



Admissions Policy

1. New College of the Humanities at Northeastern (the 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.

SCOPE

2. 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

3. 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. The NCH bursary fund and the associated Trust ensure that finance should not be a barrier to any home-fees student of high ability who wants to apply to the College.
4. This policy is consistent with good admissions practice in higher education, as defined by: The Quality Assurance Agency¹ for Higher Education UK Quality Code Theme: Admissions, Recruitment and Widening Access. It also complies with the following current legislation affecting the admissions of students:
 - Children Act 2004
 - General Data Protection Regulation 2018
 - Equality Act 2010
 - Freedom of Information Act 2000
 - Human Rights Act 1998
 - Race Relations Act 1976
 - Race Relations (Amendments) Act 2000

¹ Quality Assurance Agency: www.qaa.ac.uk

- Safeguarding Vulnerable Groups Act 2006
 - Special Educational Needs and Disability Act 2001
5. This policy is monitored by the Admissions Manager and is reviewed and updated as appropriate by the College in the light of experience, research and good practice.

INFORMATION

6. The College provides information about its programmes, including entry criteria, in its prospectus and [online here](#).
7. The College provides information about how to apply and what happens after applying in its prospectus and [online here](#).
8. The College provides information about Student Route and International Students Admissions [online here](#).
9. 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

10. Academic Board is responsible for agreeing the entry requirements and the selection criteria for all programmes. Subject Admissions Tutors are responsible for moderating selection decisions in their subject.
11. Subject Admissions Tutors, 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

12. 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](#).
13. 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.
14. Extended Project Qualification (EPQ): The College recognises the EPQ as evidence of development of independent study and research skills. Completion of an EPQ at grade A or A* will warrant an alternative offer to students completing this qualification alongside successful completion of three A Levels.
15. Languages: An A-Level in the applicant's native language (other than English), designed for new learners, will not be accepted for entry.

CONTEXTUAL ADMISSIONS AND OFFERS

16. Contextual admissions is the term used to describe the use of further information, such as socio-economic background and school performance when assessing applicants and making offers. The term contextual admissions relates to schemes that recognise that students from defined educational/social backgrounds should have that background considered in the offer grade(s) required for admission.
17. The College's contextual offer scheme ensures that it targets the relevant students by reviewing all available information contained within the applicant's application. Below are the factors which are considered within the College's contextual admission scheme:
- POLAR 4 (quintiles 1 and 2) and/or IMD (bottom 20%)
 - State schools where the average Level 4 progression results are below the national average
 - Applicants who have been in Local Authority Care for a minimum of three months within the previous two years
 - Eligibility for Free School Meals (FSM) or Pupil Premium
18. If an applicant is found to be eligible for the College's contextual offer scheme, they may be eligible for one of the following contextual offers:
- One grade below standard entry requirement of AAB (or equivalent) to applicants who meet one of the criteria outlined above – equating to an offer of ABB
OR
 - Two grades below standard entry requirements of AAB (or equivalent) to those who meet two of the criteria outlined above – equating to an offer of BBB.
19. For further information, please see the College's Widening Access & Participation section of the website [[link to](#)]

INTERNATIONAL QUALIFICATIONS

20. 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

21. 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

22. 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](#).
23. An academic reference will be taken up for each applicant who the College wishes to consider further.

24. 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.
25. At enrolment, applicants whose qualification certificates are not in English will have to provide the College with an English version which has been officially translated by a certified translator or translation service. The translator will need to include their signature, stamp, and date on the translation document. It is the applicant's responsibility to ensure that any qualification documents requiring translation are translated well before the programme start date.

MATURE STUDENTS

26. 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 AND CREDIT TRANSFER

27. The College accepts applications for credit transfer or recognition of prior learning. For further information, please see [Recognition of Prior Learning and Credit Transfer Policy](#).

APPLICANTS WITH DISABILITIES

28. 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.
29. 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.
30. 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

31. Disclosure of criminal convictions is required in accordance with the College's [Declaration of Criminal Convictions Risk Assessment Procedure](#), and applicants with criminal records may be subject to some restrictions of activity to be decided on a case-by-case basis.
32. In the event of the Criminal Conviction box being ticked, the admissions staff will contact the Head of Quality Assurance and the procedure will be followed.

SELECTION PROCESS

33. 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.

34. Admissions staff review applications on the basis of eligibility, qualifications, e references, personal statements, and other relevant information.
35. 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.
36. If admissions staff are unable to make a decision based on the information available, further information will be sought and work samples may be requested.
37. 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.
38. 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 Subject Admissions Tutor.
39. 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.
40. Undergraduate and Postgraduate applicants who successfully meet the criteria in paragraphs 27 and 28 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.
41. On occasion, an undergraduate applicant may be asked to attend a second interview in order to aid the assessment of the potential and merit of an applicant.
42. Interviews are recorded for quality assurance purposes. Non-UK applicants and UK applications (on a case-by-case basis) may be interviewed by video conference. A standard format note of the interview is also taken.
43. 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 (if relevant), context of academic achievements, and performance at interview where applicable.

RESPONSIBILITY OF APPLICANTS IN THE APPLICATION PROCESS

44. 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.
45. By accepting an offer of admission, the applicant agrees to abide by the rules and regulations of the College.

46. 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.
47. 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

48. A formal decision to make an offer will be made and communicated directly to the applicant.
49. An offer may be conditional or unconditional.
50. 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.
51. 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.
52. 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.
53. 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.
54. 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.
55. In regards to students who require a visa to study in the UK, the College will require a 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 Team at visa@nchlondon.ac.uk as soon as possible.

FEEDBACK TO APPLICANTS

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

COMPLAINTS

58. 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.

59. The procedure for making a complaint is contained in the College’s [Admissions Complaints Policy](#).

Title: Admissions Policy					
Approved by: Academic Board					
Version number	Date approved	Date published	Owner	Location	Proposed next review date
2.0	January 2021	January 2021	Head of Admissions	Academic Handbook; Admissions	April 2021
1.3	September 2020	September 2020	Head of Admissions	Academic Handbook; Admissions	April 2021
1.2	September 2019	September 2019	Head of Admissions	Academic Handbook; Admissions	April 2021
1.1	February 2018	February 2018	Head of Admissions	Academic Handbook; Admissions	July 2019
Referenced documents	Student Under 18 Policy; Recognition of Prior Learning; Accredited Prior Learning; Declaration of Criminal Convictions Risk Assessment Procedure; Admissions Feedback Policy; Admissions Complaints Policy; Student Route and International Student Admissions Policy and Procedure; Undergraduate International Fees List; Postgraduate International Fees List				
External Reference Point(s)	UK Quality Code: Admissions, Recruitment and Widening Access; Children Act 2004; General Data Protection Regulation 2018; Equality Act 2010; Freedom of Information Act 2000; Human Rights Act 1998; Race Relations Act 1976; Race Relations (Amendments) Act 2000; Safeguarding Vulnerable Groups Act 2006; Special Educational Needs and Disability Act 2001				