

Procedure for HE Admissions 2020-21

1. Introduction

- 1.1. This procedure outlines the recommended approach for HE admissions during the 2020-21 academic year.

2. Responsibilities

- 2.1. Admissions to check UCAS web link daily, download all new application forms and save within the appropriate Teams folder.
- 2.2. The following process should then be adhered to:
 - Application details should automatically feed into EBS, if not this need entering manually
 - Check application meets the necessary entry requirements for the course applied for
 - If the application meets the entry requirements and there are no additional factors to consider such as nationality, interview requirements or assessment, admissions will make the offer decision on UCAS.
 - If the applicant does not meet the entry requirements or there are additional factors to consider, Admissions will refer the application to the Programme Leader to follow up and decide if an offer will be made
 - If the applicant discloses a criminal record, Admissions will forward this information to the Programme Leader. The programme leader will then inform Admissions of their decision.
 - If the applicant discloses a disability, the Learning Support Manager will be informed by email and be sent a copy of the application form in order that early contact can be made.
 - Where Admissions are able to make an offer decision we will proceed in the following way; Email the applicant to confirm the offer, update UCAS and then invite the applicant to a HE post Offer event, or equivalent
 - Admissions will update offer details on EBS and maintain all documentation until applicants have enrolled

3. Factors for consideration

- 3.1. How we process applications received from ex-convicts as per the Higher Education Admissions procedure

4. International applications

- 4.1. International applications will be dealt with as per the Academic Admissions Higher Education document
- 4.2. A Confirmation of Acceptance for Studies (CAS) form will be issued once we have confirmation of the applicants' status and they have provided all the relevant documentation.
- 4.3. Admissions will keep a record of all correspondence/documents within the student file.

5. Related Documents

- Academic Admissions Higher Education
- Higher Education Admissions (including Appeals)

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By: Admissions Team Leader