and equal access to all

prospective students who have the potential to benefit from and contribute to a quality education on their chosen programme.

## **10 International Applicants**

- 10.1 We welcome international applicants. International applicants already resident in the United Kingdom will be required to provide identity and proof of residency status as part of their application process in order to comply with UKVI regulations.
- 10.2 UCKM as part of Kingston Maurward College holds a licence for UKVI Sponsorship and can issue a Confirmation of Acceptance of Studies (CAS) in support of an international Applicant's student visa application.
- 10.3 International students are required to apply via UCAS. For more information, please see: [Applying to university as an international student | Undergraduate, Postgraduate, Conservatoires | UCAS](#)

## **11 Qualification and Language Requirements**

### **11.1 Minimum Requirements**

- 11.1.1 UCKM, in association with our Awarding Bodies, considers applicants with a wide range of UK, European and International Qualifications for admissions to our undergraduate programmes.
- 11.1.2 It is expected that you will have a minimum acceptable level of literacy (typically Grade C/4 or above in GCSE English or its equivalent) and for many courses numeracy (typically Grade C/4 or above in GCSE Maths, or its equivalent).
- 11.1.3 However, we reserve the right to accept students who do not hold these minimum qualification levels, provided you participate in a diagnostic assessment to establish your current literacy and/or numeracy levels. These levels will need to meet the expected minimum

requirements to help you achieve on your programme. The offer of a diagnostic assessment will be decided on an individual basis by UCKM.

11.1.4 The typical minimum entry requirement for admissions to an undergraduate degree programme at UCKM is published against each programme on the College and UCAS websites and within our Higher Education Prospectus.

11.1.5 You must satisfy the particular requirements of the programme to which you are applying, which may include specific grades in named subjects.

11.1.6 If you are uncertain of the requirements for a particular degree programme, please refer to the [UCKM Website](#).

## **11.2 Acceptable Qualifications**

11.2.1 UCKM welcomes the increased breadth offered in post-16 qualifications. Each application will be considered individually whilst seeking to admit students with the potential to succeed on their chosen course. This may be shown in a number of ways, e.g., through formal qualifications or work experience, which demonstrates achievement of the entry criteria.

11.2.2 Functional Skills programmes at Level 2 may be accepted in lieu of GCSE English or GCSE Maths Grade C/4 for some programmes.

11.2.3 If you do not hold the minimum expected qualification in literacy or numeracy, we reserve the right to offer you a diagnostic assessment to establish your current literacy and/or numeracy levels. Your current literacy and/or numeracy levels will need to meet the expected minimum requirements to help you achieve on your programme. The offer of a diagnostic assessment will be decided on an individual basis by UCKM.

11.2.4 UCKM welcomes applicants with other relevant level 3 qualifications and the Head of Student Administration will formulate offers on these courses on an equivalent basis with other level 3 qualifications.

### **11.3 English Language Requirements**

11.3.1 Teaching, assessment and student support will take place in English. The Head of Student Administration and Programme Leaders must be confident that you have the necessary proficiency in the English language to succeed in your chosen programme. This may take the form of:

- reviewing your formal qualifications, and/or
- providing a diagnostic test to assess your English language proficiency during your interview

11.3.2 You will require an approved English Language qualification to gain entry to UCKM if you have not already demonstrated that you can meet the normal required standard. Any offer made will incorporate this requirement as part of the conditions.

11.3.3 Minimum acceptable scores for the most commonly presented English Language Qualifications are given below. Please note that some programmes may require higher scores:

- For Levels 4 and 5, you will require:
  - a 5.5 overall on IELTS, and
  - at least 5.0 in each component of listening, speaking, reading, and writing.
- For Level 6, you will require:
  - a 6.0 overall on IELTS, and
  - at least 5.5 in each component of listening, speaking, reading, and writing.

11.3.4 The general English language requirements set out in this document apply for each programme, unless otherwise specified in the Programme Specification and the UCKM website.

## **11.4 International Qualifications**

11.4.1 We welcome applications from students with international qualifications who meet the entry criteria for their chosen programme.

11.4.2 For information on how your qualifications are comparable to UK qualifications, please refer to [UK ENIC](#).

11.4.3 We will require that you supply an [ENIC Statement of Comparability](#) as part of your application. Please note that UK ENIC charge for this service, details of which can be found on the [UK ENIC website](#).

## **12 Recognition of Prior Learning (RPL)**

12.1 Recognition of Prior Learning (previously known as Accreditation of Prior Learning) is a process undertaken by UCKM and our associated Awarding Bodies in order to assess and, as appropriate, recognise prior experiential learning or prior certificated learning for academic purposes.

12.2 This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study, or direct entry to a higher level.

12.3 Any decision on credit transfer or entry of students with advanced standing is an academic decision taken in accordance with the Academic Regulations of the Awarding Organisation. You are advised to check with the Head of Student Administration in the first instance, [hannah.crocker@kmc.ac.uk](mailto:hannah.crocker@kmc.ac.uk).

12.4 Recognition of prior learning should be applied for and agreed prior to enrolment.

12.5 Further information on Recognition of Prior Learning can be found in our Recognition of Prior Learning Policy and Procedure.

### **13 Deferred Entry**

13.1 Our preferred method of application is via UCAS. Students applying via UCAS have the option to [defer your start date](#) by a year. Please note that UCAS charge an [application fee](#).

13.2 If you apply to us directly, you will not be able to defer your start date. However, direct applicants will not be charged an application fee.

13.3 This information will be discussed and explained to you as part of the pre-application process. If you are unsure which application route to take, please contact us on [universitycentre@kmc.ac.uk](mailto:universitycentre@kmc.ac.uk).

### **14 Reapplying**

14.1 Applicants who wish to reapply should contact the Head of Student Administration prior to making an application ([hannah.crocker@kmc.ac.uk](mailto:hannah.crocker@kmc.ac.uk)).

14.2 Students who have previously been dismissed from Kingston Maurward, either at Further Education or Higher Education level, would not normally be permitted to reapply. However, any applications received by previously dismissed students will be reviewed on an individual basis by the Deputy Principal. It may also be necessary to seek further guidance from the Principal.

14.3 Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates should be aware that no guarantee can be given that another offer will be made, and that the conditions of any further offer may differ to those of the original.



## **15 Late Applications**

- 15.1 Applications must be made by the published deadline. Late applications will not be accepted.

## **16 Extenuating circumstances**

- 16.1 If you feel that extenuating circumstances (e.g., ill-health, bereavement, or other difficult home or family circumstances) may have affected your previous education, or grades received in past examinations, then you are welcome to contact UCKM to discuss this further.
- 16.2 All formal requests for extenuating circumstances will be taken into account in the admissions process and should be supported by a full written declaration about the nature of the circumstances.
- 16.3 Any information disclosed as part of the admissions process will be stored in line with our [Data Protection Policy and Procedure](#) and [Student Privacy Statement](#) and only shared with staff directly involved in the admissions process and the administration of admissions data.

## **17 Criminal Convictions**

- 17.1 We are committed to inclusion and equality of opportunity. We recognise our duties under the [Rehabilitation of Offenders Act 1974](#) (guidance updated 2023). However, as UCKM operates on a site where there are Further Education, School, and vulnerable adult students, safeguarding the whole student body represents our primary duty.
- 17.2 It should be noted that, in line with the [UCAS Criminal Convictions Good Practice Guide 2018](#), and the [ICO recommendations](#), all applicants will be asked to disclose if they have any unspent, pending or spent criminal convictions.

- 17.3 For applicants that apply via UCAS, you will be asked to disclose if you have criminal convictions as part of the interview process (but details of the criminal convictions will not be requested by the interviewer); this is in line with the [UCAS Criminal Convictions Good Practice Guide 2018](#) due to UCKM operating on a site with Further Education, School and vulnerable adult students. The staff member undertaking the interview will then flag this with the Designated Safeguarding Lead who will contact the applicant to request further details.
- 17.4 Where applicants apply directly, you are required to complete the relevant sections of the UCKM application form. This notifies the Designated Safeguarding Lead who will then contact you to request further details.
- 17.5 A risk assessment will then be undertaken by the Designated Safeguarding Lead and the Safeguarding team. It may also be necessary to take advice from the Principal.
- 17.6 Failure to disclose an unspent criminal record may lead to an application being rejected, or if admitted, to your registration at the College being terminated, as outlined in the [Higher Education Student Agreement](#).
- 17.5 Having a prior criminal record will not necessarily prevent you from being offered a place; this may depend, for example, on the nature, timing, and relevance of the criminal offence in question.
- 17.6 We will request further information about the nature or context of an applicant's criminal record.
- 17.7 Should you incur a criminal record after your application has been accepted or whilst you are enrolled on a programme, you must inform us as soon as possible that your situation has changed. A risk assessment will need to be conducted by the Designated Safeguarding Lead and the Safeguarding team.

17.8 Following this risk assessment, if you no longer meet the entry criteria, we reserve the right to withdraw you from your programme as outlined in the [Higher Education Student Agreement](#).

## **18 Fees and Financial Support**

18.1 Eligible students, whether full-time or part-time, can apply for financial support from the government to help with tuition fees. Eligible UK, full-time or part-time students will also be able to apply for help with living costs. There are two types of help which you can apply for:

- Loans which you have to pay back.
- Grants which you do not have to pay back.

18.2 For up-to-date information on what financial help and advice we can offer, please refer to the [UCKM website](#).

18.3 If you are disabled, have a long-term health condition, mental health condition or a specific learning difficulty, you may be eligible for Disabled Students' Allowance (DSA). Further information on eligibility and how to apply can be found on the UK Government's [DSA website](#).

18.4 For further information on financial support please visit [Student Finance](#).

## **19 Complaints and Review**

19.1 We will consider all applicants fairly and effectively.

19.2 If you wish to request a review of a decision or make a complaint, please refer to the [Complaints Policy and Procedure](#).

### **19.3 Criteria for Complaint**

19.3.1 We consider complaints related to the way our admissions service operates.

19.3.2 We consider complaints which are based on one or more of the following grounds:

- There is evidence of a material or administrative error in arriving at the decision.
- The [HE Admissions Policy and Procedure](#) were not followed, in a manner that could have resulted in a different decision if they had been properly followed.
- The HE Admissions decision failed to take into account all qualifications held by the applicant, for which certificated evidence was supplied or has subsequently been provided.
- If applicable, the [Recognition of Prior Learning Policy and Procedure](#) were not followed, in a manner that could have resulted in a different decision if it had been properly followed.

### **19.4 Further Steps**

19.4.1 If you remain dissatisfied with the outcome of your complaint requesting a review of the decision, or with any administrative or service delivery aspect of the admissions process, please refer to the [Complaints Policy and Procedure](#).

19.4.2 Please note that the Office of the Independent Adjudicator (OIA) does not review complaints regarding admissions, except in very limited circumstances as outlined in the OIA [Guidance on the Rules \(Rules 4 & 5\)](#).

## **20 Programme Changes and Cancellation**

20.1 We will endeavour to keep programme changes to a minimum. Where substantive changes are required to a programme, we will

communicate with you as early as possible, to explain the nature of the proposed changes and to minimise any potential disruption to you.

- 20.2 We may need to make changes due to academic, legislative, or regulatory directors, or to correct errors.
- 20.3 Academic changes are designed to improve the programme and update it.
- 20.4 Legislative and regulatory changes are those we are required to make, for example, by a programme regulator or statutory body for a profession.
- 20.5 There may be unforeseen external factors which impact on the delivery of programmes and may necessitate a change to programme delivery. These include, but are not limited to, extreme weather conditions, pandemic, and conflict between nations. In these cases, we will endeavour to provide alternative programme delivery, or offer a refund where this is not possible as outlined in our [Fees Policy](#), [Compensation and Refund Policy](#), [Student Agreement](#) and [Student Protection Plan](#).
- 20.6 Industrial action is not a reason to change programme delivery for staff, as set out in [Competition and Markets Authority](#) guidance. We will contact you directly to advise of the best course of action we will take to support your studies going forward.
- 20.7 Where there are changes to your programme, prior to your enrolment, we will provide you with full details of the proposed change and request your consent to continue your programme application.
- 20.8 Post enrolment, where significant programme delivery changes are proposed we will request your consent to the proposed change. For legislative and regulatory changes which are required by the programme regulator or statutory body, we will advise you of the change required to your programme and the date this will be applicable from.

- 20.9 From time to time, we may correct minor errors in our published materials relating to your programme, and these will not materially impact the programme or its delivery. The change log for each published document will include details of any changes made.
- 20.10 Should you be unhappy with the proposed changes the Student Administration Team will arrange an advice and guidance session to discuss your options with you.

## **21 Data Protection**

Your application is processed in line with our General Data Protection Regulations. If you require further information, please see our [Data Protection Policy and Procedure](#) and [Student Privacy statement](#).

## **22 Consistency of Admissions Process**

- 22.1 We have comprehensive monitoring and governance structures to assure the effectiveness of the operation of the Higher Education Admissions Policy and Procedure and to monitor outcomes.
- 22.2 The Higher Education Academic Board (HEAB) will monitor the quality and consistency of the Higher Education Admissions Policy and Procedure on an annual basis and recommend any policy and procedural changes accordingly.
- 22.3 Equality monitoring of Equality, Diversity, and Inclusion (EDI) and protected characteristics ([Equality Act 2010](#)) is provided for applications, admission and enrolment analysis. Care is taken that no individuals are identified in the reporting process.

## **23 Related Documents:**

- 23.1 Other documentation to be read in conjunction to this Policy:

- [Data Protection Act 2018](#)
- [Equality Act 2010](#)

The below Kingston Maurward Policies can be [found here](#):

- KMS 101 Higher Education Terms & Conditions (Student Agreement)
- KMS 900 Complaints Policy and Procedure
- KMS 860 Data Protection Policy (GDPR Privacy Standard)
- KMS 400 Equality Policy
- KMS 703 Fees Policy (Compensation and Refund Policy)
- KMS 034 Learning Support Policy and Appendix A Learning Support Student Guidance
- KMS 410 Prospective Students – Concerns
- KMS 430 Recognition of Prior Learning Policy and Procedure
- KMS 250 Safeguarding Policy
- Student Privacy Statement
- KMS 103 Student Protection Plan

## 24 Document Management, Approvals & Review:

<b>Version Control</b>			
Author:	<i>UCKM / OU Project</i>	Approved by:	<i>Deputy Principal</i>
Date Approved:	July 2024	Next Review Date:	May 2026
Responsible for review:	<i>Head of HE / Head of Student Administration</i>	Version Number:	V1 July 2024
Equality Impact Assessment Date:	<i>10/07/2024</i>		
<b>Version Amendments</b>			
Date of Amendment:		Amendments:	<i>List of amendments</i>
Date of Amendment:		Amendments:	



## **Appendix-A Admissions Procedure**

### **1 Full-Time Students including International Students**

#### **1.1 UCAS Process for Full-Time HND, HTQ and Degree Courses**

- 1.1.1 Our preferred method of application is via UCAS.
- 1.1.2 UCKM observes the procedure and deadlines for the handling of applications as set out by the Universities and Colleges Admissions Service (UCAS) and those of their associated Awarding Bodies.
- 1.1.3 Applications for admission to full-time HND, HTQ and Degree programmes are made through [UCAS online](#).
- 1.1.4 Overseas and European students should also apply through UCAS in the same way as students residing within the United Kingdom. UCAS guidance can be found at: [Applying to university as an international student | Undergraduate, Postgraduate, Conservatoires | UCAS](#)

#### **1.2 UCAS Deadlines**

- 1.2.1 Applications for courses starting in September should be received by the UCAS deadlines. These can be found on the [UCAS website](#).
- 1.2.2 Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places.
- 1.2.3 UCKM may consider late applications where places are available. UCKM works closely with associate Awarding Bodies regarding target numbers and reviews these numbers on a regular basis.

#### **1.3 Communication with applicants**

- 1.3.1 Formal responsibility for acknowledgement of applications and communications of the outcome rests with UCAS.

1.3.2 UCKM and our associated Awarding Bodies also acknowledge receipt of individual applications and communicate directly with the applicant during the application process.

#### **1.4 Mature Applicants (Full-Time Study)**

1.4.1 Mature students who wish to study on a full-time basis should apply using standard UCAS procedures.

1.4.2 Mature students applying for full-time programmes are assessed on the basis of their UCAS form and the qualifications and prior experience evidenced there. An interview will usually be offered as part of the entry process, and this would be arranged by the Student Administration Team.

## **2 Part-Time Applicants**

2.1 Our preferred method of application is via UCAS. Please note that UCAS charge an [application fee](#).

2.2 However, applications for part-time study can be made to UCKM directly. Direct applications do not incur an application fee. Admissions criteria are set out in the programme specification on the UCKM website.

#### **2.3 Part-time Study – Direct Applicants**

2.3.1 Our preferred method of application is via UCAS. However, applicants for part-time programmes can apply directly to UCKM by using the online Application Form which can be found on the UCKM website via the programme link. You will need to create an online account with us to access this form.

2.3.2 You will be asked to provide proof of the qualifications required for the programme. Applicants will typically be invited for a short interview; you will be informed of the outcome of this and of any further

conditions for entry requirements or employment relevant to the programme within four weeks from the date of the interview.

## **2.4 Entrance Requirements for Part-Time Entry**

- 2.4.1 Applicants who are uncertain about the qualifications accepted for part-time programmes should contact the Head of Student Administration in the first instance ([hannah.crocker@kmc.ac.uk](mailto:hannah.crocker@kmc.ac.uk)). Requirements for part-time admission will be set out in the Programme Specification.

## **2.5 Deadlines for Part-Time Applications**

- 2.5.1 Applicants who apply via UCAS will need to meet the [UCAS deadlines](#).
- 2.5.2 Applicants who apply directly to UCKM can apply later in the year. It is recommended that applications to be received by the end of August at the latest and applications must be received before the start date of the programme. Please note that late applications are not accepted.

## **2.6 Communication with Part-Time Entry Applicants**

- 2.6.1 UCKM will acknowledge receipt of individual applications within 5 working days of an application being made. UCKM will communicate directly with the applicant during the application process.

## **3 International Applicants**

- 3.1 UCKM welcomes applications from international students. Such applications will be processed in accordance with the guidance and requirements of UKVI to ensure your eligibility to study in the UK. This will include relevant document and identity checks. The Head of Student Administration will work the Head of Higher Education to carry out these eligibility checks.
- 3.2 The application process via UCAS will be similar to that for UK full time entrants with the following exceptions:

- Once an offer has been accepted, the College will apply for a CAS number allocation from the UKVI. This is required by applicants to complete their visa applications.
- Details provided of fees and explanation of ways to pay fees.
- Discussion at interview stage of re-location to the UK to study to clarify the location of the College in the UK and accommodation options.

3.3 International students will need to be directed by the Head of Student Administration to sections of the [Higher Education Terms and Conditions](#) that explain the implications of withdrawal or non-attendance on programmes for their visa status in the UK.

## **4 Fraudulent Statement, Plagiarism and Omissions**

- 4.1 UCKM and our associate Awarding Bodies follow the UCAS procedures on fraudulent statements and omissions. Applicants should not omit any requested or relevant information, making any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur UCKM reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.
- 4.2 The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. Both the applicant and the College will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of UCKM, applicants who are identified by the UCAS Similarity Detection Service may be given the opportunity to submit a new personal statement in support to their application.

## **5 Withdrawing an Application**

- 5.1 You can withdraw your application before an offer is made. We ask that you contact us on [fulltimecourses@kmc.ac.uk](mailto:fulltimecourses@kmc.ac.uk) if you applied directly.
- 5.2 If you are offered a place on your chosen course but you no longer wish to accept the offer, you can turn down the offer:
- via the UCAS Hub, if you applied via UCAS, or
  - by emailing [fulltimecourses@kmc.ac.uk](mailto:fulltimecourses@kmc.ac.uk) by the deadline outlined in your offer letter, if you applied directly to UCKM.

## **6 Interviews**

- 6.1 The majority of applicants will be required to attend an interview with the appropriate Programme Manager. The interview is designed to establish that you meet the entry requirements for the programme and to offer you the opportunity to ask questions about the programme. The interview may be conducted via telephone, video, or in person.
- 6.2 The interview is intended to be a two-way conversation between the interviewer, who will provide details on the chosen programme and other viable options. At the interview, you will have the opportunity to explore and ask questions including, but not limited to, the programme, how it is taught, facilities and staff.
- 6.3 The interview is an important part of the admissions process as it enables each candidate the same opportunity to demonstrate their knowledge, understanding, aptitude, motivation, and preparedness for undertaking the programme of study. Interviews have particular importance in assessing applicants with a non-traditional academic background and those potentially transferring from another university or college.
- 6.4 Interviews are also designed to ensure that you understand the nature and demands of your chosen degree programme and provide an

opportunity to visit the College, view facilities and meet members of the academic and support staff.

- 6.5 If you feel you will need reasonable adjustments in order to attend the interview, please contact the Kingston Maurward Learning Support Team [learningsupporttutors@kmc.ac.uk](mailto:learningsupporttutors@kmc.ac.uk).

## **7 Offers**

- 7.1 UCAS applicants will be contacted by UCAS to confirm if you have been offered a place or not.
- 7.2 Applicants who applied directly to UCKM will be contacted by us within four weeks of your interview to confirm if you have been offered a place or not.
- 7.3 For both direct and UCAS applicants, UCKM will send successful candidates an offer letter by email, Higher Education Terms & Conditions, Programme Specification, and a link to the policy framework on our website.

### **7.4 Conditional Offer**

- 7.4.1 A Conditional Offer means that UCKM and our associated Awarding Bodies will offer you a place providing certain conditions are met. Usually, conditions are based on the completion of outstanding qualifications. Other conditions may include disbarring and disclosure (DBS) checks, or work experience in a related field.
- 7.4.2 Each offer is specific to your individual qualifications and circumstances.
- 7.4.3 You must typically meet the conditions set by the College by 31 August of the application year, unless otherwise stated in the prescribed

programme or professional body requirements, even if the offer is deferred for entry to the following application year.

## **7.5 Unconditional Offer**

7.5.1 An Unconditional Offer means that you have met the academic entry requirements and have been accepted onto your chosen programme subject to any disbaring and disclosure (DBS) checks as required by specific programmes.

## **7.6 Unsuccessful Application**

7.6.1 You will receive an unsuccessful response if UCKM and/or our associated Awarding Bodies have decided not to offer you a place on the programme. Applicants who are unsuccessful in gaining a place on their chosen programme will be notified of the reason for this decision.

7.6.2 We reserve the right to refuse to make an offer if you fail to attend an admissions interview without contacting us, or if you are unable to attend an admissions interview and an alternative date cannot reasonably be found.

7.6.3 Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing to the Head of Student Administration and signed by the applicant.

7.6.4 Should you wish to make a complaint about the admissions process, please refer to the [Complaints Policy and Procedure](#).

## **8 Confirmation**

8.1 Confirmation is the name given to the period in August each year when the College receives A-Level and other UK and International qualifications for applicants who have accepted Conditional offers

(some awarding bodies e.g., BTEC / Pearson release results earlier in the summer).

- 8.2 On the basis of these results, applicants who achieve the grades required by their Conditional offer have their place confirmed.
- 8.3 If you have not quite met the required grades, your application may be reviewed, and your place may be confirmed if there are places still available on your chosen programme. We will contact you to discuss this and options available to you.

## **9 Financial Support and Other Forms of Support**

- 9.1 Students studying full-time or part-time can access financial support. Information about the levels and kinds of support available and assessing eligibility for financial support can be found on the College website.
- 9.2 Impartial and confidential advice and guidance for candidates who are considering returning to education are available from the Careers Guidance Team. The service is available for those looking to study full-time or part-time. For more information applicants should visit the [Careers website](#).
- 9.3 A range of specialist services is provided by the College through its Learning Support Team, Student Support Team, and Careers Team. These include arrangements to support those without formal qualifications or who have been out of formal education for some time. To help widen access for such applicants the following support is available:
- Pre-entry information, guidance, and support services relevant to applicants who identify as a mature student or who wish to study part-time.



- Information and advice on pre-entry programmes to assist those without the necessary formal qualifications to progress onto a part-time or full-time programme.
- Support with application, admissions, and registration processes.

## **Appendix-B Student Transfer Arrangements**

As required by the Office for Students, UCKM publishes Student Transfer Arrangements on its website. The arrangements published are as follows and will be reviewed at the same time as the HE Admissions Policy and Procedure are reviewed.

We understand that sometimes a student changes their mind, or their circumstances change which means they wish to change their choice of degree or Higher Education provider. If this applies to you, we are fully committed to supporting you through this process.

### **1 Transferring into University Centre Kingston Maurward (UCKM)**

1.1 If you are a student wishing to transfer into UCKM from another Higher Education provider, we would be happy to consider your transfer providing you meet the criteria:

- You meet our academic requirements for the programme.
- If appropriate, we will review any prior study or experience. You may need to provide a transcript of your progress from your current Higher Education Provider.
- The Record of Prior Acceptance meets with the regulations of the awarding organisation.
- There is space on the programme.

1.2 Please contact our Head of Student Administration ([hannah.crocker@kmc.ac.uk](mailto:hannah.crocker@kmc.ac.uk)) to discuss your options and support your application.

### **2 Transferring out of University Centre Kingston Maurward**

2.1 If you are considering leaving UCKM to attend another Higher Education provider, you should discuss this with your tutor in the first

instance. You may be required to provide a transcript of your progress, the HE Team will be able to advise you on this.

### **3 Transferring within University Centre Kingston Maurward**

- 3.1 You may wish to transfer to another programme within UCKM if you consider your original subject as unsuitable.
- 3.2 If you are considering changing, we would advise you to speak to the Programme Leader of the programme you are interested in – the criteria for Transferring into UCKM above would apply. The Programme Leader will advise you of the implications of transferring, including any potential fee or funding implications.

### **4 Other Things to Consider**

- 4.1 If you are thinking of changing programme or institution there will be a number of things you will need to consider, especially if you are funded by the Student Loan Company (SLC) or if you require help finding accommodation, for further advice contact [careers@kmc.ac.uk](mailto:careers@kmc.ac.uk).

### **5 Further Sources of Information and Advice**

- 5.1 Students intending to transfer programme or institutions are advised to speak with the Careers Guidance Team ([careers@kmc.ac.uk](mailto:careers@kmc.ac.uk)) who can explore how these changes could affect you career direction and choices.
- 5.2 The potential impact on your student loan (including transferability) should be initially explored through the 'Student finance for undergraduates' website at [Student Finance for Undergraduates: Overview - GOV.UK](#)

## Appendix-C Glossary

- **CAS:** Confirmation of Acceptance of Studies
- **Deferred Entry:** This means applying for a programme and then delaying your start date by an academic year; the conditions of your offer won't change even though the start date will
- **SENDCo:** a designated member of staff who arranges extra support for students with special educational needs and/or disabilities
- **Significant change:** anything that impacts on your terms and conditions and/or programme specification
- **UCAS:** The Universities and Colleges Admissions Service. UCAS provides an admissions service for higher education
- **UKVI:** UK Visas and Immigration

## Equality Analysis

**Name of Policy: KMS104 UCKM HE Admissions Policy and Procedure**

**Person Responsible: Jade Fawcett**

**Date of Analysis: 10/07/2024**

### **1: Identify aims of the activity**

What is the purpose of the policy and who is intended to benefit?

This document outlines the parameters for admissions to UCKM and is intended to benefit applicants to ensure everyone has a equal and fair opportunity at UCKM.

### **2: Assess likely impact**

How might this policy have an impact on staff, visitors or learners in terms of disability, age, race, gender, religious belief, trans-identity, sexuality?

Positive Impact

No Impact

Negative Impact

If you have identified **negative** impacts, you need to revise your activity to ensure that you are not disadvantaging any group on the grounds of disability, age, race, gender, religious belief, trans-identity, sexuality.

If you have identified **positive** impacts or **no impact**, please explain your decision

This policy will have a positive impact on these groups as it ensures UCKM and its employees follow a standardised approach to admissions to UCKM.

### **3: Checklist**

1. Which of the following groups have you consulted?

Staff

Students

KMC Committee

Other stakeholders  
(please specify below)

2. How frequently will you monitor the impacts of this activity?

½ termly

termly

annually

other (please specify)