

Admissions Policy

1.0 Introduction

This policy is prepared in support of the University's Strategic Plan and has been drawn up in accordance with the current UK Quality Code for Higher Education good practice identified within the sector and legal requirements currently in force.

The admission policy is applicable to foundation, undergraduate and postgraduate taught programmes and to all students including apprentices registered on those programmes. It recognises that for some programmes the process is influenced by the requirements of professional, statutory and regulatory bodies and other sponsors.

Admission for research degrees will be conducted under the requirements of the Postgraduate Research Admissions Policy.

2.0 Philosophy and Rationale

The Admissions Policy reflects the vision of Leeds Trinity University and supports the aims and objectives within the Strategic Plan. Through this Vision and Strategic Plan, Leeds Trinity University is committed to providing opportunities to all who have the potential to benefit from, and succeed in, higher education. We wish to promote and encourage participation by those who are currently under-represented in higher education and at Leeds Trinity University as detailed in our current Access and Participation Plan (APP).

Applications are welcome from all candidates regardless of gender, ethnicity, religion, age, or social background. We strive to admit a student body which reflects the diversity of the UK population, and includes students from other EU and overseas countries, enriches campus life and the higher education learning experience.

The purpose of the Admissions Policy is to facilitate the recruitment of students who have the ability, motivation and potential to benefit from their programmes of study and who will make a positive contribution to the life of Leeds Trinity University. All relevant evidence presented by candidates will be considered when assessing whether they meet these criteria. Leeds Trinity University is committed to the promotion of equality of opportunity and to providing fair access to all and as such will seek to ensure that the procedures are transparent and fair, and that the admissions criteria used are objective, explicit and consistently applied.

3.0 External Reference Points

The Admissions Policy is compliant with relevant legislation and external requirements and admissions procedures take account of sectoral best practice including the UK Quality Code for Higher Education and the Equality Act 2010.

4.0 Principles

In developing and implementing this policy it is the intention to:

- be clear and transparent
- offer students the opportunity to achieve successful outcomes
- promote equality of opportunity and to avoid inadvertent discrimination
- encourage diversity
- comply with relevant legislation and guidance and to make admissions decisions which are:
 - based on objective, explicit and appropriate criteria
 - fair
 - consistent

5.0 Powers and Delegation

The University's Executive has strategic oversight of the Admissions Policy and this is managed through the Planning Committee.

The Chief Operating Officer supported by colleagues in Admissions and Student Recruitment, is responsible for ensuring the University's Admissions Policy is up to date and implemented consistently. Staff involved in recruitment and admissions are supported by comprehensive staff development opportunities and the sharing of good practice.

The power of decision making in relation to admissions rests with Leeds Trinity University's Vice Chancellor. This delegated authority is exercised on a day to day basis as follows by:

- The Head of Student Administration for undergraduate provision;
- Heads of Programme for Taught postgraduate provision;
- Subject leads or School Direct ITT leads for PGCE provision;
- Director of Postgraduate Research for research postgraduate students.¹

¹ The admission of research students is conducted within the overall jurisdiction of the University of Leeds which retains ultimate responsibility for the admissions of students to research degrees

6.0 Entry Criteria

6.1 Introduction

Each programme will specify and publish on the Leeds Trinity University website:

- the minimum entry requirements
- the typical offer or offer range
- additional criteria which will be considered and may result in an offer which is different to the typical offer
- the selection process and criteria

6.2 Minimum Entry Requirements

6.2.1 Undergraduate Honours Programmes

The minimum entry threshold for undergraduate honours programmes is usually five subjects of which at least two are level three qualifications equivalent to A2 and must also include GCSE grade 4/C or above in English Language (or equivalent qualification), for some programmes either GCSE English Language or Literature will be accepted. However, in some cases there may be additional special requirements, for example for ITT programmes or when the entry criteria are specified by an accrediting body. All required GCSEs over and above English are agreed annually with academic departments and will be listed by programme on the University website.

Alternative routes of entry for candidates who are unable to meet minimum entry requirements are set out in section 8 of this document.

6.2.2 Foundation Degree Programmes

The minimum entry threshold for Foundation Degree programmes is usually one Level 3 qualification, GCSE grade 4/C or above in English Language (or equivalent qualification) and part-time engagement in some form of relevant employment/work placement (paid or voluntary) for a minimum of 60 hours per year over the duration of the course. All entry requirements will be specified on the University website.

Alternative routes of entry for candidates who are unable to meet minimum entry requirements are set out in section 8 of this document.

6.2.3 Undergraduate Honours Programmes with Foundation Year

The minimum entry threshold for undergraduate programmes with Foundation Year is usually at least one full A-level or equivalent qualification equating to 32 UCAS tariff points. Applicants will also need to have GCSE English Language at grade 4/C or above (or equivalent qualification), for some programmes either GCSE English Language or Literature will be accepted. However, in some cases there may be additional requirements, e.g. for ITT programmes or when the entry criteria are specified by an accrediting body. All required GCSEs will be listed by programme on the University website. Alternative routes of entry for candidates who are unable to meet minimum entry requirements are set out in section 8 of this document.

6.2.4 Taught Postgraduate Programmes

The minimum entry threshold is normally a second-class honours degree or equivalent. The degree classification required can differ by programme and will be published on the Leeds Trinity University website.

All non-academic requirements will be published by programme on the Leeds Trinity University website.

6.2.5 PGCE Programmes

The entry criteria are set by the Department for Education and are published on the Leeds Trinity University website.

6.2.6 Research Degrees

The minimum entry threshold is normally a second-class honours degree or equivalent. In most cases a master's degree or equivalent is required.²

² Admission for research degrees will be conducted under the requirements of the Postgraduate Research Admissions Policy

6.2.7 International Applicants subject to immigration controls

Leeds Trinity University recognises a wide range of international qualifications and subscribes to ENIC (The UK national agency for international qualifications and skills) to check comparability of qualifications against entry requirements and to ensure consistency. Applicants will be required to satisfy Leeds Trinity University that they have a level of English language proficiency relevant to degree level study. Applicants will normally be expected to have a minimum IELTS of 6.0 overall (with 5.5 in each component) or equivalent for undergraduate and postgraduate programmes, however, some programmes may require a higher score. English language requirements are compliant with UKVI requirements. We accept other English Language qualifications in lieu of IELTS should the award be from an approved provider and the level of study be deemed comparable. (See appendix A).

In accordance with UKVI regulations, Leeds Trinity University will assign a Confirmation of Acceptance for Studies (CAS) to a student only where the course constitutes academic progression and all other UKVI regulations pertaining to the student visa route have been complied with to the University's satisfaction. This is a separate consideration to academic suitability and while an applicant may be considered academically suitable, they may not be sponsored for study. The University reserves the right not to issue a CAS or if a CAS has been issued to withdraw it without notice.

The University is unable to issue a CAS for any applicant requiring a Student Visa who is under the age of 16 at the date of the start of the programme as it does not hold a Child Sponsor License.

The University is unable to offer a place on a Short-term Study Visa to applicants under the age of 18 at the start of the programme.

Due to the nature of a PGCE programme and its intended career path, Student visa applicants will be assessed to check suitability before any offer of a CAS is made.

6.3 Typical Academic Entry Requirements for Taught Programmes

In most circumstances communication of typical entry requirements will be represented by publishing and applying a typical offer or an offer range which is higher than the minimum entry requirements. This is based not just upon a judgement about the potential to succeed on the programme but is likely to be market driven and to reflect the demand for the course. Judgements about the level of typical offers or offer range published take account of the popularity of the course and the impact the published offer may have on the course reputation and perceived worth. Typical entry requirements are reviewed annually and agreed through the University committee structure.

In the interests of transparency and fairness all offers will be made in accordance with the typical offer or within the published offer range. The only exceptions to this will be where there is clear justification and/or approval to reduce the offer, for example where other criteria are applied. The University reserves the right to verify the result of any examination that is not supplied by UCAS through the Awarding Body Linkage and no student will be allowed full registration until such time that this verification process is satisfactorily completed.

6.4 Contextualised Admissions

Where criteria in addition to academic qualifications are used to inform the recruitment and selection process, e.g. selection of students from a larger number of potentially suitable applicants or for widening participation purposes, programmes will specify:

- the **process** by which the additional information will be obtained (e.g. references, personal statement, interview);
- the **criteria** which will be applied (e.g. commitment to subject, motivation, ability to work independently, self-organised);
- the type of **evidence** on which judgement will be made (e.g. references, academic record, professional qualifications, part-time work, voluntary work, statement from school).

This information will be specified on the Leeds Trinity University website.

7.0 Recruitment and Selection Process

7.1 Introduction

Leeds Trinity University aims to encourage and support all individuals to reach their full potential. That is why we believe in empowering all students with the skills and knowledge that prepare them for employment and life. Leeds Trinity University will treat each application on its own merit and decisions will be made in accordance with this policy and the published criteria for each programme.

7.2 Interviewing

Leeds Trinity University recognises the value in students visiting the campus prior to entry and in undertaking some form of engagement with existing students or other candidates as part of the recruitment process and encourages applicants to take up this opportunity. However, it is also recognised that compulsory interviews or visits may disadvantage some applicants. Therefore, the policy on visits and interviewing for each programme will be clear, justified and consistently applied.

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Interviewing and other similar activities will be used as part of the recruitment or selection process only where this is the most appropriate way of determining whether candidates meet the entry criteria, or as a tool for selection or as may be required under professional body accreditation requirements.³ There will be appropriate criteria against which candidates are assessed during interview which relates to the relevant entry requirements, and these will be published, consistently applied, and judgements made against those criteria will be recorded. Applicants can find full information regarding the application process on the University's website under the How to Apply section.

7.3 Decision Making

Leeds Trinity University operates a centralised admissions processing and decision-making function for the majority of undergraduate programmes using institutionally agreed subject specific criteria. The criteria are clearly published on the University website and in programme promotional material. All decisions are recorded on the student records system and immediately communicated to the applicant either electronically via UCAS or in writing by the institution. Some applications may be referred to the Academic Admissions Tutor where a decision requires further consideration, e.g. transfers to Levels 5 and 6. Decision making is devolved to academic departments and to the designated Academic Admissions Tutor for Foundation degree and Postgraduate Taught programmes.

7.4 Assessment of Fee Status

The University will use information on nationality, country of birth and country of domicile provided on the application form to assess whether an applicant will pay Home or Overseas tuition fees. If the information provided by the applicant is unclear, or the University requires further information for a decision to be made, a fees assessment form will be sent to the applicant. All fee status classification decisions will be made in line with the United Kingdom Council of International Student Affairs (UKCISA) guidance.

7.5 Feedback to Unsuccessful Applicants

Any candidate whose application has been rejected will be sent written feedback on request by the Admissions team. If an application is unsuccessful following interview, feedback will be provided automatically.

³ All applicants applying for a place on an Initial Teacher Training programme will be required to attend for interview as will applicants for some Journalism programmes. For more information please see: <http://www.leedstrinity.ac.uk/courses/how-to-apply>

7.6 Mitigating Factors

A number of factors may be considered as a justifiable reason to make an offer which is different to the typical offer, for example, family illness, bereavement or other mitigating personal circumstances.

7.7 Fraud and Plagiarism

The University takes the submission of fraudulent applications or qualifications seriously and reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information. If the application is made through UCAS it will be referred to UCAS for further investigation. The University subscribes to the UCAS Similarity Detection Service in order to identify personal statements which show similarity and could potentially be plagiarised.

Future applications from applicants who are found to have submitted fraudulent applications or qualifications will be allowed at the discretion of Leeds Trinity University. In such instances, applications will be considered only if all information is presented fully and correctly.

7.8 Changes to programmes

The University will inform applicants at the earliest opportunity should a programme no longer be recruiting or if there has been significant change to the programme applied for. Applicants will be advised of the options available to them in these circumstances.

8.0 Alternative Entry Routes

8.1 Introduction

Leeds Trinity University welcomes applications from candidates from diverse backgrounds and recognises that the ability to succeed in higher education may be demonstrated in a variety of ways. Applications from candidates who have few formal qualifications or who gained qualifications a number of years ago may be considered for entry via an alternative entry route.

8.2 Applicants undertaking Foundation Year programmes via an academic partnership

Applicants undertaking Foundation Year programmes via an academic partner, are generally expected to demonstrate either academic qualifications equivalent to the published entry requirement or an appropriate range of personal skills and attributes, or relevant work/life experience or a combination of these. The assessment of these

skills and attributes will normally be a written assessment, marked on a pass/fail basis, an assessment of English skills at level 2 and an interview conducted by the partner.

8.3 Apprenticeships

The University offers a range of government supported apprenticeships. These specialist courses are designed with employers to ensure that they support the skills that industry is looking for.

Admissions onto any of our apprenticeships are permitted only where the applicants employer has an agreement with the University.

Apprenticeship applicants are required to have GCSEs in English language or Literature and maths at grade 4/C or above (or accepted equivalent qualification) prior to the start of the programme.

8.4 Return to Learn

Leeds Trinity University welcomes and encourages applications from those returning to learn via alternative routes. Candidates who are 21 or over may be considered for mature entry and as with younger learners, each applicant is considered on their individual merit. A range of evidence is considered to demonstrate potential to benefit from and succeed on a course.

In general applicants will need to demonstrate either academic qualifications equivalent to the published entry requirement or an appropriate range of personal skills and attributes, or relevant work/life experience or a combination of these.

Those who have been out of education for some time may be advised to apply for an accredited Access to HE Diploma or to apply for a Foundation Year programme with Leeds Trinity University as a re-introduction to learning and orientation in the relevant subject.

Those possessing few formal qualifications may be considered for a Mature Entry Assessment for the relevant area of study. This is normally a written assessment, marked on a pass/fail basis to be completed and returned within a two-week period. Those offered the Mature Entry Assessment may be required to meet with the relevant tutor to discuss the assessment.

8.5 Applicants with Disabilities or Special Educational Needs

We are committed to providing equality of opportunity for all applicants and students and complying with our obligations under the Equality Act 2010.

All applicants with disabilities or special educational needs are encouraged to contact the Dyslexia and Disability Support coordinator to discuss any individual support needs, including in relation to the application and admissions processes, their desired course of study or our services, facilities and benefits. However, offers will be made on the basis of academic criteria and merit in the first instance.

All applicants who disclose a disability or special educational need who are made an offer of a place and accept it will be contacted by the Dyslexia and Disability Support coordinator, so that individual support needs may be discussed, and any adjustments considered. Further information regarding our Dyslexia and Disability Support Service is accessible on the University's website and from the Dyslexia and Disability Support coordinator. Applicants who are Care leavers are encouraged to look at the support we offer, this information is published on the University's website.

8.6 Recognition of Prior Learning – RPL

Leeds Trinity University recognises the value of prior experience and formal/informal learning in equipping students to benefit from its programmes. Applications for admission with credit or advanced standing based on, or including consideration of, learning gained in formal and non-formal settings are therefore encouraged. Support will be provided to students wishing to present experiential learning as either evidence of suitable entry and/or for assessment for the award of credit toward their chosen programme of study. Any recognition of learning and/or award of credit are subject to the terms and conditions laid out in the Policy and Procedures for Recognition of Prior Learning (RPL) available on the University's website.

8.7 Admission Agreements

Admission agreements which are made as part of Articulation or Progression Agreements with other educational providers within the UK or internationally will ensure that the requirement for potential students to meet in full the admissions requirements for specific Leeds Trinity programmes is stated within those agreements. This will include, where necessary for Masters' entry, the stipulation that applicants have completed their full undergraduate degree. Evidence of meeting admissions requirements under these agreements will be required to be provided by a full academic transcript.

9.0 Legal and Professional Requirements and Considerations

9.1 Data Protection

In accordance with the General Data Protection Regulations 2018, Leeds Trinity University is committed to ensuring that the data held about individuals is processed fairly and lawfully, and that it is held for specified purposes only. Confidentiality will be respected, and all appropriate security measures will be taken to prevent unauthorised disclosure.

9.2 Equality & Diversity

Leeds Trinity University welcomes applicants from all backgrounds. Admissions practice and procedures will be in accordance with the Equality Act 2010 and the Leeds Trinity University Equality, Diversity and Inclusion Policy.

9.3 Age Legislation

In line with the Equality Act 2010, Leeds Trinity University is committed to ensuring that applicants are not discriminated against on the basis of age, but it is recognised that it is necessary to make special provisions for younger applicants to protect their safety and welfare. As such, there is no upper age limit on entry to most of our programmes; however, applicants must normally be 18 years or older at the start of their course. Leeds Trinity University will do everything it reasonably can to cater for younger applicants (under 18) ensuring that the appropriate safeguarding measures are in place before any offer of a place is made.

9.4 Safeguarding Vulnerable Adults and Children

Leeds Trinity University is fully committed to safeguarding the welfare of all young people and vulnerable adults by taking all reasonable steps to protect them from neglect, physical, emotional and sexual harm. The University acknowledges that safeguarding and protecting the welfare of all children, young people and vulnerable adults we work with is the responsibility of all staff. Currently all applicants to Initial Teacher Training programmes and other programmes which involve unsupervised contact with children on, for example, work placements, are required to obtain a satisfactory enhanced DBS disclosure certificate. All disclosures will be reviewed by the University DBS Panel and certain disclosures may result in restrictions being placed on the student during their studies, or in some cases, the withdrawal of an offer.

The institutional Safeguarding Policy and Procedure and the Policy on Recruitment of Ex-offenders is published on the University website.

9.5 Fitness to Train to Teach

Initial Teacher Training (ITT) requirements are in accordance with the Secretary of State's Education Regulations 2003. All applicants to Initial Teacher Training programmes are required to complete a health questionnaire to assess their medical fitness. The University's appointed medical advisors can usually make a decision regarding medical fitness on the basis of the completed health questionnaire however, in some cases further information may be sought from a candidates' General Practitioner. In some cases, the assessment of medical fitness is referred to qualified Occupational Health specialists appointed by the University. Medical fitness assessments may be required during the teacher training course to ensure that trainees continue to meet the requirements to train to teach.

9.6 Consumer Protection

Leeds Trinity University is compliant with consumer protection law and specifically; Consumer Protection from Unfair Trading Regulations 2008; Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 and the Consumer Protection (Contracts Concluded by means of Distance Communications) Regulations 2000.

Leeds Trinity University is obliged to provide full details of its Terms and Conditions to each applicant to whom an offer of a place is made. Details of Leeds Trinity University Terms and Conditions, and a full description of courses and services, are published in the prospectus and on the University's website. In line with these regulations, applicants will be notified by UCAS and Leeds Trinity University of their right to cancel their 'contract' with an institution.

9.7 Immigration

Leeds Trinity University is compliant with UKVI requirements in respect of sponsoring students to study in the UK. Applicants who are already in the UK under other immigration leave are required to provide the University with valid leave documents entitling them to study.

10.0 Feedback and Complaints

Any applicant may make a complaint about the operation of the admissions process in accordance with the Leeds Trinity University Applicant Feedback and Complaints Procedure, however an applicant may not appeal against an admissions decision.

Applicants are advised of this right and can access the Applicant Feedback and Complaints Procedure on the University's website.

11.0 Review

This policy will be reviewed on a regular basis to ensure that it continues to meet the mission and strategic objectives of the institution; that it remains current and valid in relation to external developments and that it is operating as intended.

APPENDIX A

English language requirements for International students

The English language entry requirements for Bachelors and Masters programmes for students whose first language is not English are as follows:

English Language Test	Minimum score required
IELTS Academic	6.0 overall score, with no component score below 5.5*
Pearson ATE Academic	Listening 51 Reading 51 Speaking 51 Writing 51
GCSE or IGCSE in English	C/4 grade
Cambridge English: Advanced (CAE)	Minimum overall score of 169, with no score below 162
Cambridge English: Proficiency (CPE)**	Minimum overall score of 180, with no score below 180
Trinity Integrated Skills in English (ISE)	ISE II, ISE III, ISE IV
Caribbean Secondary Education Certificate, English	Grade 1 or 2
Thames Examinations and Training - English as a foreign language (Cyprus)	

Notes:

**MA Journalism requires 7.0 overall and no component below 6.5.*

***Higher levels may be required for certain courses*

Additional qualifications maybe considered at the discretion of the University.