

Admissions Policy

1.0 Introduction

This policy is prepared in support of the University's Strategic Plan and has been drawn up in accordance with UK Quality Code for Higher Education, good practice identified within the sector and legal requirements currently in force.

The admissions policy is applicable to foundation, undergraduate and postgraduate taught programmes and to all students registered on those programmes. It recognises that for some programmes the process is influenced by the requirements of professional, statutory and regulatory bodies and other sponsors.

Admission for research degrees will be conducted under the requirements of the Postgraduate Research Admissions Policy leedstrinity.ac.uk/research/research-degrees

2.0 Philosophy and Rationale

The Admissions Policy reflects the vision of Leeds Trinity University and support the aims and objectives within the Strategic Plan. Through this Vision and Strategic Plan, Leeds Trinity University is committed to providing opportunities to all who have the potential to benefit from, and succeed in, higher education. In particular we wish to promote and encourage participation by those who are currently under-represented in higher education and at Leeds Trinity University as detailed in our Access Agreement.

Applications are welcome from all candidates regardless of gender, ethnicity, religion, age or social background. A student body which reflects the diversity of the UK population, and includes students from other EU and overseas countries, enriches campus life and the higher education learning experience.

The purpose of the Admissions Policy is to facilitate the recruitment of students who have the ability, motivation and potential to benefit from their programmes of study and who will make a positive contribution to the life of Leeds Trinity University. All relevant evidence presented by candidates will be considered when assessing whether they meet these criteria. Leeds Trinity University is committed to the promotion of equality of opportunity and to providing fair access to all and as such will seek to ensure that the procedures are transparent and fair, and that the admissions criteria used are objective, explicit and consistently applied.

3.0 External Reference Points

The Admissions Policy is compliant with relevant legislation and external requirements and admissions procedures take account of sectoral best practice including the UK Quality Code for Higher Education, Supporting Professionalism in Admissions' recommendations and the Equality Act 2010.

4.0 Principles

In developing and implementing this policy it is the intention to

- be clear and transparent
- offer students the opportunity to achieve successful outcomes
- promote equality of opportunity and to avoid inadvertent discrimination
- encourage diversity
- comply with relevant legislation and guidance

And to make admissions decisions which are:

- based on objective, explicit and appropriate criteria
- fair
- consistent

5.0 Powers and Delegation

The University's Executive has strategic oversight of the Admissions Policy and this is managed through the Planning Committee.

The Chief Operating Officer supported by colleagues in Student Recruitment and Admissions, is responsible for ensuring the University's Admissions Policy is up to date and implemented consistently. Staff involved in recruitment and admissions are supported by comprehensive staff development opportunities and the sharing of good practice.

The power of decision making in relation to admissions rests with Leeds Trinity University's Vice Chancellor. This delegated authority is exercised on a day to day basis as follows by:

- The Head of Recruitment and Admissions for undergraduate and taught postgraduate provision²;
- Postgraduate Research Tutor for research postgraduate students³.

6.0 Entry Criteria

6.1 Introduction

Each programme will specify and publish on the Leeds Trinity University website:

- the minimum entry requirements
- the typical offer or offer range
- additional criteria which will be taken into account and may result in an offer which is different to the typical offer
- the selection process and criteria

²With the exception of postgraduate journalism where responsibility lies with the Director of Programme.

³The admission of research students is conducted within the overall jurisdiction of the University of Leeds which retains ultimate responsibility for the admissions of students to research degrees.

6.2 Minimum Entry Requirements

6.2.1 Undergraduate Programmes (except Foundation Degrees)

The minimum entry threshold for undergraduate honours programmes is five subjects of which at least two are level three qualifications and must also include GCSE grade C or 4 or above in English Language (or equivalent qualification). However, in some cases there may be additional special requirements, for example for ITT programmes⁴ or when the entry criteria are specified by an accrediting body. All required GCSEs will be listed by programme on the University website. Alternative routes of entry for candidates who are unable to meet minimum entry requirements are set out in section 8 of this document.

6.2.2 Foundation Degree Programmes

The minimum entry threshold for Foundation Degree programmes is one Level 3 qualification, GCSE grade C or 4 or above in English Language or equivalent qualification and part-time engagement in some form of relevant employment/work placement (paid or voluntary) for a minimum of 60 hours per year over the duration of the course. There may be additional special requirements depending on the programme of study which will be specified in the prospectus. Alternative routes of entry for candidates who are unable to meet minimum entry requirements are set out in section 8 of this document.

6.2.3 Taught Postgraduate Programmes

The minimum entry threshold is a second class honours degree or equivalent. All non-academic requirements will be published by programme on the Leeds Trinity University website.

6.2.4 Research Degrees

The minimum entry threshold is a second class honours degree or equivalent. In most cases a Masters Degree or equivalent is required⁵.

6.2.5 International Applicants subject to immigration controls.

Leeds Trinity University recognises a wide range of international qualifications and subscribes to NARIC (National Academic Recognition Information Centre) to check comparability of qualifications against entry requirements and to ensure consistency. Applicants will be required to satisfy Leeds Trinity University that they have a level of English language proficiency relevant to degree level study. Applicants will normally be expected to have a minimum of IELTS of 6.0 overall (with a minimum of 5.5 in each component) or equivalent for undergraduate and postgraduate programmes, however, some programmes may require a higher score. English language requirements are compliant with UKVI requirements. We accept other English Language qualifications in lieu of UKVI IELTS should the award be from an approved provider and the level of study be deemed comparable. (see appendix A).

All international applicants who meet our essential entry criteria, will be interviewed as part of our decision making process in order to best assess suitability for the programme of study applied for. In accordance with UKVI regulations, Leeds Trinity University will assign a Confirmation of Acceptance for Studies (CAS) to a student only where the course constitutes academic progression and all other UKVI regulations pertaining to the Tier 4 visa route have been complied with.

The University is unable to issue a CAS for any applicant requiring a Tier 4 Visa who is under the age of 16 at the date of the start of programme as it does not hold a Child Sponsor Licence.

Due to UKVI requirements, the University is unable to offer a place on a Short term Study Visa to applicants under the age of 18 at the start of the programme.

⁴Applicants to Initial Teacher Training programmes must satisfy the Governments QTS standards and ITT requirements.

⁵Admission for research degrees will be conducted under the requirements of the Postgraduate Research Admissions Policy.

6.3 Typical Academic Entry Requirements for Taught Programmes

In most circumstances communication of typical entry requirements will be represented by publishing and applying a typical offer or an offer range which is higher than the minimum entry requirements. This is based not just upon a judgement about the potential to succeed on the programme: it is also likely to be market driven and to reflect the demand for the course. Judgements about the level of typical offers or offer range published need to take into account the popularity of the course and the impact the published offer may have on the course reputation and perceived worth. Typical entry requirements are reviewed annually and agreed through the committee structure.

In the interests of transparency and fairness all offers will be made in accordance with the typical offer or within the published offer range. The only exceptions to this will be where there is clear justification and/or approval to reduce the offer, for example where other criteria are applied. The University reserves the right to verify the result of any examination that is not supplied by UCAS through the Awarding Body Linkage and no student will be allowed full registration until such time that this verification process is satisfactorily completed.

6.4 Contextualised Admissions

Where criteria in addition to academic qualifications are used to inform the recruitment and selection process, e.g. selection of students from a larger number of potentially suitable applicants or for widening participation purposes, programmes will specify:

- the process by which the additional information will be obtained (e.g. references, personal statement, interview⁶)
- the criteria which will be applied (e.g. commitment to subject, motivation, ability to work independently, self-organised)
- the type of evidence on which judgement will be made (e.g. references, academic record, professional qualifications, part-time work, voluntary work, statement from school)

This information will be specified on the Leeds Trinity University website.

7.0 Recruitment and Selection Process

7.1 Introduction

Leeds Trinity University aims to encourage and support all individuals to reach their full potential. That is why we believe in empowering all students with the skills and knowledge that prepare them for employment and life. Leeds Trinity University will treat each application on its own merit and decisions will be made in accordance with this policy and the published criteria for each programme.

⁶All applicants applying for a place on an Initial Teacher Training programme will be required to attend for interview as will applicants for Secondary Education, Physical Education and Sport and for some Journalism programmes.

7.2 Interviewing

Leeds Trinity University recognises the value in students visiting the campus prior to entry and in undertaking some form of engagement with existing students or other candidates as part of the recruitment process and encourages applicants to take up this opportunity. However, it is also recognised that compulsory interviews or visits may disadvantage some applicants. Therefore the policy on visits and interviewing for each programme will be clear, justified and consistently applied. This information will be published on the Leeds Trinity website.

Interviewing and other similar activities will be used as part of the recruitment or selection process only where this is the most appropriate way of determining whether candidates meet the entry criteria, or as a tool for selection or as may be required under professional body accreditation requirements. There will be appropriate criteria against which candidates are assessed during interview which relates to the relevant entry requirements, and these will be published, consistently applied, and judgements made against those criteria will be recorded. Applicants can find full information regarding the application process on our website:
<http://www.leedstrinity.ac.uk/courses/how-to-apply>

7.3 Decision Making

Leeds Trinity University operates a centralised decision making and admissions processing function for the majority of undergraduate programmes using institutionally agreed subject specific criteria. This criteria is clearly published on the website and in programme promotional material. All decisions are recorded on the student records system and immediately communicated to the applicant either electronically via UCAS or in writing by the institution. Some applications may be referred to the Academic Admissions Tutor where a decision requires further consideration, e.g. transfers to Levels 5 and 6. Decision making is devolved to academic departments and to the designated Academic Admissions Tutor for Foundation degree and Postgraduate Taught programmes.

7.4 Assessment of Fee Status

The University will use information on nationality, country of birth and country of domicile provided on the application form to assess whether an applicant will pay Home/EU or Overseas tuition fees. If the information provided by the applicant is unclear, or the University requires further information for a decision to be made, a fees assessment form will be sent to the applicant. All fee status classification decisions will be made in line with the United Kingdom Council of International Student Affairs (UKCISA) guidance.

7.5 Feedback to Unsuccessful Applicants

Any candidate whose application has been rejected will be sent written feedback on request by the Admissions team.
If an application is unsuccessful following interview, feedback will be provided automatically.

7.6 Mitigating Factors

A number of factors may be considered as a justifiable reason to make an offer which is different to the typical offer, for example, family illness or other mitigating personal circumstances.

7.7 Fraud and Plagiarism

The University takes the submission of fraudulent applications or qualifications seriously and reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent or plagiarised information.

If the application is made through UCAS it will be referred to UCAS for further investigation. The University subscribes to the UCAS Similarity Detection Service in order to identify personal statements which show similarity and could potentially be plagiarised.

Future applications from applicants who are found to have submitted fraudulent applications or qualifications will be allowed at the discretion of Leeds Trinity University. In such instances applications will only be considered if all information is presented fully and correctly.

7.8 Changes to programmes

The University will inform applicants at the earliest opportunity should a programme no longer be recruiting or if there has been significant change to the programme applied for. Applicants will be advised of the options available to them in these circumstances.

8.0 Alternative Entry Routes

8.1 Introduction

Leeds Trinity University welcomes applications from candidates from a diverse range of backgrounds and recognises that the ability to succeed in higher education may be demonstrated in a variety of ways. Applications from candidates who have few formal qualifications or who gained qualifications a number of years ago may be considered for entry via an alternative entry route.

8.2 Return to Learn

Leeds Trinity University welcomes and wishes to encourage applications from those returning to learning via alternative routes. Candidates who are 21 or over may be considered for mature entry and as with younger learners, each applicant is considered on his/her individual merit. A range of evidence is considered to demonstrate potential to benefit from and succeed on a course.

In general, applicants will need to demonstrate either academic qualifications equivalent to the published entry requirement or an appropriate range of personal skills and attributes, or relevant work/life experience or a combination of these.

Those who have been out of education for some time may be advised to apply for an accredited Access to HE Diploma as a re-introduction to learning and orientation in the relevant subject. Those possessing few formal qualifications may be considered for a Mature Entry Assessment for the relevant area of study. This is normally a written assessment, marked on a pass/fail basis to be completed and returned within a two-week period. Those offered the Mature Entry Assessment may be required to meet with the relevant tutor to discuss the assessment.

8.3 Applicants with Disabilities or Special Educational Needs

We are committed to providing equality of opportunity for all applicants and students and complying with our obligations under the Equality Act 2010.

All applicants with disabilities or special educational needs are encouraged to contact the Dyslexia and Disability Support coordinator to discuss any individual support needs, including in relation to the application and admissions processes, their desired course of study or our services, facilities and benefits. However, offers will be made on the basis of academic criteria and merit in the first instance.

All applicants who disclose a disability or special educational need who are made an offer of a place will be contacted by the Dyslexia and Disability Support coordinator, so that individual support needs may be discussed and any adjustments considered.

Further information regarding our Dyslexia and Disability Support Service is accessible on the University's website and from the Dyslexia and Disability Support coordinator.

Applicants who are Care leavers are encouraged to look at the support we offer, this information is published on our website www.leedstrinity.ac.uk/business-and-partnerships/schools-colleges-and-teacher-services/widening-participation/care-leavers

8.4 Recognition of Prior Learning – RPL

Leeds Trinity University recognises the value of prior experience and formal/informal learning in equipping students to benefit from its programmes. Applications for admission with credit or advanced standing based on, or including consideration of, learning gained in formal and non-formal settings are therefore encouraged. Support will be provided to students wishing to present experiential learning as either evidence of suitable entry and/or for assessment for the award of credit toward their chosen programme of study. Any recognition of learning and/or award of credit are subject to the terms and conditions laid out in the Policy and Procedures for Recognition of Prior Learning – RPL. www.leedstrinity.ac.uk/Key%20Documents/Recognition%20of%20Prior%20Learning%20Policy%20and%20Guidelines.pdf

8.5 Admission Agreements

Admission agreements which are made as part of Articulation or Progression Agreements with other educational providers within the UK or internationally will ensure that the requirement for potential students to meet in full the admissions requirements for specific Leeds Trinity programmes is stated within those agreements. This will include, where necessary for Masters' entry, the stipulation that applicants have completed their full undergraduate degree. Evidence of meeting admissions requirements under these agreements will be required to be provided by a full academic transcript.

9.0 Legal and Professional Requirements and Considerations

9.1 Data Protection

In accordance with the Data Protection Act 1998, Leeds Trinity University is committed to ensuring that the data held about individuals is processed fairly and lawfully, and that it is held for specified purposes only. Confidentiality will be respected and all appropriate security measures will be taken to prevent unauthorised disclosure.

9.2 Equality & Diversity

Leeds Trinity University welcomes applications from all backgrounds. Admissions practice and procedures will be in accordance with the Equality Act 2010 and the Leeds Trinity University Equality and Diversity Policy.

9.3 Age Legislation

In line with the Equality Act 2010, Leeds Trinity University is committed to ensuring that applicants are not discriminated against on the basis of age but it is recognised that it is necessary to make special provisions for younger applicants to protect their safety and welfare. As such, there is no upper age limit on entry to most of our programmes; however applicants must normally be 18 years or older at the start of their course. Leeds Trinity University will do everything it reasonably can to cater for younger applicants (under 18) ensuring that the appropriate safeguarding measures can be in place before any offer of a place is made.

9.4 Safeguarding Vulnerable Adults and Children

Leeds Trinity University is fully committed to safeguarding the welfare of all young people and vulnerable adults by taking all reasonable steps to protect them from neglect, physical, emotional and sexual harm. The University acknowledges that safeguarding and protecting the welfare of all children, young people and vulnerable adults we work with is the responsibility of everyone. The University is a registered body of the Disclosure and Barring Service and will work within the DBS Code of Practice.

Currently all applicants to initial teacher training programmes and other programmes which involve unsupervised contact with children on, for example, work placements, are required to obtain a satisfactory enhanced DBS disclosure certificate and are made aware of the Childcare (Disqualification) Regulations 2009. All positive checks will be reviewed by the University DBS Panel and certain disclosures may result in restrictions being placed on the student during their studies, or in some cases, the withdrawal of an offer. The institutional policy on Safeguarding Vulnerable Adults and Child Protection and the recruitment of ex-offenders is published on the website. www.leedstrinity.ac.uk/Key%20Documents/Safeguarding%20Child%20Protection%20Policy%20December%202016.pdf

9.5 Applicants with declared Criminal Convictions

The university will consider whether to admit an applicant to ensure that they would not constitute an unreasonable risk to its staff, students, its property or members of the public making use of its facilities. Consequently, it requires all applicants to declare whether they have a criminal conviction.

Please refer to the University Criminal Convictions Policy.

9.6 Fitness to Train to Teach

ITT requirements are in accordance with the Secretary of State's Education Regulations 2003. All applicants to Initial Teacher Training programmes are required to complete a health questionnaire to assess their medical fitness. The University's appointed medical advisors can usually make a decision regarding medical fitness on the basis of the completed health questionnaire however, in some cases further information may be sought from a candidates' General Practitioner. In some cases, the assessment of medical fitness is referred to qualified Occupational Health specialists appointed by the University. Medical fitness assessments may be required during the teacher training course to ensure that trainees continue to meet the requirements to train to teach.

9.7 Consumer Protection

Leeds Trinity University is compliant with consumer protection law and specifically; Consumer Protection from Unfair Trading Regulations 2008; Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 and the Consumer Protection (Contracts Concluded by means of Distance Communications) Regulations 2000.

Leeds Trinity University is obliged to provide full details of its Terms and Conditions to each applicant to whom an offer of a place is made. Details of Leeds Trinity University Terms and Conditions, and a full description of courses and services, are published in the prospectus and on the website. In line with these regulations, applicants will be notified by UCAS of his or her right to cancel their 'contract' with an institution. www.leadstrinity.ac.uk/courses-terms-and-conditions

9.8 Immigration

Leeds Trinity University is compliant with UKVI requirements in respect of sponsoring students to study in the UK. Applicants who are already in the UK under other immigration leave are required to provide the University with valid leave documents.

10.0 Feedback and Complaints

Any applicant may make a complaint about the operation of the admissions process in accordance with the Leeds Trinity University Applicants Feedback and Complaints Procedure, however an Applicant may not appeal against an admissions decision. Applicants will be advised of this right in the prospectus and on the website. The Applicant Feedback and Complaints Procedure is published on the Leeds Trinity University website. <http://www.leadstrinity.ac.uk/Documents/Applicant%20Feedback%20and%20Complaints%20Procedures.pdf>

11.0 Review

This policy will be reviewed on a regular basis to ensure that it continues to meet the mission and strategic objectives of the institution; that it remains current and valid in relation to external developments and that it is operating as intended.

APPENDIX A

English language requirements for International students

The English language entry requirements for Bachelors and Masters programmes for students whose first language is not English are as follows:

English Language Test	Minimum Score
IELTS Academic	6.0 overall, and no component below 5.5 Listening - 51
Pearson PTE Academic	Reading - 51 Speaking - 51 Writing - 51
A GCSE or iGCSE in English	'C' grade
Cambridge English: Advanced (CAE)	Minimum overall score of 169, with no score below 162
Cambridge English: Proficiency (CPE)	Minimum overall score of 180, with no score below 180
Trinity Integrated Skills in English (ISE)	ISE II, ISE III, ISE IV
Caribbean Secondary Education Certificate, English	Grade 1 or 2
Thames Examinations and Training - English as a foreign language (Cyprus)	

* Higher levels may be required for certain courses

* MA Journalism requires 7.0 overall and no component below 6.5.

Additional qualifications maybe considered at the discretion of the University.