
Higher Education Admissions Procedures

1 Procedures

- 1.1 City of Bristol College (COBC) is committed to providing a professional admission service and to provide clear, fair and consistently applied policies and procedures. We aim to provide equal and fair access to all prospective students who hold the entry requirements (or will achieve the entry requirements within the recruitment period) and who have the potential to benefit from and contribute to academic life at City of Bristol College.
- 1.2 We recognise that we may, in particular cases need to demonstrate a flexible approach and make reasonable adjustments for individual applicants who may have disabilities or have faced exceptional or challenging circumstances. The principles set out in this policy are followed for all higher education programmes except where stated otherwise. Admissions processes may vary however across subjects and depending on the nature of the programme and the circumstances of the applicant.
- 1.3 Eligible UK and EU students who hold pre-settled or settled status in the UK, whether full-time or part-time, are able to apply for financial support from the government to help with tuition fees. Applicants are responsible for ensuring that funds will be available to pay all tuition fees prior to enrolment on any course. Eligible full-time students may also be able to apply for help with living costs from Student Finance (England, Wales, Scotland and Northern Ireland). There are two types of help which you can apply for:
 - Loans which you have to pay back
 - Grants which you do not have to pay back

For further information on financial support please visit www.gov.uk/student-finance.

2 Admissions Processes for Full-Time Students

- 2.1 City of Bristol College observes the procedure and deadlines for the handling of applications as set out by the Universities and Colleges Admissions Service (UCAS) and those of their associated partner universities and awarding bodies.
- 2.2 Applications for admission to full-time HND and Degree courses must be made through UCAS online at www.ucas.com/students/apply
- 2.3 All applications for HND and full time degree courses starting in September should be received by UCAS by the deadline of 15 January of the same year for all programmes (unless UCAS changes their deadline for an extraordinary reason such as pandemic or other national emergency)
- 2.4 Applications made before the closing date are considered equally against the stated selection criteria and in the context of the number of available places. City of Bristol College will consider late applications where places are available. The College works closely with its partner universities regarding target numbers for admissions and reviews these targets on a regular basis.
- 2.5 Formal responsibility for acknowledgement of applications and communications of the outcome rests with the HE Admissions and Enrolments Team, who will communicate directly with the applicant during the application process to arrange interviews where appropriate.

3 Applicants with Disabilities

- 3.1 City of Bristol College welcomes applications from students with physical or learning disabilities or difficulties. We will make reasonable adjustments to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgement about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.
- 3.2 You are invited to indicate your disability status in your applications and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the College to make adjustments. Disabled applicants are also advised to contact the HE Study Support Co-ordinator after an application has been submitted through UCAS to discuss any support requirements they may have in relation to the programme for which they have applied.
- 3.3 If any applicant believes that their disability has meant that they have faced exceptional circumstances which also should be taken into account when considering their application, they should refer to the section Applicants who have faced exceptional circumstances above.

4 Fraudulent Statement, Plagiarism and Omissions

- 4.1 City of Bristol College and partner universities follow the UCAS procedures with regard to fraudulent statements and omissions. Applicants should not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false or misleading information at any point of the application process including after an offer is made. Should this occur the College reserves the right to dismiss an application, withdraw an offer of a place and/or revoke registration.
- 4.2 The UCAS Similarity Detection Service processes all personal statements received in support of an application in order to identify statements that show similarity. You and the College will receive notification from UCAS of any cases where a significant amount of potentially plagiarised material is identified. At the discretion of the College, applicants who are identified by the UCAS Similarity Detection Service may be given the opportunity to submit a new personal statement in support to their application.

5 Offers

- 5.1 Conditional Offer
 - 5.1.1 A conditional offer is made when certain conditions must be met before the offer of the place may be taken up. Usually the conditions are linked to the achievement of particular outstanding qualifications. Other conditions may include DBS checks.
 - 5.1.2 All offers are specific to your application and your own circumstances and qualifications. You must meet the conditions set by the College by 31 August of the application year, unless otherwise stated in the course requirements. This applies to deferred offers for the following year.
 - 5.1.3 Students who are applying to progress from a Foundation degree to a level 6 Top up Honours degree may not progress if they still have referral results outstanding from the Foundation degree.

5.2 Unconditional Offer

An unconditional offer means that you have met all the academic and on-academic entry requirements and have been accepted onto your chosen programme of study.

5.3 Unsuccessful Application

If the College or our university partners have decided not to offer you a place on the programme you will receive an unsuccessful response via UCAS. There are many reasons why an application may be unsuccessful and you should be aware that some courses are over-subscribed and there are limited places available. In these cases, we may apply a waiting list in case of other students failing to take up their place.

If you are unsuccessful we will tell you why your application has not been successful and feedback will be provided via UCAS track. If you require further feedback, please email your request to HEAdmissions.Enrolment@cityofbristol.ac.uk

5.4 Withdrawn Application

Both you or the College may withdraw an application at certain times. If the application is withdrawn by the College the reason will be displayed in UCAS track (in your UCAS account). The College reserves the right to withdraw an offer up to the point at which it has been accepted by you. If an offer has been made subject to interview and you fail to take up your interview and do not notify us, we may withdraw any offer previously made. If you fail to attend a required interview and no suitable alternative date may be found we may withdraw our offer. Such offers will be conditional on attendance and satisfactory performance at the interview.

5.5 Interviews

City of Bristol College usually interviews all applicants for higher education programmes. This is to give you the best chance of gaining a place by demonstrating your suitability in person. These may take place in College or if necessary via a suitable online platform such as Teams or Zoom.

Interviews are designed to ensure that you understand the nature and demands of the programme and to provide an opportunity to visit and meet with the teaching and or support teams.

If you require adjustments at interviews (for example if you have a disability), the College is responsible for making reasonable adjustments.

5.6 UCAS Extra

UCAS Extra is offered by UCAS for students who have used all their choices on their applications but are not holding any offers after February of the year of application. City of Bristol College will alert UCAS of any courses which are open for UCAS Extra applications and these will be found on the UCAS site at www.UCAS.com

5.7 Clearing and Adjustment

5.7.1 Clearing is a scheme offered by UCAS which gives you a final opportunity to secure a place in August of the year of entry. The UCAS website provides information about who can enter the clearing process. Some students who have made a firm choice of programme and institution gain better results than they initially expected and the Adjustment scheme allows them to reconsider where and what to study. The UCAS website contains the information you will need to use this service.

5.7.2 The College will publish and vacant places on the UCAS website and on our own website and may offer these places to suitable applicants. You are advised to contact the HE

Admissions and Enrolment Team on Telephone: 0117 3125262 or Email:
HEAdmissions.Enrolment@cityofbristol.ac.uk to find out about these vacancies.

5.8 Confirmation

Confirmation is the period of time in August when A level results are released to the College and to universities for students who are holding conditional offers (other awarding bodies such as Pearson may release their results earlier). If you have reached the grades required by your conditional offer you will have your place confirmed by the College or university partner.

5.9 Applicants seeking deferred entry (also known as “Gap Year”)

City of Bristol College welcomes applications from students who wish to spend time gaining experience of work, voluntary service or travel after leaving school or college. This intention should be stated in the UCAS application unless the individual intends to apply for entry during the gap year. Applicants who take a gap year should be aware that they must abide by the UCAS rules and timeframes for that application cycle for which they are applying.

5.10 Applicants wishing to reapply

Applicants who wish to reapply should contact the Admissions team prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at the first attempt requires an academic judgement. You should be aware that no guarantee can be given that another offer will be made, and that the conditions of any further offer may differ to those of the original.

5.11 Applicants who have faced exceptional circumstances

5.11.1 If any applicant feels that their prior personal circumstance other than ill-health (for example, bereavement, or other difficult home or family circumstances) which may have affected their previous education, or grades received in past examinations, then they are welcome to contact the Admissions team at City of Bristol College to discuss this further.

5.11.2 All formal requests for extenuating or mitigating circumstances will be considered in the admissions process and should be supported by a full declaration about the nature of the circumstances. Where those circumstances are affecting or have affected current studies the correct course of action would be to notify the relevant exam board of those circumstances using the relevant mitigating, extenuating or personal circumstances procedures.

6 Part-time Study – Direct Applicants

- 6.1 Applicants for part-time programmes should apply directly to the College rather than through UCAS by using the 'apply' button against the course option on the City of Bristol College website. Applicants are asked to provide proof of the qualifications required for entry to the programme. Applicants will be invited for an interview; they will be informed of the outcome of this, and of any further conditions for entry requirements or employment relevant to the programme.
- 6.2 Applications for part-time study should be made as early as possible and by the end of August at the latest.
- 6.3 HE Admissions and Enrolments will contact you with the outcome of your application for a part time higher education course.
- 6.4 Part time students may apply for loans to cover tuition fees from Student Finance England (or the other home nations as appropriate), but they will not be eligible for maintenance loans and so you should be aware of the costs of the course and of any elements that may be course requirements (such as personal therapy for the Part-time Counselling degree).
- 6.5 Student Financial Support Funds may be available if unexpected hardship occurs, but they cannot be used to cover tuition fees or general day to day living costs unless something unexpected happens that puts you into hardship and may prevent you from completing your course.
- 6.6 The policy for part time students for all offers, interviews, confirmation, complaints and feedback is contained within the section for full time students.

7 Appeals

City of Bristol College commits to treating all applications fairly and effectively, following the procedure in this document. If however, you wish to challenge a decision to reject your application you should refer to the Admissions Policy and submit an appeal in writing via our complaints process. We will investigate and send you a response and when closed we will send you a completion of procedures letter. If you are still unhappy with the outcome then you may refer your complaint to the Office of the Independent Adjudicator (OIA). The OIA will not consider any referrals if you have not first exhausted the College or university complaints and appeals processes.

Review frequency: Every three years

Lead Officer: Senior HE Registrar

Senior Manager responsible: Assistant Principal for FE & HE

Last revised: n/a

Approved by:	SLT
Date of approval:	29 th June 2021
Date for review:	29 th July 2021
Version:	1
Lead Officer:	Senior HE Registrar
Senior Manager:	Assistant Principal for FEHE