

1. Principles and Scope

1. 1 This Policy explains our approach and process in considering applications for taught courses, including Recognition of Prior and experiential Learning (RPL), and transfers. This means we provide you material information that allows you to make an informed decision about joining us to study, and which course is right for you. All applications are considered against the same academic and English criteria following the process outlined in this Policy. Changes to this Policy are considered by our Admissions Panel.
1. 2 This Policy applies to applications for study to our taught courses and those delivered by our collaborative partners to ensure we have a consistent, fair, and transparent approach to making admissions decisions. The process described in this Policy meets the expectations of current UK legislation, including the Equality Act (2010) and General Data Protection Regulation addressed in the Data Protection Act 2018. We welcome applications from candidates regardless of their background and aim to eliminate discrimination on the grounds of gender, race, nationality, ethnic or national origin, sexual orientation, political beliefs, religious beliefs or practices, disability, marital status, family circumstances, parental/carer status, spent criminal convictions, age, or any other inappropriate ground.
1. 3 If you have a need for additional support (such as in relation to a disability), our consideration of your application will be on academic merit. Our ability to meet your support needs is considered separately from academic merit-based admissions decisions. We are committed to making reasonable adjustments where required. However, as a result of our duty of care to all staff and students, we cannot guarantee to provide for the needs of every individual where this is not reasonable or possible. We take into account a wide range of factors in making determinations about the reasonableness of adjustments. Further information can be found at: <https://www.regents.ac.uk/information/for-current-students/disability-support>.
1. 4 All our courses have a set of general admissions requirements. In some cases, an individual course may have specific, as well as general, admissions requirements. In accordance with our Quality Assurance and Enhancement framework, these admissions requirements are set for each course during initial validation and are updated as necessary during course revalidation. It's a matter of academic judgment whether your qualifications and/or experience meet both the general and specific admissions requirements for the course you are applying to. These academic judgments are documented and take into consideration whether you will be able to meet the intended learning outcomes of the course, and successfully achieve the required standard for the award.
1. 5 All our courses are delivered in the English language. This means that you must be able to demonstrate, at a suitably academic level, your ability to understand and express yourself in English (including in reading, writing, speaking and listening). Our minimum English language proficiency criteria are published on our website. In addition, if you require a visa to study in the UK you must also meet any specific English Language requirements of the UK Visas and Immigration (UKVI) where higher than the University's criteria. Our School of English provides a range of English language courses designed to support applicants whose English proficiency is below the required standard.
1. 6 Our Admissions criteria are set by our Admissions Panel, and published annually on our website, in our digital and print prospectuses. If there is any difference in published Admissions criteria, those on our website take precedence.
1. 7 Admissions criteria represent the usual expected level of academic attainment. However, we consider all applications on individual merit and potential. This means that we take academic qualifications into account, as well as a range of other relevant

criteria (e.g., work history, professional experience).

1. 8 We welcome your application if you have (or will have) a qualification of the equivalent level, including any of those offered internationally. We are guided by international qualification information provided by the University and Colleges Admission Service (UCAS), the UK National Recognition Information Centre (UK ENIC), and the awarding organisation(s) when determining academic equivalence.
1. 9 Actual or predicted achievement of relevant qualifications does not guarantee an offer of admission. We may consider any, or all of, your personal statement, references, performance at interview (or similar), CV, test results, and UK Immigration history.
1. 10 If we offer you a place to study on one of our courses, a contract is formed when you have completed all of the following:
 - i) Followed our instructions to accept the offer, including having met any conditions associated with the offer.
And
 - ii) Paid the tuition fee deposit.
And
 - iii) Confirmed your acceptance of the Terms and Conditions.
And
 - iv) Confirmed your agreement to abide by our Regulations, Procedures, and Code of Conduct found on our website.
1. 11 We treat all applications confidentially as personal and sensitive data. This means that while we consider your application and if we make you an offer, your information is stored securely, shared only as necessary to make a decision about your application. If you accept an offer to study with us, we use your information to create a student record for you in our electronic student records system. We may share your data with third parties if required for the fulfilment of the student contract and/or managing the student experience and for statutory and/or legal reasons.
1. 12 There may be circumstances in which we need to make a material change to a course, suspend a course, or withdraw it. If this applies during your application (including when we have formed a contract with you as described above), we will make you aware of this as soon as possible and give you relevant information, support, and advice to allow you to make an informed decision about your options.
1. 13 The applicability of this Policy under the University's Collaborative Provision arrangements is detailed in Schedule A.

2. Interaction with other Regent's University London Policies

2. 1 As a minimum, this Admissions Policy should be read alongside the following that can be found on our website:
 - a. Regent's University London Student Charter
 - b. Student Protection Plan
 - c. Student Terms and Conditions
 - d. Admissions Appeals and Complaints Policy
 - e. Data Protection Policy
 - f. Safeguarding and managing Student Risk Policy
 - g. University Refund Policy
 - h. Regulations for validated awards of the Open University
 - i. Regent's University London Academic Regulations
 - j. Course Amendment, Suspension and Withdrawal
 - k. Admissions Appeals and Complaints Policy
 - l. Confirmation for Acceptance of Studies Policy

3. Process

3. 1 We accept applications:
 - a. Directly, including through agent application via our website
 - b. Via the University and Colleges Admission Service (UCAS)
3. 2 Application deadlines are on our website. Late applications may be accepted up to week 3 of any first term if spaces remain available and if the applicant can demonstrate they can be ready to study on campus in London. Late applicants must enter into a Learner Contract explaining the actions they will take to catch up on missed learning.
3. 3 To make a decision, our designated staff take into account the information provided in your application against the relevant admissions criteria. As a minimum we consider your: existing academic achievements, any predicted academic achievements, English language proficiency, personal statement, academic/professional references, CV, and/or other relevant supporting documentation.
3. 4 If you have suitable academic credit obtained from another institution, we may recognise it to exempt you from a limited amount of modules in your chosen course (we call this Recognition of Prior and experiential Learning or 'RPL'). To be considered for RPL your achieved RPL credit must be:
 - a. Awarded within the previous three years
And
 - b. Of equivalent standard.
And
 - c. Be requested during your application for study (i.e. before we make a decision on your application to study).
3. 5 Where granted, RPL can be used to exempt you from a maximum of:
 - i) Two-thirds of an undergraduate course. For example, you may be exempted from up to 120 credits at Level 4, and also 120 credits at level 5, to gain direct entry to Level 6.
 - ii) One-third of a postgraduate course. For example, you may be exempted from up to 60 credits at Level 7 to gain entry to a Masters course.
3. 6 'Double-counting' of credit is not permitted. This means that if you complete one of our courses at any level of the Framework for Higher Education and Qualifications (FHEQ), you cannot use that as RPL for exemption from another of our courses at the same level, even if the content of academic credit is significantly similar or the same.
3. 7 Where relevant we may make you an offer for a different course than the one you applied to. For example, where we decide you would be better suited to an alternative course.
3. 8 We will clearly tell you if our offer to you is conditional and, if it is, what those conditions are. You are responsible for providing all evidence and documentation, including a notarised translation of the original evidence or document if it is not in English. If you have a conditional offer, you cannot enrol or begin your course of study until all conditions have been met. In such circumstances, we will replace our conditional offer with an unconditional offer.
3. 9 If we have made you an offer you may defer it for up to one academic year by emailing admit@regents.ac.uk. This means that, if we agree to the deferral, you begin your studies either in the next term, or the following academic year. Such deferral decisions are final.
3. 10 You must provide evidence that you hold the right to study in the UK or are eligible to apply for a Student Routes Visa (for applicable courses). The type of evidence we

accept is determined by our Admissions team and our Student Immigration & Compliance team. We retain our right to permit you to study based on your immigration status in the UK.

3. 11 If you require a visa to study, you must have a Confirmation for Acceptance of Studies ('CAS') statement from us before you make a visa application. We hold a Student Routes sponsor licence and are therefore authorised to issue a CAS by UK Visas & Immigration (UKVI). It's at our sole discretion whether we issue a CAS. Issuing a CAS does not guarantee a successful visa application.

4. Criminal Convictions

4. 1 We have a duty of care to all staff and students and may refuse entry to you if we reasonably believe you pose a danger to the safety of others. We reserve our right to request verification of any information provided and expect that prior to entry you tell us about any of your unspent criminal convictions. We also expect you to tell us if, at any time during your studies you receive a criminal conviction. This includes if the criminal conviction(s) was received whilst you were on an Interruption of Studies or withdrawn and later readmitted.

5. Fraudulent and Misleading Information

5. 1 We expect you and your representatives to provide full, honest, and accurate information in your application and supporting evidence, and in all subsequent communications with us. Where we suspect an application has been plagiarised or relied on automatic text generation software (including artificial intelligence such as ChatGPT) we reserve the right to investigate and, if relevant, withdraw an offer or your place on a course. If we withdraw an offer we may also, where appropriate, inform any other relevant professional bodies and/or third parties about the withdrawal.

6. Refusing Admission

6. 1 We reserve the right to reject an application or withdraw an offer if, during any part of the application process, your behaviour is deemed to be unacceptable in accordance with any of our regulations and/or policies.

7. Feedback, Complaints, and Appeals

7. 1 We are committed to providing you with appropriate feedback where resources allow. Our Admissions team will document the decision reached on your application and will respond to requests for feedback in that context. Your request for feedback must be submitted in writing by you: we do not allow requests for feedback from third parties.
7. 2 Where a dispute arises as a result of the application process and/or decision, you should attempt to resolve the issue informally, through discussion with the relevant member of the Admissions team. Where this is not possible and/or appropriate or this route has been exhausted, you may make an appeal or complaint through the Admissions Appeals & Complaints Policy.

8. Minimum General Entry Requirements

8. 1 Applicants should usually be able to demonstrate a level of literacy and numeracy appropriate to the course of study. Some courses of study may require qualifications such as GCSE English, GCSE Mathematics.
8. 2 Where an applicant's first language is not English, and/or where an applicant have a qualification other than those indicated above, the following qualifications may provide evidence of English language competence (this is not an exhaustive list): IELTS (International English Language Testing Scheme); and/or TOEFL (Test of English as a Foreign Language); and/or a Cambridge Advanced Certificate or international

equivalent; and/or a pass in the University's own English Language Proficiency Test.

8. 3 Applicants who meet English language proficiency scores but do not meet admissions requirements for admission at Level 4, may still be offered a place.

8. 4 Applicants requiring a visa to study in the UK must also meet the specific English Language requirements of UK Visa & Immigration (UKVI).

8. 5 Course entry requirements are detailed in course handbooks and set out:

- a. The entry criteria and the means by which students will be judged for entry onto that course.
- b. Any English language requirements.
- c. Any other exceptional entry routes onto courses.
- d. Recognition of Prior Learning (RPL).
- e. Any other requirements (such as specific professional requirements).

8. 6 All applicants are considered with due reference to the University's Equalities, Diversity and Inclusion Policy (2018), and any current antidiscrimination legislation.

9. Admission to Foundation (Level 3) for integrated Bachelor's Degree Courses

9. 1 The minimum entry requirement to a foundation course at Level 3 is normally five GCSEs (including English and Mathematics where applicable) at grade 4-9 (A-C) or equivalent.

9. 2 In cases where additional or alternative qualifications and/or experience are required, details are set out in the relevant course handbook.

10. Admission to a Course at Level 4

10. 1 The minimum entry qualifications are specified in individual course regulations and might typically include:

- a. A minimum number of awards from GCE A levels or equivalent. In terms of equivalence, achievement at a lower level will be subsumed into the higher level, i.e., AS points will be subsumed into the A level points for the same subject and are not acceptable for entry.
Or
- b. Successful completion of a recognised level 3 or Access Course; the full International, European and Welsh Baccalaureate; other qualifications as deemed acceptable by the University.

11. Admission to a Course at Level 5

11. 1 The minimum entry qualifications are specified in individual course regulations and might typically include:

- a. A minimum number of awards from GCE A levels or equivalent. In terms of equivalence, achievement at a lower level will be subsumed into the higher level, i.e., AS points will be subsumed into the A level points for the same subject and are not acceptable for entry.
Or
- b. Successful completion of 120 academic credits at Level 4; other qualifications as deemed acceptable by the University.

12. Admission to a Course at Level 6

12. 1 The minimum entry qualifications are specified in individual course regulations and might typically include:

- a. A minimum number of awards from GCE A levels or equivalent. In terms of equivalence, achievement at a lower level will be subsumed into the higher level, i.e., AS points will be subsumed into the A level points for the same subject and

are not acceptable for entry.

Or

- b. Successful completion of 120 academic credits at Level 4 and 120 academic credits at level 5; other qualifications as deemed acceptable by the University.

13. Admission of Students to Level 7 Courses

13. 1 The minimum entry qualifications are typically:

- a. A first degree with Honours or a recognised equivalent qualification; and/or appropriate professional experience deemed to be equivalent.

14. Admission of Students to Doctoral Level Courses

14. 1 The stage at which admission takes place will be dependent upon the number of credits previously achieved but will not normally be allowed at a stage beyond halfway through a course unless specified in the course specification.

14. 2 To claim credit for prior learning as a means of entering a course at other than level 4, you must have certified evidence of prior learning which has been acquired by either:

- a. Satisfactory full completion of a course of study
- b. Satisfactory partial completion of a course of study
- c. A professional or vocational qualification
- d. Uncertified personal experience which may be tested or a combination of both.

14. 3 Assessment of such prior learning or experience may lead to the award of credits prior to the commencement of study, or of admission with advanced standing.

15. Recognition of Prior and Experiential Learning (RPL)

15. 1 You may be admitted to a course of study with 'advanced standing' at either of level 4, 5, 6 or 7. Where this is applicable:

- a. That prior learning will be mapped against the intended course learning outcomes and a record of recognised RPL will be stored with your record.
- b. We will decide what level of a course you may enter with 'advanced standing'.
- c. Our acceptance of credit from other institutions of higher education is subject to:
 - i. The transcript is an official transcript from the initiating institution.
 - ii. The transferred credit must be similar in scope, content and competency to a Regent's University London credit.
 - iii. The transferred credit must have a Pass grade (e.g., 4 "C" grade), or higher.
 - iv. All transfer students must normally subsequently complete at least three terms at Regent's University London.
 - v. Credits are awarded at the point of an offer being made to a student. Transcripts presented later will not be considered for credit.
 - vi. Academic credits which meet the above conditions are not an automatic entitlement but are at the discretion of our Course Leaders.

16. Internal Course Transfers

16. 1 Subject to any course specific requirements, and with the permission of both Course Leaders you may be allowed to transfer from one of our undergraduate courses to the same point on another, providing that the intended course learning outcomes and the curriculum can be demonstrated to be equivalent. Where the intended course learning outcomes and the curriculum are demonstrably different, then the regulations regarding RPL above will apply.

16. 2 You must complete and submit an Internal Transfer Form to Registry no later than Friday of week 2. Requests submitted to Registry after this time cannot be considered. On courses with year-long modules, transfers cannot be permitted after Friday of week 2 in Autumn Term.

16. 3 Where students are transferring between courses, they automatically lose the right to resit or retake any outstanding modules. Credit cannot later be transferred.
16. 4 Where you choose to transfer internally to another course of study at Regent's University London, using credit achieved from a course or module(s) validated by the institution through the RPL scheme, the academic record and grades associated with the RPL credit will also be transferred.

17. Applications From Former Students

17. 1 To consider applications from our former students we use the following categories:

- i) Completers.
- ii) Withdrawn (non-enrolment)
- iii) Self-withdrawn.
- iv) Withdrawn (misconduct).
- v) Withdrawn (non-attendance).
- vi) Withdrawn (academic failure).

17. 2 **Completers** are those former students that successfully completed their course of study. Such former students are eligible to apply for a new course but must meet the relevant Admissions Criteria for that course.

17. 3 Former students **withdrawn for (non-enrolment)**:

- i) Within the previous 12 months who want to return to the same course they were withdrawn from may use the Academic Regulations: Readmission.
- ii) Within the previous 12 months who want to return to a different course than they were withdrawn from may make a new application but must meet the Admissions Criteria for that course.
- iii) More than 12 months ago may make a new application but must meet the Admissions Criteria for that course.

17. 4 Former students that withdrew themselves from a course (**self-withdrawn**):

- i) Within the previous 12 months and who want to return to the same course they were withdrawn from may use the Academic Regulations: Readmission.
- ii) Within the previous 12 months and who want to return to a different course than they were withdrawn from may make a new application but must meet the Admissions Criteria for that course.
- iii) More than 12 months ago may make a new application but must meet the Admissions Criteria for that course.

17. 5 Former students **withdrawn because of (misconduct)** cannot apply to any course within five years of the date of the withdrawal.

17. 6 Former students **withdrawn for (non-attendance)** cannot apply to any course within five years of the date of the withdrawal, except where:

- i) The withdrawal was within the previous 12 months.
and
- ii) There is evidence of extraordinary circumstances that impacted their ability to attend.

17. 7 Former students **withdrawn for (academic failure)** cannot apply to study the course they were withdrawn from. If the withdrawal was:

- i) Within the previous 12 months, the former student cannot apply to any course.
- ii) More the 12 months ago, the former student may make a new application but must meet the Admissions Criteria for that course. The studies on the new course cannot begin within 12 months of the withdrawal decision (i.e. at least 12 months have to pass before studies on new course can commence.)

18. Schedule A

The applicability of this Policy under the University's Collaborative Provision arrangements is detailed below.

Where the Regent's University London Policy applies, collaborative partners may use different terminology, e.g. 'programmes' and 'units' instead of 'courses' and 'modules'.

Domus Academy

18.1 This policy does not apply to Domus Academy students. Students should refer to Domus Academy's policies for applicable policy.

Istituto Marangoni (London)

18.2 This policy is replaced by Istituto Marangoni's Student Recruitment and Admissions Policy.

Istituto Marangoni (Paris)

18.3 This policy is replaced by Istituto Marangoni's Student Recruitment and Admissions Policy.

Liverpool Media Academy (LMA)

18.4 This policy is not applicable to applicants to LMA courses. Applicants should refer to LMA's Admissions Policy.

MACROMEDIA

18.5 This policy does not apply to Macromedia applicants. Applicants should refer to Macromedia's policy for applicable regulations.