

## University of Stirling

### University Admissions Policy

<b>Approved by</b>	University Court
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<b>Owner</b>	Admissions and Access
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#### 1. Admissions Statement

The University of Stirling is committed to admitting students on the basis of their merit and potential to succeed and who will contribute to our welcoming, supportive, inclusive and culturally diverse community. This policy covers admission to both undergraduate and postgraduate study and information in this section is relevant to all applicants.

##### 1.1 Admissions Principles

The University of Stirling is committed to the following Admissions Principles:

- Selection of students based on academic and personal merit
- Transparency
- Consistency
- Reliable and credible selection methods
- Reducing barriers to admission
- Professionalism

The University of Stirling's Admissions Policy is directly aligned with the University Strategic Plan (2016 -2021). It complies with the Quality Assurance Agency UK Quality Code for Higher Education, Supporting Professionalism in Admissions good practice guidance on Admissions Policies and guidelines from Universities and Colleges Admissions Service (UCAS). In addition it complies with the Equality Act (2010) and General Data Protection Regulation (GDPR).

The University Admissions Policy covers admission to all undergraduate and postgraduate study and is valid for admission to courses in academic year 2019/20 and thereafter.

The policy is developed and monitored by Admissions and Access on behalf of the University and is approved by Academic Council.

#### 2. Admissions Process

##### 2.1 Roles & Responsibilities

Admissions & Access are responsible for all relevant policies and procedures and ensuring that they are applied in a consistent and fair manner, complying with legislation and good practice guidance. Admissions & Access have delegated authority on behalf of the University to make admissions decisions for undergraduate and taught postgraduate courses.

## **2.2 Applications Processing**

Admissions & Access are responsible for processing all applications and notifying applicants of the admissions decision.

## **2.3 Applying for Deferred Entry**

Applicants who have been offered a place and who wish to defer their offer to the next academic year can apply to do so by contacting Admissions & Access. If permission is granted to defer admission, it will only be granted for one academic year. Thereafter, applicants should re-apply to defer.

## **2.4 Alternative offers**

The University reserves the right to make an offer for an alternative course.

## **2.5 Withdrawal of Applications/Offers**

The University reserves the right to withdraw an application or an offer at any point in the admissions process or to refer cases for further investigation, including if any part of the application is found to be falsified or the applicant fails to provide required information or documentation.

## **2.6 Re-admission**

Students who have previously withdrawn from, or have been withdrawn by the University can apply for re-admission. The University reserves the right to refuse re-admission including those who have been expelled under Ordinance 2, Code of Student Discipline. Re-admission decisions will be taken in consultation with the Education and Student Experience Committee.

## **2.7 Extenuating Circumstances**

The University will consider extenuating circumstances that occur before or after an offer has been made and where there is evidence of impact on the applicant's ability to study.

## **2.8 International Equivalencies**

Admissions and Access assess international qualifications and make decisions on appropriate international equivalencies. These equivalencies are based on market information provided by the UK National Recognition Information Centre (UK NARIC), the National Agency responsible for providing information on academic, vocational and professional qualifications. Equivalencies will be reviewed annually.

## **2.9 Previous Study in the UK**

The University has a licence to sponsor international applicants who require a visa to study in the UK. UK Visas and Immigration (UKVI) are the UK government body which has responsibility for who has the right to study in the UK. The University as a licence holder can only sponsor students to study at the University who meet the conditions as set out in the relevant UKVI guidance. Applicants requiring a Tier 4 (General) student visa must declare all previous periods of study in the UK.

## **2.10 Academic Technology Approval Scheme**

Applicants from out with the UK, EEA or Switzerland who wish to study certain subjects may require to apply for an Academic Technology Approval Scheme (ATAS) Certificate. The University will advise applicants whether they are required to apply for this certification. If ATAS certification is denied and an applicant is in receipt of a conditional offer then the University will reject the applicant on failure to meet a condition of offer. Any applicant who has ATAS certification rejected will not be admitted by the University to an alternative programme of study.

## **3.0 Recognition of Prior Learning**

The University recognises prior learning and this may be used in the following ways:

- enables applicants to meet entry requirements for a programme of study
- enables applicants to be considered for advanced entry, having previously achieved learning outcomes for a programme of study
- allows exemption from particular modules on a programme of study

## **4.0 Tuition Fees**

### **4.1 Fees**

Funding arrangements vary according to country of residence. Applicants who are liable to pay fees will be required to pay for each year of study. Fees are payable at the point of enrolment and may be subject to revision.

Further information: <https://www.stir.ac.uk/registry/studentinformation/feesandfinance/>

### **4.2 Fee Status**

Fee status is determined using the regulations approved by the Scottish Parliament, the Education (Fees) (Scotland) Regulations 2011. The University determines fee status according to nationality and (where you are ordinarily resident) based on information provided in the application. Additional information may be requested in order to make an assessment. The University makes offers on the basis of fee status and may withdraw the offer if the fee status changes.

### **4.3 International Tuition Fee Deposit**

International applicants who need a Tier 4 (General) student visa will be required to pay a tuition fee deposit in advance of receiving the Confirmation of Acceptance for Studies (CAS).

## **5.0 Accessibility and Inclusion**

The University welcomes applications from those with different circumstances and seeks to ensure appropriate support arrangements and reasonable adjustments are made prior to students commencing their studies.

Applicants are encouraged to declare a disability on the application, which will be used to identify support requirements and will not be part of the academic decision to make an offer of admission (Equality Act 2010).

Further information: <https://www.stir.ac.uk/student-support/accessibility-&-inclusion-service/>

## **6.0 Equal Opportunities**

All applications are assessed in accordance with the University's equality and diversity commitments and obligations as set out in its Equality and Diversity Policy and in line with the latest professional guidance.

Further information: <http://www.stir.ac.uk/equalityanddiversity/ourapproach/>

## **7.0 Criminal Convictions**

The University has a duty of care to students, staff and other members of the University. All applicants are required to disclose any criminal convictions when applying.

- Applicants for Nursing, Social Work and Education must declare all convictions even those that are 'spent' under the Rehabilitation of Offenders Act 1974
- Applicants for all other courses must declare all convictions unless they are considered as 'spent' under the Rehabilitation of Offenders Act 1974.
- Applicants who declare a criminal conviction will be required to provide full details of the conviction which will be anonymised and passed to the Fitness to Practice Panel or relevant Dean of Faculty for a decision on admitting the applicant. The academic admissions decision is taken separately however if the decision is not to admit the applicant on the basis of the criminal conviction, the University reserves the right to withdraw the offer.

## **8.0 Fitness to Practice**

Applicants for Nursing must be passed fit to practice by Occupational Health. This will require submission of a questionnaire and an interview. A Fitness to Practice panel may be convened to determine the applicant's fitness for accessing practice placements.

## **9.0 Data Protection**

The University is a data controller in terms of the General Data Protection Regulation (GDPR). All personal data will be treated strictly in accordance with the terms of the GDPR, respecting confidentiality and ensuring appropriate security measures are taken to prevent unauthorised disclosure.

The University is only able to share information to a third party (e.g. a parent, guardian, advisor or agent) with the written consent of the applicant. Further information is available in the Privacy Notice for Applicants to Study:

<https://www.stir.ac.uk/about/faculties-and-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/applicants-to-study/>

## **10.0 Feedback, Appeals and Complaints**

### **10.1 Feedback on Unsuccessful Applications**

The University is committed to fairness and transparency in its admissions process and will respond to requests for feedback on unsuccessful applications. All feedback will be given in writing and in accordance with Data Protection legislation, will be directly with the applicant. No information will be released to a third party without the prior written consent of the applicant.

All requests should be made in writing, providing full name, admissions ID or UCAS Personal ID and the programme of study applied for and sent to [admissions@stir.ac.uk](mailto:admissions@stir.ac.uk)

### **10.2 Appeals**

Appeals against an admissions decision will only be considered where there is significant additional information, which for good reason was not made available during the application or selection process and is directly relevant to the admissions decision.

All requests should be made in writing, providing full name, admissions ID or UCAS Personal ID and the programme of study applied for and sent to [admissions@stir.ac.uk](mailto:admissions@stir.ac.uk)

### **10.3 Complaints**

Applicants or their representatives who are dissatisfied with the service provided by Admissions & Access should refer to the University Complaints Procedure. This procedure cannot be used to change an admissions decision.

Further information: <http://www.stir.ac.uk/complaints/>

## **11.0 Cancellation and Changes to Programmes**

University courses, services and procedures are continually reviewed, enhanced and revised and this may result in changes to or cancellation of courses. Where any changes or cancellations occur, the University will inform the applicant.

## **12.0 Terms and Conditions**

The University terms and conditions apply to all applicants and prospective students, both undergraduate and postgraduate.

Further information: <https://www.stir.ac.uk/importantinformation/terms-and-conditions/>

## **13.0 Undergraduate Admissions**

Information in this section is relevant to applicants for all undergraduate study.

### **13.1 Admissions Process**

Applications for undergraduate study should be submitted to the Universities & Colleges Admission Service (UCAS).

### **13.2 Entry Requirements and Selection Process**

The University believes in a diverse student population and welcomes applications from those with non-standard qualifications, with prior experiential learning, and from access routes into higher education.

Typical entry requirements are published in the university prospectus, website and a range of third party sites, including UCAS. To study at the University, each applicant needs to meet the general entrance requirements. Some courses may have subject and/or grade specific requirements.

Admissions and Access work with faculties to evaluate entry requirements and selection criteria as part of the programme approval process. Undergraduate entry requirements are approved by the University Strategy and Policy Group.

The University considers the applicants predicted and actual academic achievements, taking into account the subjects studied and the grades. It will also check for competence in any specific subject(s) required for particular courses and some course will have a secondary selection process, for example an interview. The University will also consider the context in which these qualifications have been achieved.

The University is under no obligation to make an offer of admission even if the applicant has met the entry requirements. The following information will be given consideration when making an admissions decision:

- Educational qualifications achieved or in progress
- Personal statement
- Reference
- Written work (if applicable)
- Interview (if applicable)
- English language (if applicable)
- Work experience (if applicable)
- Professional requirements (if applicable)
- Contextual information (if applicable)

### **13.3 Application Deadlines**

The University adheres to the 15 January UCAS deadline for equal consideration for Home/EU undergraduate applicants. No preference is given to applicants who apply earlier than the 15 January. Rest of UK (RUK), international and those using the Common Application can apply up until the 30<sup>th</sup> June.

Applications for Clearing and Adjustment open on 30<sup>th</sup> June and if places are available, they will be advertised on the University website.

### **13.4 Gathered Field Admissions**

The University operates a 'gathered field' admissions process which means applications are considered after the application deadline. It is used for specific programmes of study which are high demand and also where places for Scottish and EU undergraduates are capped by the Scottish Funding Council.

### **13.5 Rolling Admissions**

The University will use a rolling admissions process where there is no specific cap on the number of students who can be admitted to a programme or where there are no restrictions on the number of places available for international or Rest of UK (RUK) undergraduate applicants (except for courses with a secondary selection process). This means that applications will be processed on an ongoing basis.

### **13.6 Point of Entry**

UCAS applicants have an option to enter a point of entry against each of their five course choices. The University will consider applicants for the point of entry that is entered on the application form and is under no obligation to consider the application for different point of entry. For example, an unsuccessful application for Year 2 entry will not will not automatically be re-considered for Year 1 entry.

### **13.7 Evidence of Academic Attainment**

Applicants applying through UCAS and undertaking the International Baccalaureate, Scottish Highers, Advanced Highers and A-Levels who are undertaking those exams in the same year of entry as their University course may not require to provide copies, as they are verified by the Universities and Colleges Admissions Service (UCAS).

Applicants with other qualifications are required to produce scanned copies of original documents for qualifications obtained either as part of the application process or at the request of Admissions & Access after an offer has been made. Applicants who require a Tier 4 (General) student visa must take original documentation to their UK Visa Immigration interview.

## **14.0 Widening Access**

The University recognises that not all applicants have the same opportunities and is committed to admitting students from a wide range of backgrounds.

### **14.1 Contextual Admissions**

The University will use contextual information alongside the UCAS application to assess the applicant, taking into account their personal and educational circumstances. Applicants from the following categories will be considered for an offer at the minimum entry requirement:

- Applicant's home postcode is within the Scottish Index of Multiple Deprivation lowest 20%
- Applicant's home postcode is within the Scottish Index of Multiple Deprivation lowest 40%

- Applicant part of the Scottish Higher Education Programme (SHEP)
- Applicant has experience of being in care
- Applicant is a carer
- Applicant has participated in the University of Stirling Access to Degree Studies Programme
- Applicant has participated in the Scottish Wider Access Programme (SWAP)

For SQA Higher qualifications, the minimum entry requirement is adjusted by two grades.

<b>SQA Higher Typical Entry Requirement</b>	<b>SQA Higher Minimum Entry Requirement</b>
AAAB	ABBB
AABB	BBBB

Other qualifications from school and college will be considered as well as combinations of Highers and Advanced Highers.

#### **14.2 Care Experienced Young People**

Care experience is defined by the Children and Young People (Scotland) Act 2014 as someone aged 25 or under who was looked after by a local authority and who ceased to be looked after on, or at any time after, their sixteenth birthday. The University is committed to increasing the number of applications from those who have spent time in care or being looked after.

Further information <https://www.stir.ac.uk/undergraduate-study/care-experienced/>

#### **14.3 Mature Applicants**

The University welcomes applications from a range of approved access courses which are specifically designed for mature applicants with few or no formal qualifications and who have been out of education for more than 3 years.

Further information: <https://www.stir.ac.uk/realiseyourpotential/mature-students/>

#### **14.4 Young and Adult Carers**

The University welcomes applications from those with caring commitments. Applicants who look after a family member or friend who is ill, disabled, or suffering from an addiction are strongly advised to notify the University at the point of application.

Further information: <https://www.stir.ac.uk/realiseyourpotential/young-and-adult-carers/>

### **15.0 Postgraduate Admissions**

Information in this section is relevant to applicants for all postgraduate study.

#### **15.1 Admissions Process**

Applications for postgraduate study should be submitted directly to the University, and can be made up to two years in advance of the course start date.

### **15.2 Entry Requirements and Selection Process**

The University believes in a diverse student population and welcomes applications from those with non-standard qualification and with prior experiential learning.

Admissions and Access work with faculties to evaluate entry requirements and selection criteria as part of the programme approval process. Postgraduate entry requirements are agreed with the Stirling Graduate School and are reviewed annually. Requirements are published in the university prospectus, website and a range of third party sites.

The University considers the applicants predicted and actual academic achievements, taking into account the subjects studied and the grades. It will also check for competence in any specific subject(s) required for particular areas of study and some course will have a secondary selection process, for example a piece of written work.

The University is under no obligation to make an offer of admission even if the applicant has met the entry requirements. The following information will be given consideration when making an admissions decision:

- Educational qualifications achieved or in progress
- Personal statement
- Reference
- Written work (if applicable)
- Interview (if applicable)
- English language (if applicable)
- Work experience (if applicable)
- Professional requirements (if applicable)
- Research proposal (if applicable)

### **15.3 Application Deadlines**

There are no application deadlines for postgraduate study; applications will be considered throughout the year. International applicants requiring a Tier 4 (General) student visa are advised to apply at least eight weeks in advance of the start date.

### **15.4 Evidence of Academic Attainment**

Applicants are required to produce scanned copies of original documents for qualifications obtained either as part of the application process or at the request of Admissions & Access after an offer has been made.

In addition, applicants who require a Tier 4 (General) student visa must provide:

- a copy of the personal details page of a valid passport
- a copy of the current Tier 4 visa, if the applicant is currently studying in the UK

## **15.5 Postgraduate Research Degrees**

Applications for research degrees must be submitted directly to the University. There are no deadlines and applications can be submitted throughout the year. Submission of a research proposal is part of the application process and an offer of a place will be dependent on the availability of suitable supervisory and resource arrangements. Further information:

<https://www.stir.ac.uk/research/research-degrees/how-to-apply-for-our-research-degrees/>

Admissions & Access

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