

Quality and Standards Manual

Handbook E: The Admission of Students

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Approved by:	Education Committee
Owner:	MRA
Contact:	lisa.thomas@chester.ac.uk
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1. INTRODUCTION

- 1.1. The following requirements and procedures derive their force primarily from the University's own Principles and Regulations. In some cases, however, regulations derive from UCAS rules, from guidelines set out by the Department for Education and Teaching Regulation Agency and the Nursing and Midwifery Council, from the European Parliament directive in respect of distance contracts (97/7/EC), and the Advertising Standards Authority (ASA). Any member of staff, academic or administrative, engaged in the recruitment or admission of students to the University, is required to recognise and adhere to the procedures set out in this handbook. Throughout the handbook, where appropriate, the relevant University regulation will appear in brackets after regulatory procedures, for reference.

- 1.2. In accordance with the statement set out in Section E1.2 of the Principles and Regulations, the University is committed to the active promotion of equality of opportunity, and aims to ensure that all applicants are treated solely on the basis of their aptitude, ability and potential to pursue a modes and forms of study. The University will ensure that no one will be disadvantaged or discriminated against on the grounds of sex, age, marital or parental status, sexual orientation, racial group, creed, or socio-economic background. It also aims to ensure that disabled people, or those with specific needs, do not suffer unfair discrimination and are enabled to achieve their full potential. The University also seeks actively to increase levels of recruitment from groups currently under-represented in higher education and aims to offer educational opportunities to those members of the community who are capable of benefiting from them.

Since the procedures for admission to programmes of study with different qualifications aims vary considerably, the handbook has been organised, in the first instance, by qualification aim, and then by comprehensive themes that are relevant to all qualification aims.

2. REQUIREMENTS GOVERNING MARKETING AND RECRUITMENT

- 2.1. The University's marketing strategy is informed by its strong commitment to advice and guidance, and reflects the University's mission statement and widening participation strategy (both of which can be found in full on Portal). All advertising and marketing materials must be informative, unequivocal, and free from stereotyping.
- 2.2. The production of all institutional promotional material pertaining to programmes of study is the responsibility of the Director of the Marketing, Recruitment and Admissions Service, through the Deputy Director (Marketing & Recruitment) for all paper-based materials and for electronic information. The Deputy Director (Marketing & Recruitment) is also responsible for maintaining a consistent corporate image across all such material, and for ensuring its accuracy, accessibility, and timely production.
- 2.3. The content of all such materials must be precise, explicit and clear. Promotional literature, in either paper or electronic form, may not be disseminated to the public unless it has been endorsed, prior to production, by the University's marketing team. Departments and programme leaders may not produce publicity materials, neither electronic nor paper based, without the consent and approval of the University's marketing team.
- 2.4. Electronic or paper-based marketing information, provided at a distance, should be clear both about the nature of the provision, and the supplier (97/7/EC: 11). Clients must be notified within 30 days if the course for which they have received an offer has been withdrawn (97/7/EC: article 7).
- 2.5. Open days, Interview and Applicant days and off-campus recruitment events are the responsibility of the University's Marketing, Recruitment and Admissions Campaign and Events Manager, working to the Department's Deputy Director with responsibility for Marketing and Recruitment. Schools and College's Liaison and other aspiration-raising events are the responsibility of the Directorate of Access, Skills and Apprenticeships Outreach Team.
- 2.6. It is a requirement of Executive Deans of Faculty or their associates, heads of subject and programme leaders that they consult with the University's marketing and recruitment staff in matters relating to the publication of promotional and advertising material, and admissions staff in relation to the setting of course entry requirements.

3. RESPONSIBILITY FOR THE IMPLEMENTATION OF THE REQUIREMENTS FOR THE PROCESS OF ADMITTING STUDENTS

- 3.1. The University's admissions procedures are centrally administered. The Director of Marketing, Recruitment and Admissions shall be responsible for overseeing the quality assurance of all admissions procedures, and for ensuring that academic colleagues are aware of the requirements and their proper implementation.
- 3.2. The Deputy Director of Marketing, Recruitment and Admissions (with responsibility for admissions) shall be responsible for the operational oversight of all admissions procedures, and shall be charged with the responsibility for ensuring that all admissions staff are cognisant of the requirements, and for their appropriate and timely staff development arrangements in the light of changes and developments.
- 3.3. With the exception of those identified in paras. 4, 5 and 6 below, the Deputy Director and a team of dedicated Admissions staff shall make the final decisions on all applications to University programmes, in the light of the University's stated entry criteria and the availability of places.
- 3.4. The interviewing tutors shall be responsible for making decisions on all applications to Health and Social Care and ITT programmes. In some cases, however, the decision not to interview may be taken by the Senior Assistant Registrars (Health and Social Care Admissions / Undergraduate Admissions), based on the University's stated entry criteria.
- 3.5. The Work-Based and Integrative Studies Programme Leaders shall be responsible for the final decision on all applications to WBIS programmes.
- 3.6. Heads of academic departments shall be responsible for ensuring that all academic staff involved in the admissions process are equipped with a copy of this Admissions Handbook, and that they fully understand the procedures, requirements and regulations to which they pertain.
- 3.7. Each Faculty Credit Co-ordinator is responsible for awarding, or refusing, credit exemption. Recommendations made for credit exemption are regarded as final. The responsibility for initiating applicant requests to the Faculty Credit Co-ordinator for APCL/APEL shall lie with the member of staff responsible for making the initial offer. For full-time and part-time undergraduate applicants, this shall be the responsibility of Undergraduate Admissions staff. For Nursing, Midwifery and Social Work, the responsibility shall lie with Health & Social Care Admissions staff. For all other programmes of study, the responsibility shall lie with the programme leader.

- 3.8. Programme leaders and admissions staff responsible for making offers are required to complete an Admissions Equivalence Form for applicants who do not meet the University's stated entry criteria, but to whom an offer is being made. They must make clear in what way the applicant's experience and/or qualifications indicate that the applicant may reasonably be expected to succeed on his/her programme of choice. The form must be countersigned by another authorised member of the department.

4. REQUIREMENTS FOR ADMISSION TO UNDERGRADUATE STUDY

- 4.1. Undergraduate study shall be deemed to comprise programmes of study leading to the following awards: BEng/MEng, BA, BSc, BA with QTS, LLB, Foundation Degree, and Undergraduate Certificate and Diploma in HE Programmes.
- 4.2. The admission of students to programmes of study shall be the ultimate responsibility of the Executive Deans of Faculty, acting within the parameters for admission determined by the University's Senate. The recruitment of students onto programmes shall be the responsibility of the University's marketing, recruitment and admissions staff, and is based on the reasonable expectation that the student will be able successfully to complete their programme, pathway or course of study.
- 4.3. Responsibility for the oversight of all admissions procedures shall lie with the Director of ~~the~~ Marketing, Recruitment and Admissions, who shall ensure compliance with the University's obligation to applicants and external agencies, and shall assure operational consistency across both campuses.
- 4.4. The University's Admissions Section is required to maintain a record of an applicant's progress from the receipt of the application form to rejection or enrolment, so that admission to programmes of study and to the institution may be appropriately monitored.

Entry Qualifications

- 4.5. In accordance with the National Qualifications Framework, and proposed changes to the Post-16 curriculum, entry criteria for all academic provision offers the widest possible range of entry routes, so that full account of each applicant's academic qualifications, prior learning, experience and skills may be taken.
- 4.6. Programme specific entry criteria shall be included in Programme Specifications and shall be consistent with similar programmes across the institution. These criteria are explained in full in the University's undergraduate prospectus and on the University website.
- 4.7. The University considers a wide range of international and European qualifications. A detailed list of acceptable qualifications, by country, can be found on the University website. The University is guided by UK ENIC (the UK National

Information Centre for the recognition and evaluation of international qualifications and skills) in terms of the equivalence awarded to international and European qualifications.

Selection Procedures

- 4.8. All full-time undergraduate applications are to be made through UCAS. With the exception of applications for Teacher Training, Nutrition and Dietetics, Nursing, Midwifery and Social Work, all Home undergraduate application forms shall be scrutinised by staff in the relevant Admissions section; all international and EU application forms shall be scrutinised by staff in the International Centre.

5. Full-Time Applicants for BEng/MEng, BA, BSc, LLB and FD Programmes

- 5.1. In the first instance, all applications for admission on to full time undergraduate programmes must be received by the University's Undergraduate Admissions Section. The Director of ~~the~~ Marketing, Recruitment and Admissions ~~Services~~, working through the Deputy Director of Marketing, Recruitment and Admissions shall be responsible for the processing, monitoring, and timely and accurate examination of forms.
- 5.2. The Undergraduate Admissions Section is required to screen all applications from individuals with disabilities or specific needs, from institutions with which the University has progression agreements and compacts, and from mature and non-standard entry applicants, based on criteria set by the University.
- 5.3. Applications for programmes delivered by the Department of Music, Media and Performance and the Department of Art and Design shall be forwarded to specialist admissions tutors in those departments for scrutiny. Applications for Nutrition and Dietetics shall be forwarded to the Programme Leader in the Department of Clinical Sciences and Nutrition for scrutiny. Selection procedures shall be consistent and expeditious. Applications shall be forwarded to tutors by Undergraduate Admissions staff within two working days of receipt. Forms shall be returned to the Undergraduate Admissions Section within seven working days. Turn-around times will be monitored through the - SITS E-vision paperless admissions system.
- 5.4. Selection procedures must be fair and transparent. It is required that reasons for rejection shall be written on the UCAS application form, to enable staff to provide applicant feedback, as appropriate.

- 5.6. The University's Disability Support Team shall be informed of all applications received from applicants who have declared a disability. Please see the section of Students Declaring a Disability for further details.
- 5.7. Mature students – i.e. those who are over 21 years of age by the September prior to enrolment – may be considered for admission to undergraduate programmes on the basis of alternative qualifications or experience. Applications from mature students or from students with non-standard post-16 qualifications, who do not meet the University's standard entry requirements, shall be referred to the University's Widening Participation Officer for a guidance interview.
- 5.8. Applications from international students shall be processed by the International Centre. Qualifications shall be checked for equivalency using UK ENIC.
- 5.9. It is the responsibility of the Deputy Director of ~~the~~ Marketing, Recruitment and Admissions to ensure that decisions on all full-time Home undergraduate applications are based on entry criteria set by the University, and the Director of the International Centre on all full-time international and EU undergraduate applications.
- 5.10. In instances where applicants present qualifications or experience that are not included in the University's stated entry criteria, or where it is not clear whether an applicant has appropriate qualification, applications shall be referred to departments. For those applicants who do not satisfy the University's standard entry criteria, an Admissions Equivalence Form shall be completed, outlining the basis upon which an offer has been made. Admissions Equivalence Forms shall be signed by two appropriate members of the department.
- 5.11. With the exception of teacher education, social work, and nursing and midwifery, Undergraduate Admissions staff are required to invite those selected applicants to attend an interview or audition, when an interview or audition form part of the selection process. Admissions tutors are required to complete a standardised Interview Report Form, on which explicit reasons for rejection must be noted, should this be the decision. Forms must be returned to the Admissions Section within five working days of interview/workshop.
- 5.12. All applicants shall be required to self-assess their residential category as part of their UCAS application to the University. In most cases, the information provided on the application form is sufficient for the University to determine the appropriate fee status. If the University requires further information regarding an individual fee status, a 'fee status questionnaire' shall be sent to the applicant to complete and return. Following an initial assessment by the relevant admissions section, the fee status shall be confirmed by the University's Finance Office and the decision communicated, in writing, to the applicant.

Deadlines and Timescales

- 5.13. The undergraduate admissions cycle operates from September to September, the following year. Applications should be submitted to UCAS between the 5th September and the January deadline date. All applications received by the UCAS deadline will be given equal consideration. Applications received by UCAS after the January deadline are deemed late, and may be considered at the discretion of the University, in the light of recruitment patterns. International applicants should submit applications to UCAS by 30th June of the application year.
- 5.14. Late applications may be submitted through UCAS until June 30th. Application forms submitted after this date are held for Clearing. It is a UCAS recommendation that decisions must be made by the end of March on forms received at UCAS by the January deadline, and decisions on late applications by June/July.
- 5.15. By mid-June, further information, including accommodation information, shall be sent by the Undergraduate Admissions Section to all Home applicants holding Firm and Insurance offers with the University. The International Centre shall send the University's "Information for International Students" booklet to all international and EU applicants holding Firm and Insurance offers with the University.
- 5.16. The Deputy Director of Marketing, Recruitment and Admissions and the Contents Manager is responsible for ensuring that all applicants receive the appropriate advisory material.
- 5.17. From mid-July onwards, places are confirmed through UCAS for those applicants successfully completing QCF BTEC (Extended Diploma, Diploma, and Certificate) Level 3 qualifications, Foundation Diploma and Access to HE Diploma courses. In mid-August, places are confirmed for applicants successfully completing GCE A and AS Level, RQF BTECs, International Baccalaureate, Welsh Baccalaureate, Irish Leaving Certificate, Cambridge Technicals, CACHE Diploma, and Scottish Higher qualifications through UCAS. Responsibility for checking qualifications and for ensuring timely confirmation of offers lies with the Senior Assistant Registrar for Undergraduate Admissions, working to the Deputy Director of Marketing, Recruitment and Admissions.
- 5.18. Responsibility for checking international qualifications and for ensuring timely confirmation of offers lies with the Head of International Admissions, working to the Director of the International Centre.
- 5.19. By early September, the Guide for New Students shall be sent to all unconditional firm applicants. Separate information shall be sent to all international/EU applicants and to those transferring onto programmes at Level 5 or 6.

6. Full-Time Applicants for Teacher Education

- 6.1. All applications for admission to full-time courses leading to academic awards shall be received by the University's Undergraduate Admissions Section, in the first instance, and it is the responsibility of the Deputy Director of Marketing, Recruitment and Admissions to oversee the admissions process.
- 6.2. Applications for full-time teacher education programmes shall be screened by Undergraduate Admissions staff for applicants with disabilities or specific needs, those from progression partner institutions, and those from mature or non-standard entry applicants, based on criteria set by the University.
- 6.3. It shall be the responsibility of the Senior Assistant Registrar for Undergraduate Admissions to oversee the screening of all BA with QTS application forms, based on criteria set by the Department for Education and the School of Education. Application forms shall be screened for achievement of GCSE English Language, Mathematics and Science at the required level. Applications not meeting these set criteria shall be rejected and the decision transmitted to UCAS.
- 6.4. The Undergraduate Admissions Section shall send QTS application forms to the Primary Programme Leader in the School of Education. Forms shall be returned to the Admissions Section within seven working days, with a decision to interview or reject.
- 6.5. The University's Disability Support Team shall be informed of all applications received from applicants who have declared a disability. See the section on Students Declaring a Disability for further details.
- 6.6. Applications from mature students or those with non-standard qualifications who do not meet University entry requirements shall be referred to the University's Widening Participation Officer for a guidance interview.
- 6.7. Applications from international students shall be processed by the International Centre. Qualifications shall be checked for equivalency using UK ENIC.
- 6.8. Applicants for QTS programmes are required to attend an interview day. A brief presentation shall be undertaken prior to interview, and shall be the responsibility of the School of Education to observe and mark. Ofsted regulations stipulate that headteachers are required to be present at QTS interview sessions. Interviewers

shall complete an Interview Report Form, and attach it to the application form, clearly outlining the reason for rejection, should that be the outcome.

- 6.9. It is the responsibility of the Undergraduate Admissions staff to check and make copies of applicant's GCSE English Language, Mathematics and Science certificates, and birth certificate/driving licence, at the Interview Day.
- 6.10. Forms from interviews shall be collated by the Undergraduate Admissions Section and forwarded to the Primary Programme Leader for final consideration. All forms must be returned to the Undergraduate Admissions Section within five working days. The offer of a place cannot be made until an interview has taken place.

Deadlines and Timescales

- 6.11. Deadlines and timescales are the same as those for full-time BEng/MEng, BA, BSc, LLB, and FD applicants, with the exception of the following:
- 6.12 It is a Department for Education requirement that "fitness to teach" self-declarations and Disclosure and Barring Service (DBS) procedures must be sent, by the Admissions staff and Registry Services respectively, to all QTS applicants who hold Unconditional Firm (UF) status with the University.
- 6.13 The Declaration of Health information shall advise on the pre-placement medical check online process with the University's nominated external Occupational Health provider.
- 6.14 All Disclosure forms shall be forwarded to the Disclosure and Barring Service (DBS). Copies of the Enhanced Disclosure shall be sent to the applicant and to the University. It is the responsibility of Registry Services and the Senior Assistant Registrar Undergraduate Admissions to ensure that all DBS checks for teaching programmes are requested and received (see DBS section).

7. Applicants for Social Work

- 7.1. All applications for admission to social work programmes shall be received by the University's Health & Social Care Admissions Section, in the first instance, and it is the responsibility of the Deputy Director of Marketing, Recruitment and Admissions to oversee the admissions process.

- 7.2. Applications for social work programmes shall be screened by Health & Social Care Admissions staff for applications from students with disabilities or specific needs, from applicants from progression partner institutions, from mature or non-standard entry applicants, based on criteria set by the University.
- 7.3. It shall be the responsibility of the Senior Assistant Registrar for Health & Social Care Admissions to oversee the screening of all social work application forms, based on criteria set by the Health and Care Professions Council (HCPC) and the Faculty of Health, Medicine and Society. Application forms shall be screened for achievement of GCSE Grade C in English Language and Mathematics (equivalent qualifications will be considered for Maths only). Applications not meeting these set criteria shall be rejected and the decision transmitted to UCAS.
- 7.4. The Health & Social Care Admissions Section shall send social work application forms to named programme leaders in the Faculty of Health, Medicine and Society. Forms shall be returned to the Admissions Section within seven working days, with a decision to interview or reject.
- 7.5. The University's Disability Support Team shall be informed of all applications received from applicants who have declared a disability. See the section on Students Declaring a Disability for further details.
- 7.6. Applications from mature students or those with non-standard qualifications who do not meet University entry requirements shall be referred to the University's Widening Participation Officer for a guidance interview.
- 7.7. Applications from international students shall be processed by the International Centre. Qualifications shall be checked for equivalency using UK ENIC.
- 7.8. Applicants for social work programmes are required to attend an interview day. The HCPC regulations stipulate that representatives of stakeholders are required to be present at social work interview sessions. Interviewers shall complete an Interview Report Form, and attach it to the application form, clearly outlining the reason for rejection, should that be the outcome.
- 7.9. All forms shall be returned to the Health & Social Care Admissions Section within five working days. The offer of places shall not be made until an interview has taken place.

Deadlines and Timescales

7.10. Deadlines and timescales are the same as those for full-time BEng/MEng, BA, BSc, LLB, and FD applicants, with the exception of the following:

- i.) It is a Health and Care Professions Council requirement that health self-declarations and Disclosure and Barring Service (DBS) procedures must be sent to all social work applicants who hold Unconditional Firm (UF) status with the University.
- ii.) The Declaration of Health information shall advise on the pre-placement medical check online process with the University's nominated external Occupational Health provider.
- iii.) All Disclosure forms shall be forwarded to the Disclosure and Barring Service (DBS). Copies of the Enhanced Disclosure shall be sent to the applicant and to the University, and retained on the student's file. It is the responsibility of Registry Services and the Senior Assistant Registrar Health & Social Care Admissions to ensure that all DBS checks for social work programmes are requested and received (see DBS section).

8. Applicants for Programmes in Nursing and Midwifery

- 8.1. All applications for admission to nursing and midwifery programmes shall be received by the University's Health & Social Care Admissions Section, in the first instance, and it is the responsibility of the Deputy Director of Marketing, Recruitment and Admissions to oversee the admissions process.
- 8.2. Health & Social Care Admissions staff are required to screen all Nursing and Midwifery application forms for minimum age requirement, disabilities or specific needs, from applicants from progression partner institutions, mature and non-standard entry, based on minimum entry criteria set by the Nursing and Midwifery Council and the Faculty of Health, Medicine and Society.
- 8.3. It shall be the responsibility of the Senior Assistant Registrar Health & Social Care Admissions to oversee the screening of all nursing and midwifery application forms, based on statutory requirements for entry set by the Nurses, Midwives and Health Visitors Act (as amended by Approval Order 1989) and the Nursing and Midwifery Council.

- 8.4. Applications that do not meet these requirements shall be rejected at the initial application stage, and the decision transmitted to UCAS with the reason(s) for rejection recorded.
- 8.5. The University's Disability Support Team shall be informed of all applications received from applicants who have declared a disability. See the section on Students Declaring a Disability for further details.
- 8.6. Applications from international students shall be processed by the International Centre. Qualifications shall be checked for equivalency using UK ENIC.
- 8.7. Applicants for nursing and midwifery programmes are required to attend an interview day.
- 8.8. Health & Social Care Admissions staff shall be responsible for collecting and checking educational, birth and marriage certificates, where applicable, at interview. The interview panel shall consist of a Nurse/Midwifery educationalist familiar with the chosen branch programme and a service representative from the appropriate speciality. The panel shall complete an Interview Report Form and grade each section, giving clear, written reasons for acceptance/rejection, should that be the outcome.
- 8.9. Forms from nursing and midwifery interviews shall be collected and forwarded to the Senior Assistant Registrar Health & Social Care Admissions for final processing.
- 8.10. Applicants shall be notified by letter of the outcome of their interview. Offers and rejections shall be transmitted through UCAS.
- 8.11. Declaration of Health and Disclosure and Barring Service (DBS) procedures shall be sent to all applicants who hold Unconditional Firm (UF) status with the University. The Declaration of Health information shall advise on the pre-placement medical check online process with the University's nominated external Occupational Health provider. All Disclosure forms shall be forwarded to the Disclosure and Barring Service (DBS). Copies of the Enhanced Disclosure shall be sent to the applicant and to the University. It is the responsibility of Registry Services and the Senior Assistant Registrar Health & Social Care Admissions to ensure that all DBS checks for nursing and midwifery programmes are requested and received (see DBS section).

9. Part-time Undergraduate Applicants

- 9.1. Application for admission to part-time undergraduate programmes shall be made to the relevant Admissions Section, in the first instance. It is the responsibility of the Senior Assistant Registrars for Undergraduate Admissions and Health and Social Care Admissions to oversee the work of the Administrative Assistants dealing with part-time programmes and non-funded continuing professional development modules.
- 9.2. On receipt of part-time undergraduate application forms, each Admissions Section is required to check entry qualifications against entry criteria set by the University. Forms shall be forwarded to programme leaders for scrutiny, and shall be returned to the relevant Admissions within seven working days.
- 9.3. Interviews shall be arranged by Admissions staff when/if deemed necessary by the programme leader. An interview report form shall be completed by the programme leader and returned to the relevant Admissions Section with the file. Reasons for rejection shall be stated in order to facilitate applicant feedback, should it be requested. An offer shall not be made if the file is incomplete, and the file shall be returned to the programme leader for completion.
- 9.4. The University's Disability Support Team shall be informed of all applications received from applicants who have declared a disability. See the section on Students Declaring a Disability for further details.
- 9.5. Applications from candidates with non-standard entry qualifications, who do not meet University entry requirements, shall be referred to the University's Widening Participation Officer for guidance. In order to make the offer of a place, programme leaders are required to complete an Admissions Equivalence Form, indicating how the candidate satisfies the University's entry criteria. On receipt of a recommendation from the programme leader, a conditional, unconditional offer or rejection letter shall be sent to the applicant. Applicants shall receive induction and registration details by early September.

10. Foundation Degree (FD) Progression to Level 6

- 10.1. It shall be the responsibility of the Senior Assistant Registrar for Undergraduate Admissions to oversee the admissions process for internal (University of Chester) students wishing to top-up their FD to Level 6 of a degree programme.
- 10.2. For internal (University of Chester) applicants, academic departments shall be required to notify the Undergraduate Admissions Section of the names of those students who are likely to pass an FD programme at a level in line with our entry criteria, and who wish to apply for Level 6 of a degree programme. All internal students who qualify shall receive the offer of a Level 6 place, as required in the FD validation documents.

- 10.3. Students shall be required to complete an Application for Admission to Level 6 Form, which can be obtained from the Undergraduate Admissions Section at any time throughout the admissions cycle. The completed application form shall be returned to the Undergraduate Admissions Section, who will prepare a conditional offer letter. No internal candidate, achieving the stated entry criteria for Level 6, shall normally be rejected.
- 10.4. In early July, the Senior Assistant Registrar for Undergraduate Admissions shall request, from Registry Services, official notification of the results of those students who have applied for Level 6 entry. A confirmation of acceptance letter shall be sent to those students who have successfully passed their FD programme.
- 10.5. At the beginning of September, induction information shall be sent by Registry Services to the student, from lists supplied by the Undergraduate Admissions section.

11. Transfer Procedures

- 11.1. Full-time undergraduate students wishing to transfer into the University at the start of Level 5 or Level 6 from other Higher Education institutions/programmes shall be required to apply through UCAS. Applicants for part-time programmes may apply directly to the University. Prospective students wishing to transfer outside of the normal arrangements (and after the end of the UCAS admissions cycle) shall be required to contact the Undergraduate Admissions Team for an application form (Transfer Approval Form). All applications to transfer must include information on the course/module title, the credit value and level of each module taken, the date each module was taken, and the results of each module.
- 11.2. Once all essential information has been received, applications and supporting papers shall be referred to the relevant Academic Content Co-ordinator for consideration. For combined courses, two Co-ordinators may be involved.
- 11.3. Following approval to transfer the MRA Co-ordinator will provide written confirmation to the applicant. From the end of June onwards, applicants shall be required to provide an original transcript or evidence of results from their previous university (indicating the number of credits achieved overall) prior to enrolment. Responsibility for checking credit transfer and for ensuring timely confirmation of offers lies with the Senior Assistant Registrar for Undergraduate Admissions, working to the Deputy Director of Marketing, Recruitment and Admissions.
- 11.4. Should the applicant make the University his/her Firm choice, a Notification of Transfer Form shall be completed and a copy sent to the applicant's local authority (LA).

12. Re-Admission and Programme Change Procedures

- 12.1. Re-admission may be granted to a current student of the University of Chester who wishes to terminate his/her Level 3 or 4 studies in favour of a different programme of study, or who wishes to be readmitted to the same programme of study. Level 5 students may be permitted to readmit to Level 4 but only PRIOR to the October Change of Programme deadline.
- 12.2. It is the responsibility of the Senior Assistant Registrar for Undergraduate Admissions, in liaison with the Director of Undergraduate Modular Programmes and staff in Student Programmes (Registry Services), to oversee the re-admissions process of current students, based on the expectation that the student will succeed.
- 12.3. Students wishing to be re-admitted to the University shall be required to complete a Re-admission Application Form, which may be obtained from the Undergraduate Admissions Section at any time during the admissions cycle, from September until the following August. Undergraduate Admissions staff shall check the applicant's original entry qualifications against the entry criteria for their ~~new~~ programme of study, based on criteria set by the University.
- 12.4. Applicants may appeal to their head(s) of department for advice, guidance or assistance, in support of their application for re-admission. However, the University reserves the right to prohibit re-admission or course change where good reason is established for so doing.
- 12.5. Recommendations and completed application forms shall be forwarded to relevant heads of department/programme leaders for their assent, and shall be confirmed by the Director of Undergraduate Modular Programmes, after which letters of acceptance shall be sent to students, followed by induction information in August/September.
- 12.6 Students shall only be permitted to readmit ONCE.

13. Advice and Guidance to Applicants

- 13.1. The University shall offer an application advisory service for all those who are unsure of the appropriateness of their qualifications to the content and level of the University's programmes. Advisory interviews may be conducted in person, with the University's Widening Participation Officer, or by telephone or on-line. An Advisory Interview Form shall be completed during this process, and the nature of the query and the response clearly outlined. The work of the advisory service shall be overseen by the Deputy Director of Marketing, Recruitment and Admissions.

13.2 All undergraduate applicants shall receive information booklets and The Guide for New Students. The Marketing Manager shall be charged with the responsibility for ensuring that all potential students receive the Information for New Students booklet. The University's Induction Project Manager shall be charged with the responsibility for ensuring that all potential students receive the appropriate induction material.

REQUIREMENTS FOR ADMISSION TO POSTGRADUATE STUDY

14. Application Procedures for Taught Postgraduate Programmes

Entry Criteria

- 14.1. Taught postgraduate study shall be deemed to comprise programmes of study leading to the following awards: MA, MSc, MEd, MTh and Postgraduate Certificate and Postgraduate Diploma Programmes.
- 14.2. Entry criteria for all full-time and part-time postgraduate programmes shall conform to the qualifications specified in the definitive course document for each programme. They shall be stated explicitly in the prospectus (e.g. 2.1, or 2.2), in promotional leaflets and on the University website, as must the process for assessing qualifications equivalence, in cases in which applicants do not meet stated entry criteria.
- 14.3. Applicants shall be made aware of all obligations placed upon them at the time the offer of a place is made. Programme leaders shall inform Admissions staff about changes in entry criteria and about the commitments asked of individual applicants before the offer of a place is made.
- i.) Admissions equivalence: applicants shall be told ahead of time what documentation they must supply as proof of admissions equivalence, if their current qualifications are below or different from, those required for entry onto the programme.
 - ii.) Accreditation of prior learning: applicants shall be told ahead of time of the University's accreditation of prior learning policy, and of the process for claiming credit exemption for prior credited/certified or prior experiential learning. See the section on APCL/APEL in Section 2 of the Assessment Handbook.

Selection Procedures

- 14.4. All Home applications for postgraduate courses (excluding those courses based within the Faculty of Health, Medicine and Society) shall be processed through Postgraduate Admissions, in a way consistent with the procedures outlined below, irrespective of the source of the application. The Postgraduate Admissions and the Health & Social Care Admissions Sections (based within the Department of Marketing, Recruitment & Admissions) shall be responsible for maintaining records and monitoring procedures to enable admission onto individual postgraduate programmes of study. Individual programmes leaders shall be responsible for the

implementation and monitoring of written procedures applicable to their particular course.

- 14.5. All postgraduate Home applications shall go directly to the Postgraduate Admissions or the Health & Social Care Admissions Section in the first instance. Processing and monitoring applications shall be the responsibility of the Postgraduate Admissions Manager and the Senior Assistant Registrar for Health & Social Care, accountable to the Director and Deputy Director of Marketing, Recruitment and Admissions.
- 14.6. All postgraduate international and EU applications shall go directly to the International Centre in the first instance. Processing and monitoring applications shall be the responsibility of the Head of International Admissions, working to the Director of the International Centre.
- 14.7. All applications are received online and the appropriate forms (e.g. Interview Report Form, Admissions Equivalence Form) added to the record by admissions staff prior to passing them on to programmes leaders. Where decisions cannot be made until a cohort of applications has been received, applicants shall receive a letter from the relevant Admissions Section, explaining the process to them, indicating the likely period of delay.
- 14.8. The University's Disability Support Team shall be informed by the relevant Admissions Section of all applications received from applicants who have declared a disability. See the section on Students Declaring a Disability for further details.
- 14.9. When an interview or workshop forms part of the selection process, programme leaders shall complete an Interview and/or Workshop Report Form, which measures the candidate against stated programme criteria, and on which explicit reasons for rejection shall be noted, should this be the outcome.
- 14.10. Applicants who do not meet stated entry criteria shall be required to show, at interview, how they are qualified to undertake their proposed course of study. The interviewer shall be required to complete an Admissions Equivalence Form, which shall subsequently be reviewed by a second qualified member of the interviewer's department.
- 14.11. Applicants wishing to apply for credit exemption shall demonstrate prior achievement of the learning outcomes, or their module and level equivalent. See section on APCL/APEL in Section 12 of the Assessment Handbook.
- 14.12. Home applications shall be returned to the Postgraduate Admissions or the Health & Social Care Admissions Section for the generation of letters of acceptance and rejection. If all of the required documentation is not provided, the application shall be returned to the programme leader for completion.
- 14.13. Offer letters shall be generated by the Postgraduate Admissions or the Health & Social Care Admissions Section, and shall provide applicants with information about start dates, advanced standing (where applicable) and course fees.

- 14.14. International applications shall be returned to the International Centre for the generation of letters of acceptance and rejection. If all of the required documentation is not provided, the application shall be returned to the programme leader for completion. Offer letters shall provide applicants with information about start dates, tuition fees, deposit requirements, bursaries and accommodation.
- 14.15. Applicants to some postgraduate programmes (e.g. Clinical Counselling, Physician Associates or Nutrition and Dietetics) shall be required to complete a Disclosure and Barring Service (DBS) check. All checks shall be forwarded to the Disclosure and Barring Service. Copies of the DBS checks shall be sent to the applicant and to the University (see DBS section, below). It is the responsibility of Registry Services to ensure that all checks for the required programmes are requested and received. (See DBS section).
- 14.16. A Declaration of Health letter shall be sent to postgraduate Nutrition and Dietetics applicants who have made Chester their firm choice advising on the pre-placement medical check online process with the University's nominated external Occupational Health provider.
- 14.17. Pre-enrolment information for new postgraduate students shall be published on the University's Portal pages.

Timescales and Deadlines

- 14.18. Applications to postgraduate programmes may be made at any time throughout the year. Staff in the relevant Admissions Section shall pass logged application forms to postgraduate programme leaders within two days of their receipt. If an interview is not required, programme leaders shall return the decision within seven working days. Reason for rejection shall be included in order to facilitate applicant feedback.
- 14.19. When an interview or workshop is required, candidates shall be notified of their interview date within fourteen working days of receiving the application. Programme leaders shall be required to complete a standard University Interview Report Form, including reasons for rejection, should that be the outcome. Results of interview/workshops shall be sent to Admissions staff within five working days of the interview, and an offer/rejection processed by the relevant Admissions Section within a further two days.

15. Application Procedures for Postgraduate Certificate in Education (PGCE) and School Direct

- 15.1. Application for PGCE and School Direct programmes shall be made through DfE Apply and are received, in the first instance, by the University's Undergraduate Admissions section.
- 15.2. The Senior Assistant Registrar for Undergraduate Admissions shall be responsible for overseeing the screening of all PGCE and School Direct application forms, based on criteria set by the Department for Education and the School of Education. PGCE/School Direct Primary/Early Years application forms shall be screened for English Language, Mathematics and Science GCSE and degree classification (if already obtained). PGCE/School Direct Secondary application forms are screened for English Language and Mathematics GCSE and degree classification (if already obtained). Applications that do not meet the set criteria shall be rejected and the decision transmitted to DfE Apply.
- 15.3. PGCE Primary/Early Years application forms shall be forwarded to the Primary Programme Leader in the School of Education. PGCE Secondary application forms must be forwarded to the appropriate subject admissions tutors in the School of Education. School Direct forms shall be forwarded to the School Direct Leader in the School of Education. All forms shall be forwarded within two working days of their receipt.
- 15.4. The University's Disability Support Team shall be informed of all applications received from applicants who have declared a disability. See the section on Students Declaring a Disability for further details.
- 15.5. All forms shall be returned to the Undergraduate Admissions Section within seven working days, notifying them of the decision to interview or reject. The Undergraduate Admissions Section shall notify DfE Apply of the decisions within two working days of receipt of the application forms. Admissions personnel shall invite to an interview those applicants who have been selected.
- 15.6. Applicants for QTS programmes are required to attend an interview day. A brief presentation shall be undertaken prior to interview. Interviewers shall complete an Interview Report Form, which shall be attached to the application form. Reasons for rejection shall be stated in order to facilitate applicant feedback, should it be requested. PGCE interviews shall take place at a University campus; School Direct interviews shall take place at each nominated school.

- 15.7. Interview forms shall be collated by the Undergraduate Admissions Section and forwarded to the Primary, Secondary and Partnership Manager Programme Leaders for final consideration. All forms shall be returned to the Undergraduate Admissions Section within seven working days. Offers and rejections shall be transmitted through DfE Apply, and an offer letter from the University sent within two working days. Offers shall not be made until an interview has taken place.
- 15.8. Some applicants may be required to undertake a short school placement prior to the start of their course. Applicants shall be notified of this requirement at the time an offer is made.
- 15.9. Declaration of Health and Disclosure and Barring Service (DBS) procedures shall be sent to all PGCE Primary/Early Years, Secondary and School Direct applicants who have made Chester their firm choice. The Declaration of Health information shall advise on the pre-placement medical check online process with the University's nominated external Occupational Health provider. Copies of the DBS check shall be sent to the applicant and to the University, and retained on the students file. It is the responsibility of Registry Services to ensure that all DBS checks for teacher training programmes are requested and received. (See DBS section).

Deadlines and Timescales

- 15.10. The PGCE admissions cycle operates from October to the following September. There is no deadline for PGCE applications; courses will close once all places have been filled.
- 15.11. The University is required to notify DfE Apply of decisions within forty working days of the receipt of the application form. Interviews must take place within this timescale.
- 15.12. Places are confirmed in June and July for applicants successfully fulfilling conditional requirements (e.g. completion of degrees, school experience). Induction information shall be sent to all unconditional firm applicants in July/August.

REQUIREMENTS FOR ADMISSION TO RESEARCH DEGREE PROGRAMMES

16. Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) Programmes

- 16.1. Applicants shall normally have, or expect to obtain, at least an upper second class Honours degree in a discipline appropriate to their intended area of research, or a lower second class Honours degree plus a Masters degree. Substantial prior research experience may, in some instances, be acceptable in place of an appropriate degree qualification. Applicants shall also satisfy the requirements for English Language, where English is not their first language (either IELTS 6.5 or IELTS 7.0 with no less than 5.5/6.0 in any band is the minimum requirement).
- 16.2. Initial enquiries received directly by Postgraduate Admissions shall be referred to the appropriate academic department in order to establish whether appropriate expertise exists within the University to supervise the proposed project prior to application. An outline proposal is usually required at this stage. A more detailed proposal may be required on application. Applications are submitted online. Paper application forms are no longer issued or considered, except in cases where an online application would be impossible for the candidate to complete.
- 16.3. A completed application, two references (in most cases the references shall come from independent academic referees, i.e. they are not normally provided by a prospective supervisor), an up-to-date CV and copies of appropriate certificates or transcripts must be uploaded to the application in order to be considered. Applicants who do not fulfil the normal entry criteria may be required to provide additional information and documentation in support of their application.
- 16.4 All applicants shall be interviewed and a record kept of the interview, which shall be uploaded to the online application. Telephone interviews may be acceptable where the candidate is unable to attend for good reason. Prior to the interview the academic department should liaise with the Faculty in order to establish the overall capacity to supervise additional PGR students. The interview panel shall consist of the Head of Department (or nominee), the prospective Principal Supervisor and other members of the prospective supervisory team, including an independent academic. At least one of the panel members needs to have undertaken the required PGR interview training. The interview panel shall make one of the following recommendations:
- 16.4.1 That the applicant should be accepted onto MPhil/PhD;
 - 16.4.2 That the application should not be progressed and a reason given.
- 16.5. Applicants who have completed part of an equivalent programme at another institution may, upon production of evidence of their registration and good progress, apply for advance standing. Postgraduate Admissions shall take into account the period of completed study in calculating the earliest and latest possible submission deadlines, and will include this information in the offer letter. The maximum period of elapsed time from

first registration would refer to the date of first registration at the other institution. Any training undertaken at the other institution may also be taken into account in determining which elements of the University of Chester training programme will be considered as complete.

- 16.6. Once the applicant's application is complete, Postgraduate Admissions shall prepare and send out offer letters. The offer letter shall detail the terms of registration, supervisory team, and fees for the first year. If the decision is to reject the application, Postgraduate Admissions shall inform the student of this decision in writing together with the reasons for the rejection.
- 16.7. Following the acceptance of an offer, students admitted must re-register on an annual basis. A student's eligibility to register will be contingent upon completion of the Annual Progress Report detailed in Handbook G.
- 16.8. Admission shall normally be to the degree of Master of Philosophy in the first instance, with subsequent transfer of registration to Doctor of Philosophy being subject to a satisfactory review of progress within certain time limits (see Handbook G). Occasionally, students are offered registration direct for PhD, normally when they already possess an MPhil or Masters degree by research. The Independent Progress Assessment Panel shall approve all transfers of registration from Master of Philosophy to Doctor of Philosophy.
- 16.9. Offers to overseas applicants shall be copied to the International Centre.
- 16.10. The period of registration shall be specified in the offer letter and will normally begin on the first working day of October, February or May. Intermediate registration dates shall be permitted when there are grounds for doing so, such as for international students when registration must begin within a specified period of the granting of a visa. Backdating of registration shall not be permitted.
- 16.11. All applicants shall respond to offers online. Those wishing to accept the offer must complete the online enrolment process.
- 16.12. If the offer is declined, Postgraduate Admissions shall inform the prospective supervisor.
- 16.14. Candidates seeking admission to the degrees of MPhil or PhD by published works should refer to the additional guidance in Handbook G.

17. Master by Research (MRes) Programmes

- 17.1. Applicants shall normally have, or expect to obtain, at least a upper second class Honours degree in a discipline appropriate to their intended area of research. In

considering an application, particular emphasis will be placed upon preparedness for research. Some programmes may set higher entrance requirements, as set out in the programme specification. Applicants shall also satisfy the requirements for English Language, where English is not their first language - IELTS 6.5 or 7.0 with no less than 5.5 / 6.0 in any band is the minimum requirement.

- 17.2. Initial enquiries received directly by Postgraduate Admissions shall be referred to the appropriate academic department in order to establish whether appropriate expertise exists within the University to supervise the proposed project. Applications are submitted online. Paper application forms are no longer issued or considered, except in cases where an online application would be impossible for the candidate to complete.
- 17.3. A completed application, two references (in most cases the references shall come from independent academic referees, i.e. they are not normally provided by a prospective supervisor), an up-to-date CV and copies of appropriate certificates or transcripts must be uploaded to the application in order to be considered. Applicants who do not fulfil the normal entry criteria may be required to provide additional information and documentation in support of their application.
- 17.4. All applicants shall be interviewed and a record kept of the interview, which shall be uploaded to the online application. Telephone interviews may be acceptable where the candidate is unable to attend for good reason. Prior to the interview the academic department shall liaise with the Faculty in order to establish the overall capacity to supervise additional PGR students. The interview panel shall consist of a minimum of two interviewers, one of which shall be the Programme Leader (or their nominee). At least one of the panel members needs to have undertaken relevant PGR interview training. The interview panel shall make one of the following recommendations:
 - 17.4.1 That the applicant be accepted onto the programme;
 - 17.4.2 That the application should not be progressed and a reason given.
- 17.5. Once the applicant's application is complete, Postgraduate Admissions shall prepare and send out offer letters. The offer letter shall detail the terms of registration, supervisory team, and fees for the first year. If the decision is to reject the application, Postgraduate Admissions shall inform the student of this decision in writing together with the reasons for the rejection.
- 17.6. Offers to overseas applicants shall be copied to the International Centre.
- 17.7. All applicants respond to offers online. Those wishing to accept the offer must complete the online enrolment process.
- 17.8. If the offer is declined, Postgraduate Admissions shall inform the prospective supervisor.
- 17.9. There is no provision for transfers from the Master by Research to other awards of the University of Chester. For the avoidance of doubt, transfers to MPhil/PhD are not permitted and there are no intermediate exit awards.

18. Professional Doctorate Programmes (DProf, DBA, DMin, EdD)

- 18.1. Applicants shall normally have, or expect to obtain, at least an upper second class Honours degree in a discipline appropriate to their intended area of research, or a lower second class Honours degree plus a Masters degree. Substantial prior research or professional experience may, in some instances, be acceptable in place of an appropriate degree qualification. Candidates will also normally have professional experience and access to a professional environment as a context for their programme of study. They shall also satisfy the requirements for English Language, where English is not their first language (IELTS 6.5 or IELTS 7.0 with no less than 5.5/6.0 in any band is the minimum requirement).
- 18.2. Initial enquiries received directly by Postgraduate Admissions shall be referred to the appropriate academic department in order to establish whether appropriate expertise exists within the University to supervise the proposed project. Applications are submitted online. Paper application forms are no longer issued or considered, except in cases where an online application would be impossible for the candidate.
- 18.3 All applicants shall be interviewed and a record kept of the interview, which shall be uploaded to the online application. Telephone interviews may be acceptable where the candidate is unable to attend for good reason. Prior to the interview the academic department should liaise with the Faculty in order to establish the overall capacity to supervise additional PGR students. The panel shall consist of the Head of Department, the prospective Principal Supervisor, and other members of the prospective supervisory team. At least one of the panel members needs to have undertaken the required PGR interview training. The interview panel shall make one of the following recommendations:
- 18.3.1. That the applicant be accepted onto the programme;
 - 18.3.2. That the application should not be progressed and a reason given.
- 18.4. Candidates shall not be admitted to the degree of Master of Professional Studies as a qualification aim. An exit award of Master of Professional Studies (MProf) shall be awarded to students who successfully complete 180 credits of Level M and/or Level D study within a Professional Doctorate programme but who do not proceed to or complete the Doctoral award programme. No more than 50% of the credits for MProf may be awarded through APL i.e. a minimum of 90 credits study at M or D must be undertaken for the award of MProf.
- 18.5. Once the applicant's application is complete, Postgraduate Admissions shall prepare and send out offer letters. The offer letter shall detail the terms of registration, preliminary supervisory arrangements, and fees for the first year. If the decision is to reject the application, Postgraduate Admissions shall inform the student of this decision in writing together with the reasons for the rejection.
- 18.6 Following the acceptance of an offer, students admitted must re-register on an annual basis. A student's eligibility to register will be contingent upon completion of the Annual Progress Report detailed in Handbook G.

18.7. Offers to overseas applicants shall be copied to the International Centre.

18.8. All applicants respond to offers online. Those wishing to accept the offer must complete the online enrolment process.

18.9. If the offer is declined, Postgraduate Admissions shall inform the programme administrator.

19. REQUIREMENTS FOR ADMISSION TO THE FRAMEWORK FOR WORK- BASED AND INTEGRATIVE STUDIES

- 19.1. It is the responsibility of the Senior Assistant Registrar Undergraduate Admissions and the Postgraduate Admissions Manager to oversee the admission of prospective undergraduate and postgraduate applicants to work-based and integrative studies programmes. Details of all initial enquiries and applications shall be forwarded to the relevant Admissions Section from the Professional Development Unit within the Faculty of Business, Enterprise and Lifelong Learning.
- 19.2. The WBIS Programme Leaders shall be responsible for making decisions on admission, for assisting the applicant to select a negotiated learning pathway, and for advising the applicant on submission of APCL/APEL requests to the Faculty Academic Assessor (if appropriate). (Please see Section 12 of the Assessment Handbook).
- 19.3. Where formal entry criteria (e.g. A Level, Foundation degree) do not apply, entry shall be determined in relation to the level and extent of professional responsibility and experience of the applicant. Prior to acceptance, all applicants shall be offered an advisory interview through which an assessment of their potential to engage with – and benefit from – a WBIS programme of study will be made and, if accepted, the level of study at which they will enter shall be determined wherever possible. If the academic level at which a student should initially pursue their WBIS study can only be ascertained during their diagnostic first module (most typically – though not exclusively – Self Review and Negotiation of Learning) then they shall normally be registered initially at undergraduate Level 4 and then, if necessary, re-registered at the appropriate level before submitting for any academic credit.
- 19.4. Applicants undertaking study at Level 7 must have a first degree in any discipline together with requisite professional experience. In certain circumstances, applicants without a first degree but with exceptional and high-level professional responsibility and experience may be admitted directly to Level 7 study on the provision of evidence demonstrating their capability of study at this level. This shall typically take the form of an interview.
- 19.5. Where an applicant seeks entry to postgraduate study without professional experience a first degree normally achieved at second class honours or above will be a requirement.

- 19.6. Students will also be encouraged, if appropriate, to seek credit for prior learning (including prior experiential learning), this process typically being facilitated by the Self Review and Negotiation of Learning module.
- 19.7. The Professional Development Unit shall forward the applicant's completed application form to the Admissions Section. The Senior Assistant Registrar for Undergraduate Admissions and the Postgraduate Admissions Manager shall be responsible for overseeing the inputting of student details onto the student records system, and the Admissions Section shall contact those students who have not returned the appropriate documentation. The relevant Admissions Section shall inform the Professional Development Unit of all firm acceptances.
- 19.8. The University's Disability and Support Team shall be informed of all applications received from applicants who have declared a disability.
- 19.9. The Professional Development Unit and Student Programmes (Registry Services) shall be responsible for checking completed online module registrations against the student's Pathway Learning Agreement, and for ensuring that applicants are appropriately enrolling for Self-Review and Negotiation of Learning.
- 19.10. Induction information shall be sent to all applicants, and shall include a copy of the WBIS Programme Handbook and Self-Review and Negotiation of Learning Module Handbook.
- 19.11. Entry for WBIS students being facilitated via co-delivery with Associate Tutors – this will be as outlined above for both undergraduate and postgraduate applications, though Associate Tutors may be given delegated powers by the Centre for Work Related Studies team with regard to aspects of the admissions process as stated. Under all circumstances, however, the policy and procedures followed by Co-deliverer Associate Tutors with respect to admission of students will be identical to those followed by employees of the University, and the final decision regarding admissions and level of entry will rest with the Centre for Work Related Studies and the Framework Leader, acting on advice from Associate Tutors and the Centre for Work Related Studies Associate Tutor Adviser as necessary.

20. REQUIREMENTS FOR ADMISSION TO THE FRAMEWORK FOR APPRENTICESHIPS

20.1. Higher and degree level apprenticeships are programmes that combine working with part-time study. These programmes have been developed by the University in partnership with employers and professional bodies.

20.2. The offer of an Apprenticeship can only be made by the University based on the following criteria:

- Suitability of the applicant for the Framework or Standard they have applied for;
- Meeting the Apprenticeship entry requirements (qualifications and/or previous experience);
- Securing suitable employment (based on the skills required to complete Framework or Standard).

20.3. Applications are submitted online following confirmation of an offer of employment.

20.4. Admissions shall assess the suitability of the applicant and their predicted or confirmed grades against the entry requirements for the Apprenticeship; the Apprenticeships Team, based in the Directorate of Access, Skills and Apprenticeships, shall check that the applicant meets the Education and Skills Funding Agency eligibility criteria.

20.5. All apprentices must have secured suitable employment before an offer of a place can be made.

21. APPLICATION AND ADMISSIONS TO VISITING SCHOLARS COURSE

- 21.1. The Visiting Scholars course is a non-award bearing programme. The term Visiting Scholar includes Visiting Postgraduate Research Students and other Visiting Researchers, but excludes research students visiting the University as part of a formal exchange agreement (such as Erasmus), researchers who hold an honorary title (such as Visiting Professor, Visiting Research Fellow, or Visiting Research Associate) of the University, and any researchers visiting as part of a research grant held by the University of Chester. The following refers to Visiting Postgraduate Research Students.
- 21.2. Applicants to the Visiting Scholars (Students) course shall normally hold qualifications at least equivalent to those expected of applicants to the research degrees programme. For example, at least an upper second class honours degree (or lower second class honours degree with a Masters degree) in a discipline that is appropriate to their intended area of research, or substantial prior research experience, and where English is not their first language an English language qualification (such as IELTS 6.5).
- 21.3. Application forms may be obtained from Postgraduate Admissions, who will refer the applicant to the appropriate academic department in order to establish whether appropriate expertise exists within the University to supervise the proposed project.
- 21.4. Interviews may be held at the discretion of the Head of the academic department, and a record forwarded to Postgraduate Admissions.
- 21.5. Applicants must state on the application form the nature and scope of the research they propose to undertake *whilst at the University of Chester* (and any resources required), and also include details of how this research will fit within a wider programme of research. For example, for a visiting scholar who is registered on a research degree programme at another institution, the details of their whole programme of research and their progress to date.
- 21.6. The completed application form shall be sent to Postgraduate Admissions, along with one letter of recommendation (normally from their employing or registering institution), a letter of support from the academic department at Chester in which they will be based (which should also set out the proposed supervisory arrangements), an up-to-date CV, copies of appropriate certificates or transcripts and copies of any appropriate funding arrangements.

- 21.7. Offer letters shall be prepared by Postgraduate Admissions. The offer letter will detail the terms of registration, supervisory arrangements, and fees. If the decision is to reject the application, Postgraduate Admissions shall inform the student of this decision in writing together with the reasons for the rejection.
- 21.8. Offers to overseas applicants shall be copied to the International Centre.
- 21.9. International students proposing to visit for up to six months may need a Student Visitor visa and those staying six months or longer may need a Student visa. Applicants requiring a Student visa shall apply under the Tier 4 arrangements and this aspect of the application will be treated in the same manner as students applying to study on award bearing programmes.
- 21.10. All applicants respond to offers online. Those wishing to accept the offer must complete the online enrolment process. If the offer is declined, Postgraduate Admissions shall inform the prospective supervisor.
- 21.11 If a Visiting Scholar subsequently decides to apply to the University of Chester to be admitted to an award-bearing programme, the normal application procedures for that programme will apply.

22. VISITING STUDENTS

22.1. A visiting student may study at the University without being a candidate for a University award, and without being admitted to an approved programme, pathway or course of study. However, the student may be permitted, retrospectively, to seek to gain specific credit points for modules successfully completed as a visiting student, or may transfer such credits to a programme, pathway or course of study leading to a University award. Different arrangements apply to visiting postgraduate research students due to the individual nature of their research programme. See the section on research degree programmes for details.

23. DISCLOSURE AND BARRING SERVICE (DBS)

- 23.1. The Disclosure and Barring Service (DBS) (formerly the Criminal Records Bureau and the Independent Safeguarding Authority) is an executive agency of the Home Office, and provides access to records held by the police, the Department of Health and the Department for Education and Skills, to enable employers and educational establishments to better identify applicants who may be unsuitable for work that involves contact with children or with other vulnerable members of society.
- 23.2. Each Admissions Section within the University is required to notify all applicants, whose programme of study involves working with vulnerable members of society, of the DBS process. It is the responsibility of Registry Services to ensure that all DBS checks for relevant programmes are requested and received.
- 23.3. Any matters revealed by the DBS shall be passed to Heads of Department or programme leaders, and may affect the University's offer of a place to the applicant. While a past conviction will not automatically preclude an applicant from commencing a programme of study, the University shall reserve the right to withdraw the offer of a place to an applicant who has received an unfavourable DBS report.
- 23.4. Leaders of programmes requiring DBS clearance for applicants shall be required to notify the Senior Assistant Registrar Undergraduate Admissions, the Senior Assistant Registrar Health & Social Care Admissions and the Postgraduate Admissions Manager, of clearance requirements as soon as the programme is validated.
- 23.5. A list of programmes requiring DBS clearance may be obtained from the Senior Assistant Registrar Undergraduate Admissions, the Senior Assistant Registrar Health & Social Care Admissions and the Postgraduate Admissions Manager, or the Institutional Compliance Officer, who is responsible for maintaining an up-to-date record of such programmes.

24. STUDENTS DECLARING A DISABILITY

24.1. Applications shall be considered on the same academic grounds as non-disabled applicants and there is no judgement or assessment of disability prior to an offer being made.

With the exception of those disclosing code G, on receipt of an offer from the University, applicants shall be required to complete and return a questionnaire in order for the University to determine what adjustments may be necessary, should they be accepted and placed on their chosen course. Those who disclose code G are advised to contact Disability Support or visit the University website for information about available reasonable adjustments.

Where information provided indicates that the applicant shall require significant support or require modifications to the academic course, the applicant shall be invited to meet members of staff from Disability Support and relevant members of staff from the academic department to discuss the applicant's individual needs.

In a very small number of cases where adjustments may not be feasible to implement, or where there are fitness to practise concerns, advice shall be obtained by Disability Support from the Department, the University's Occupational Health team and appropriate disability organisations to ensure every reasonable effort is made to support the student in taking up their offer on their chosen course. Following discussions, staff from Disability Support and the Department shall offer to meet with the applicant to discuss the support available, to enable them to make an informed judgement on the suitability of the course. In the exceptional and unlikely event where fitness to practise issues remain a concern or adjustments cannot be implemented, the University reserves the right to withdraw an offer. Applicants who wish to appeal a decision not to implement adjustments requested which prevents the applicant from taking up their offer of a place on a course may write to the Director of Student Support/Deputy Director of Marketing, Recruitment & Admissions to request a review of the decision.

25. PROFICIENCY IN ENGLISH

- 25.1. Applicants whose first language is not English are required to demonstrate an approved level of proficiency in the use of the English language. For undergraduate students, this would normally take the form of IELTS 6.0 (with no less than 5.5 in any band) or equivalent qualification.
- 25.2. For the majority of postgraduate courses, applicants would normally be expected to achieve IELTS 6.5 (with no less than 5.5 in any band) or equivalent qualification. For DProf Counselling, DBA, MSc Applied Psychology, Physician Associate Studies, Nutrition and Dietetics, and professional Nursing programmes, applicants would normally be expected to achieve IELTS 7.0 (with no less than 6.0 in any band) or equivalent qualification.

26. CHANGES AND CANCELLATIONS

- 26.1. The Director of the Marketing, Recruitment and Admissions Service shall be notified of substantive changes to programmes of study, or cancellation of programmes, without delay.
- 26.2. Notification shall be the responsibility of the Executive Deans of Faculty, to whom Heads of Department or programme leaders shall submit requests for changes or cancellations within 30 days of the commencement of the admissions cycle. Heads of department/programme leaders are required to complete a Programme Change/Cancellation Form, which must be signed by the appropriate Executive Dean and member of Senior Management, and forwarded to the relevant Admissions Section.

27. COMPLAINTS PROCEDURE

- 27.1. Most applicant complaints may be handled by Undergraduate Admissions, Health & Social Care Admissions, Postgraduate Admissions or International Centre staff, by telephone, email or in person.
- 27.2. Undergraduate applicants whose complaints cannot be dealt with at this stage, or who feel that they have a more serious grievance, shall be referred to the Deputy Director of Marketing, Recruitment and Admissions, who shall respond by telephone, in person or by email/letter. Those applicants who are not satisfied with this response shall be referred to the Executive Deans of Faculty, and, if necessary, to the Vice-Chancellor thereafter.
- 27.3. Postgraduate applicant complaints shall be referred to programme leaders, then to the Executive Deans of Faculty, and, if necessary, the Vice-Chancellor. All applicants who are dissatisfied with the initial response from Admissions staff shall be asked to put their complaint in writing, which will be logged by the relevant Admissions Section on a complaints form. If, after a review of the complaint, it is felt that there is substance to the grievance, immediate action shall be taken by the Director of Marketing, Recruitment and Admissions to ensure that further consideration of the application is made.

28. STAFF DEVELOPMENT

- 28.1. It shall be the responsibility of the Director and Deputy Directors for Marketing, Recruitment and Admissions to make sure that all administrative staff in recruitment and admissions are made aware of issues concerning equal opportunities and under-represented groups in higher education.
- 28.2. Administrative staff shall be kept up-to-date with changes to the post-16 and post-14 national qualifications framework, UCAS procedures, and other relevant sector issues through cascade training, UCAS and HELOA seminars, and appropriate workshops, offered by the University and by other external agencies throughout the year.
- 28.3. Members of academic departments involved in scrutinising forms, interviewing, or guidance on visit days and open days shall be required to keep up-to-date with such issues as changes in entry criteria, pre-HE qualifications, deadlines, marketing material, and factors affecting applicants' decisions.