



## Admissions Policy

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New College of the Humanities is committed to admitting students of the highest calibre, with the merit and potential to thrive in our demanding academic environment, regardless of age, disability, race, nationality, gender, religion, sexual orientation, marital status or parental status.

### SCOPE

1. This policy is intended to give guidance to applicants and staff on the College's procedures for admitting students to its programmes, for both undergraduate and postgraduate students.

### INTRODUCTION

2. The College is open to all students of high academic potential from any background. The College considers applications individually, personally and on their merits. The College has a strong commitment to maintaining open accessibility to higher education and in particular to the study of the humanities. The NCH bursary fund and the associated Trust ensure that finance should not be a barrier to any UK/EU/EEA student of high ability who wants to apply to the College.
3. This policy is consistent with good admissions practice in higher education, as defined by: The Quality Assurance Agency<sup>1</sup> for Higher Education UK Quality Code for the assurance of academic quality and standards in higher education, Chapter B2: Recruitment, selection and admission to higher education. It also complies with the following current legislation affecting the admissions of students:
  - Children Act 2004
  - Data Protection Act 1998
  - Equality Act 2010
  - Freedom of Information Act 2000
  - Human Rights Act 1998
  - Race Relations Act 1976
  - Race Relations (Amendments) Act 2000

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<sup>1</sup> Quality Assurance Agency: [www.qaa.ac.uk](http://www.qaa.ac.uk)

- Safeguarding Vulnerable Groups Act 2006
- Special Educational Needs and Disability Act 2001

This policy is monitored by the Head Admissions, and is reviewed and updated as appropriate by the College in the light of experience, research and good practice.

### INFORMATION

4. The College provides information about its programmes, including entry criteria, in its prospectus and [online here](#).
5. The College provides information about how to apply and what happens after applying in its prospectus and [online here](#).
6. The College provides information about Tier 4 and International Students Admissions [online here](#).
7. The College is committed to making its programmes both accessible and affordable. Details about financial assistance are provided in the relevant Fees, Payment Schedule and Financial Support document relating to the programme of study.

### ADMISSIONS CRITERIA

8. Academic Board is responsible for agreeing the entry requirements and the selection criteria for all programmes. The Head of Faculty is responsible for moderating selection decisions in their subject.
9. Heads of Faculty, interviewers and admissions staff all receive training appropriate to their roles. This covers the legal framework of admissions, our admissions policy and procedures, and guidance on dealing with applications.

### ENTRANCE REQUIREMENTS

10. Applicants will need to meet the general entrance requirements. Information about these requirements is provided [online here](#). Applicants will, in addition, need to meet the College's specific programme requirements. Information about these is provided for each subject in the College prospectus and [online here](#).
11. Critical Thinking and General Studies: An A-level in either of these subjects will not normally be accepted for entry. However, the grade achieved may be taken into account when considering whether or not to accept an applicant who has just fallen short of the conditions of their offer.
12. Extended Project: Completion of an Extended Project will not normally be a requirement of any offer made, but the College welcomes it as evidence of development of independent study and research skills.
13. Languages: An A-Level in the applicant's native language (other than English), designed for new learners, will not be accepted for entry.

## INTERNATIONAL QUALIFICATIONS

14. International qualifications will be considered. Information about international qualifications that satisfy the general entrance requirements of the awarding body is provided [online here](#).

## COMPETENCE IN ENGLISH LANGUAGE/ENGLISH LANGUAGE REQUIREMENTS

15. Applicants must satisfy the requirements for proficiency in English. A very high level of competence in English is expected and applicants will need to demonstrate proficiency in English in order to gain admission to the College using English language qualifications. Non-native English speakers must also satisfy the College's English Language Entry Requirements, which can be found [online here](#).

## OTHER CRITERIA

16. The College normally requires applicants to be aged over 18 at enrolment to their programme of study. In the event that an applicant will be below 18 years at enrolment, an assessment will be made on a case-by-case basis. For applicants who will be under 18 at enrolment, please refer to the [Students Under 18 Policy](#).
17. An academic reference will be taken up for each applicant who the College wishes to consider further.
18. In addition to academic qualifications, the College will also take into account information provided by the applicant's personal statement and will consider relevant interests such as work or voluntary experience.

## MATURE STUDENTS

19. The College welcomes applications from mature students (aged 21 or over) and does not set an upper age limit. The College will look for evidence of a student's ability to study at the required level, along with a combination of life experience and enthusiasm for the subject(s) applied for.

## RECOGNITION OF PRIOR LEARNING

20. Application for [Recognition of Prior Learning](#) (RPL for undergraduates) or [Accreditation of Prior Learning](#) (APL for postgraduates) is at the discretion of the Head of Faculty. Applications are submitted to the awarding body for approval, and any offer made will be conditional until a decision has been made by the awarding body.

## APPLICANTS WITH DISABILITIES

21. Applicants who have a disability, a long-term health condition, mental health condition or a specific learning difficulty are advised to inform the College of this on their application form, so that any special requirements for interview can be arranged.
22. If an offer is made to an applicant with a disclosed disability, long-term health condition, mental health condition or specific learning difficulty, an assessment of needs will be carried out to enable the College to make all reasonable adjustments to ensure the applicant can access their chosen programme.
23. In the unlikely event that the College is unable to provide the support the applicant needs, or if there are concerns about health and safety or fitness to

study, the College will continue to explore all available options before confirming whether a place can be offered on a programme.

### **APPLICANTS WITH CRIMINAL RECORDS**

24. Disclosure of criminal convictions is required in accordance with the College's [Declaration of Criminal Convictions Policy and Procedure for Students and Prospective Students](#), and applicants with criminal records may be subject to some restrictions of activity to be decided on a case-by-case basis.
25. In the event of the Criminal Conviction box being ticked on the application form, the admissions staff will contact the Head of Quality Assurance and the policy will be followed.

### **SELECTION PROCESS**

26. The College will consider applications on a case-by-case basis. It will consider past and predicted academic achievements as well as evidence of an applicant's ability, skills, interests, motivation and potential.
27. Admissions staff review applications on the basis of eligibility, qualifications, the references, the personal statements, and other relevant information.
28. If an application is rejected on the basis of eligibility, the applicant will be informed via email, providing they have supplied a valid email address.
29. If admissions staff are unable to make a decision based on the information available, further information will be sought.
30. When considering the personal statement, admissions staff look for information indicating that the applicant is suitably motivated to complete their chosen programme of study, and whether the provision will challenge and benefit the student. Such information can include demonstrated interest and commitment to the subject, volunteering and other extra-curricular activities, showing what has been gained in terms of experience and skills from these interests, knowledge about the programme applied for and the College.
31. Where the applicant has non-standard qualifications, or where the applicant narrowly misses the qualifications for the standard offer for the programme, the application is referred to the Head of Admissions.
32. When assessing the potential and merit of applicants, the admissions staff may also take into account the context of their academic achievements. Factors which may have affected performance include: family circumstances; socio-economic background; illness and/or death in the family; interrupted schooling; part-time employment due to financial hardship; being in local authority care for a specified period of time; having refugee or traveller status; having home responsibilities.
33. Undergraduate applicants who successfully meet the criteria in paragraphs 26 and 27 will be invited for an interview. The purpose and format of the interview is communicated to applicants clearly in advance so that applicants have sufficient time to prepare.

34. On occasion, admissions staff may ask postgraduate applicants to attend an interview, or an undergraduate applicant to attend a second interview in order to aid the assessment of the potential and merit of an applicant.
35. Interviews may be recorded for quality assurance purposes. Non-UK applicants may be interviewed by telephone or video conference. A standard format note of the interview is also taken.
36. After interview, the Faculty will make a decision whether to make an offer to the applicant. The decision will be based on academic reference, personal statement, submitted work sample, context of academic achievements, and, performance at interview where applicable.

### **RESPONSIBILITY OF APPLICANTS IN THE APPLICATION PROCESS**

37. It is the responsibility of applicants to provide full and accurate information in an application and to notify the College of any changes or corrections to the original application.
38. By accepting an offer of admission, the applicant agrees to abide by the rules and regulations of the College.
39. The College is not prepared to admit applicants on the strength of information believed to be either fraudulent or plagiarised, and reserves the right to reject or cancel an application under these circumstances.
40. The College reserves the right to exclude a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.

### **THE OFFER-MAKING PROCESS**

41. A formal decision to make an offer will be made and communicated directly to the applicant.
42. An offer may be conditional or unconditional.
43. An offer of a place is based on the information provided by the applicant up to the point at which the offer is made, and is made in good faith by the College.
44. In the light of additional information, false statements or omissions of relevant information, not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn.
45. The College reserves the right to correct errors where they have been made in the communication of decisions and offers. However, an offer made in error where all conditions have been satisfied will only be withdrawn with the applicant's consent.
46. In July and August each year, the College must receive examination results from applicants who have accepted conditional offers. Applicants who achieve grades required by their conditional offers have their places confirmed.
47. Applicants who have not met the required grades as stipulated in their conditional offers are reviewed and their places may be confirmed if space is available, although no guarantee is made that this will be possible.

48. A deposit is required to hold every applicant's place, should they choose to accept an offer of a place to study at the College. This deposit is refundable under the conditions set out in each applicant's offer letter.
49. In regard to students who require a visa to study in the UK, the College will require an additional deposit (as indicated in the [Undergraduate International Fees List](#) and the [Postgraduate International Fees List](#)) in order to issue the Confirmation of Acceptance for Study. In the event an applicant believes they will require a visa to study in the UK, they should contact the College's Visa Officer at [visa@nchlondon.ac.uk](mailto:visa@nchlondon.ac.uk) as soon as possible.

### FEEDBACK TO APPLICANTS

50. An applicant, whose application to the College has not been successful, may request feedback.
51. The procedure for requesting feedback is contained in the College's [Admissions Feedback Policy](#).

### COMPLAINTS

52. An applicant, who is dissatisfied about the way in which the College's admissions policies and procedures have been used to reach a selection decision, or the means by which a decision has been reached, or the actions or lack of actions by the College, may make a complaint.
53. The procedure for making a complaint is contained in the College's [Admissions Complaints Policy](#).

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Title	Admissions Policy	Author	Head of Admissions
Location	NCH Academic Handbook	Approved by	Academic Board
Version	1.0	Last updated	January 2018
Publication date	February 2018	Review date	July 2019
Related policies	<a href="#">Student Under 18 Policy</a> <a href="#">Recognition of Prior Learning</a> <a href="#">Accredited Prior Learning</a> <a href="#">Declaration of a Criminal Conviction Risk Assessment Policy and Procedure</a> <a href="#">Feedback Policy</a> <a href="#">Admissions Complaints Policy</a> <a href="#">Tier 4 and International Student Admissions Policy and Procedure</a> <a href="#">Undergraduate International Fees List</a> <a href="#">Postgraduate International Fees List</a>		
External Reference Point	UK Quality Code: Chapter B2 Recruitment, selection and admission to higher education		