

Academic Quality Framework

Chapter 8 Student Recruitment & Admissions

8.1 RECRUITMENT AND ADMISSIONS – AN OVERVIEW

New College of the Humanities (College) 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.

The College recruits both domestic and international students to undergraduate and postgraduate programmes.

The College is open to all students of high academic potential from any background. Applications are considered 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 College's 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.

8.2 RECRUITMENT & ADMISSIONS POLICY & PROCEDURES

The College Admissions Policy is consistent with good admissions practice in higher education, as defined by the UK Quality Code, Chapter B2: Recruitment, selection and admission to higher education.

Academic Board has oversight of the admissions of students to the College. Responsibility for the ensuring the College's compliance with the [Admissions Policy](#) lies with the Head of Admissions. Each Faculty has an Admissions Tutor who works alongside the recruitment and admissions staff to ensure consistency of experience for applicants.

8.3 ADMISSIONS CRITERIA

Academic Board is responsible for agreeing the admissions criteria for all taught programmes.

The College publishes the admissions criteria for undergraduate and postgraduate programmes in the prospectus and on the College website.

Applicants must demonstrate that they have the necessary skills to be successful on their chosen programme, evidence of motivation and the commitment to succeed.

The College recognises prior learning from applicants, either as a basis for entry to a programme or to exempt applicants from some courses within a programme.

Recognition of Prior Learning is normally considered by the Head of Faculty and are referred to the degree-awarding body for final approval. For further information on Recognition of Prior Learning for undergraduate programmes, please [click here](#). For postgraduate programmes, please [click here](#).

8.4 THE APPLICATION PROCESS

8.4.1 Undergraduate Programmes

Undergraduate applications are made either directly to the College (via the website) or through UCAS.

8.4.2 Postgraduate Programmes

Postgraduate applications are made directly to the College (via the website).

8.5 SELECTION CRITERIA

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.

Admissions staff review applications on the basis of achieved and predicted qualifications, alongside the reference, the personal statement, and other relevant information. They make the decision whether to invite applicants for interview, to reject applications or to seek further information.

When considering the personal statement, admissions staff are looking 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, for example, 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.

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 who will, where relevant, discuss with the Faculty Admissions Tutor.

8.6 INTERNATIONAL APPLICATIONS

Applications from prospective international students will be considered and processed consistently with home/EU application, although additional verification is required (as outlined below) where relevant.

Applicants presenting overseas qualifications will be expected to have achieved the equivalent of the entry criteria.

Assessments will be made using the UCAS Guide to International Qualifications.

All overseas applicants are required to provide the College with original documents and a full translation that can be independently verified by the Entry Clearance Officer (ECO), Immigration Officer or the Secretary of State, where the original documents are not in English.

All overseas applicants are required to provide the College with a copy of their qualifications or transcript in English.

In addition to the above additional verification requirements, and where relevant, international students will need to comply with UK Visa and Immigration (UKVI) requirements.

8.6.1 International Applications – deposits and visas

Applicants requiring entry clearance to enter/remain in the UK in order to study at the College will be required to pay an international student deposit (offset against second year fees) as a condition of the release of their Confirmation of Acceptance of Study (CAS) at the College. This deposit provides the College with a measure of confidence of the seriousness of the applicant's intention to study, and is in line with the recommendation of [UK Visas and Immigrations](#) (UKVI).

Applications for overseas students are processed in line with the normal admissions procedures. However, wording contained within conditional and unconditional offer letters will signal to applicants the necessity of making payment of the compulsory deposit once the applicant has reached 'unconditional firm' stage.

8.7 APPLICATION FORM SIMILARITY DETECTION SERVICE

The UCAS similarity detection service reviews all personal statements within incoming applications. These are checked against a library of all personal statements previously submitted to UCAS and sample statements collected from a variety of websites and other sources, including paper publications. Each UCAS is added to the library of statements after it has been processed.

Any statement showing a level of similarity of 10% or greater will be reviewed by members of the UCAS Similarity Detection Service team. Institutions will be notified on a daily basis of any cases where there are reasonable grounds for suspicion.

Applicants will also be notified that the UCAS Similarity Detection service has found that their personal statement merits investigation.

8.8 INTERVIEW EVENTS

All undergraduate applicants who are being seriously considered are invited for an interview. The purpose and format of the interview is communicated to applicants clearly in advance so that applicants know what to expect. On occasion, postgraduate applicants might be invited for an interview.

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.

After interview, the Faculty will consider all elements of an application (academic reference, personal statement, performance at interview, context of academic achievements) when deciding whether to make an offer of a place.

8.9 APPLICANTS WITH CRIMINAL CONVICTIONS, CAUTIONS AND ARRESTS

Whilst promoting equality of opportunity, the College has a responsibility to provide a safe environment for its students and staff. To this end, all offer holders and existing College students are required to declare any unspent criminal convictions or pending court cases.

The [Declaration of a Criminal Conviction Policy and Procedure](#) involves consideration of the College's duty of care to staff and students and its commitment to individual human rights, the right to an education and the right not to be discriminated against as protected under the Rehabilitation of Offenders Act 1974. All cases will be considered on an individual basis and in a fair and equitable manner.

The College follow the guidelines and procedures set out in Section 5 of the 1974 Rehabilitation of Offenders Act and, as a consequence, any convictions that are regarded as spent will be ignored

8.10 FEES AND FINANCIAL SUPPORT

The tuition fees are approved annually by the College's governing body Tertiary Education Services Limited (TESL) Board.

Fee information for UK and EU applicants can be found [here](#) on the website. Fee information for International students can be found [here](#).

Most undergraduate and postgraduate students from England, Scotland and Northern Ireland, as well as EU nationals and those who have lived in the EEA or Switzerland, can apply for a tuition fee loan from Student Finance. Click [here](#) to apply for student finance.

The College offers further financial support via scholarships and bursaries. UK, EU and EEA students are able to apply for scholarships and bursaries - click [here](#) for more information. International students are able to apply for scholarships – click [here](#) for more information.

8.11 DISABILITY AND DYSLEXIA SUPPORT FOR APPLICANTS

Applications to the College’s programmes are assessed purely on academic grounds.

The College strongly advises prospective students and registered students to disclose any disability-related need(s) and/or condition(s) at the earliest opportunity, in order to meet their individual study and personal safety requirements. The College has a clear and simple procedure for such disclosures, which can be found [here](#).

Title	AQF8 Student Recruitment & Admissions	Author	Head of Quality Assurance
Location	NCH Academic Handbook	Approved by	Academic Board
Version	0.1	Last updated	
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Related policies	Admissions Policy, Declaration of a Criminal Conviction for Students and Prospective Students, Prospective Student Disability Disclosure Guidance		
External Reference Point	UK Quality Code Chapter B2: Recruitment, selection and admission to higher education.		