Admission Application Procedure

Section 1 - Introduction

Purpose and Parent Policy

(1) This procedure outlines the steps taken by the Admissions Office to collect, verify and assess evidence provided by applicants against the entry criteria and person specification requirements.

(2) This procedure will result in a judgement as to whether an applicant meets the programme entry requirements.

(3) This procedure implements the [Admissions Policy](#).

Responsibilities

Applicant Responsibilities

(4) The applicant is responsible for informing themselves about the programme, the entry criteria and the workload required to complete the programme, as well as the fees and associated terms and conditions.

(5) The applicant is responsible for providing verifiable evidence that they meet all the entry criteria.

(6) The applicant is responsible for providing documentation and supporting materials required to assess their application in a timely manner.

(7) The applicant is responsible for making themselves available to be contacted by the College in relation to their application.

Staff Responsibilities

(8) The Registrar, or their nominee, is responsible for ensuring that entry procedures are fair and for ensuring that equality of opportunity is extended to all applicants.

(9) The Admissions Office, in consultation with the Programme Director, or nominee, is responsible for providing clear, up-to date and accurate information about the application process and deadlines for admission to the programme.

(10) The Admissions Office is responsible for ensuring that information is presented in a format that is accessible to all, including fully online, students and is written in plain English.

(11) The Admissions Office is responsible for ensuring online application form is factually accurate.

(12) The Admissions Office is responsible for maintaining a secure record of all applications.

(13) The Admissions Office is responsible for assessing applications.

Section 2 - Procedure

Part A - Application Procedure

Publication of Application Forms

(14) The Admissions Office publishes an application form online with information about the application process, deadlines for each intake of students and guidance on completing the form.

Completing Application

(15) The applicant completes the application form and provides the supporting documentation as evidence of attainment of the entry criteria.

(16) If they wish to, the applicant includes information on any reasonable accommodations they may require.

(17) The applicant pays the application fee.

Record-Keeping

(18) The Admissions Office keeps a secure record of all applications, in accordance with the [Personal Data and Records Policy](#).

Assessment of the Application

(19) The Admissions Office uses the following criteria in assessing an application:

    a. Completeness (Where an application is deemed incomplete, applicants may be invited to supply additional evidence or information in order to progress their application.)
    b. Accuracy and authenticity
    c. Evidence that the entry criteria are met

Outcome of the Application Procedure

(20) Where an application is complete, accurate, authentic and there is evidence that the entry criteria are met, the Admissions Office informs the applicant that their application will be progressed to the next stage of the admissions process for their intended programme of study or where there are no further stages, the Admissions Office informs the applicant of the outcome of their application.

(21) In some circumstances, and pending receipt of supporting documentation, an applicant will be permitted to progress to the next stage of the application process based upon specific conditions set out by the Admissions Office.

(22) Where the application is deemed ineligible, the Admissions Office informs the applicant in writing.

Repeat Applications

(23) The applicant has a right to make repeat applications to the College as laid out in the [Admissions Policy](#).

Status and Details

Status	Current
Effective Date	5th March 2025
Review Date	5th March 2028
Approval Authority	Quality Assurance Officer
Approval Date	5th March 2025
Expiry Date	Not Applicable
Enquiries Contact	Quality Assurance

Glossary Terms and Definitions

"Applicant" - An applicant is a person who has submitted an application to undertake a programme of study with the College.

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