

# HE Student Admission and Transfer Policy

## Policy Statement

- 1.1. This policy provides a framework for the admission and transfer of students to enable fair processes and procedures in all aspects of enrolment on any higher education programme delivered by City of Bristol College (hereby name thereafter the College).

## Scope

- 1.2. It is applicable to all categories of applicants seeking enrolment on accredited undergraduate and postgraduate programmes at the College. Its purpose is to;
- 1.3. Promote fairness, clarity, consistency and transparency in student recruitment, and admissions and where necessary transfer practices.
- 1.4. Formulate the admissions and transfer policy and procedures for all prospective higher education students and internally progressing students to undergraduate awards.
- 1.5. To oversee the implementation and effectiveness of these procedures and to monitor compliance with internal policies and external regulations.
- 1.6. Monitor the quality of student admissions and recruitment, ensuring the integrity of the process.
- 1.7. Monitor the quality of student transfer ensuring the integrity of the process.
- 1.8. Promote the dissemination of best practices in recruitment and admissions to identify training needs for admissions staff and to ensure that these needs are met.
- 1.9. Promote the student Admissions and Transfer processes in accordance with the HEI partners and other Awarding Bodies.

## Admissions Procedures

- 1.10. The College 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.
- 1.11. In particular cases, the college may 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.
- 1.12. Eligible UK residents and Non-UK natives 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). For further information on financial support please visit [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

## Roles and Responsibilities

- 1.13. We will publish clear and accurate information that is easily accessible to support students to make informed decisions about their choice of course. Entry requirements will be clearly stated on our website, in our course fact sheets, on UCAS publications and in our prospectus.
- 1.14. Information on the entry qualifications of applicants accepted in previous years and other statistical data may be found on the website [www.discoveruni.gov.uk](http://www.discoveruni.gov.uk)
- 1.15. Admissions decisions are made by the Programme Managers for each higher education programme and are endorsed by the Director for Further and Higher Education.
- 1.16. The Director for Further and Higher Education (with the assistance of Heads of Department) makes all final decisions regarding the admission of students who may not meet the entry requirements and for whom adjustments may be required.
- 1.17. The Higher Education Quality and Partnership Manager ensures that admissions decisions are made in line with the individual admissions regulations of our university partners and will liaise with the university partners in matters concerning admissions and enrolments to their universities and bring this document forward for review.
- 1.18. The HE Admissions and Enrolments Team receive and administers all Higher Education applications received through UCAS and for part-time, direct applications. They also arrange interviews, offers and enrolment, [HEAdmissions@cityofbristol.ac.uk](mailto:HEAdmissions@cityofbristol.ac.uk)
- 1.19. Franchised programmes adhere to the Admission Policy of the partnering HEI as part of the Franchising Agreement. The HEI partner is responsible for making admission offers, conducting criminal records checks, and managing criminal conviction declarations. CoBC will provide accurate and complete Admissions and Student data to the relevant HEI partner to enable them to Register the Students and meet reporting and other regulatory body requirements. CoBC will also provide appropriate evidence of admissions data and student data returned for all students as part of external reporting for audit and quality assurance purposes.
- 1.20. The Higher Education Quality and Partnership Manager ensures that the information provided to UCAS is accurate and relevant to applicants.
- 1.21. Subject Lecturers and Personal Development coaches complete references and supervise students within the College who are making UCAS applications.
- 1.22. Heads of Department are responsible for ensuring that information about specific courses is accurate on our website and in our prospectus, quality assurance (approving applications and references) and notifying vacant places during clearing to UCAS via the HE Admissions and Enrolment team.
- 1.23. The Higher Education Quality and Partnership Manager manages the operational use of UCAS by internal applicants within the College.

## Admissions Requirements

- 1.24. Selection decisions are made on the basis of merit and the ability or potential of each applicant to meet the criteria for admission for admission to each specific programme. The selection process must treat all applicants fairly and not discriminate unlawfully.
- 1.25. Applications are initially assessed by the HE Admissions and Enrolments team using the information provided on the application form (either via UCAS or a local application form where appropriate). All applicants are given equal opportunity to demonstrate relevant skills and provide supporting information where needed.

- 1.26. All students for higher education courses will be interviewed by the relevant programme manager or team member. The criteria for decision making will vary across different programmes and will be based on the requirements of the specific programme. Flexibility should be used where appropriate in response to individual applicants requesting adjustment to the assessment methods.
- 1.27. Some applicants are required to pass a Disclosure and Barring (DBS) check as part of the College's duty of care and in line with the requirements of relevant professional bodies before enrolment onto a higher education programme.
- 1.28. The College does **not** hold UKVI sponsor licence for Higher Education courses and so we cannot accept applications from any student who requires a visa to study in the UK.

## Qualifications

- 1.29. **Minimum Requirements:**
  - 1.29.1. The College and its institutional partners consider applicants with a wide range of UK and non-UK qualifications for admission to our undergraduate programmes. Where qualifications are from countries other than the UK, the NARIC database will be used to determine equivalences to the specified entry qualifications. Where prospective students are presenting qualifications from overseas they must provide a translation of their certificates and transcripts by an approved and certified translator, the cost to be covered by the applicant. Prospective applicants who wish to discuss whether their qualifications will meet the requirements criteria should contact Student Services. They should provide a certified translation of their qualifications if the certificates and transcripts are not in English at the cost to the applicant.
  - 1.29.2. We publish our minimum entry requirements against each course on our website and within our prospectus.
  - 1.29.3. Applicants must satisfy the particular requirements of the course for which they are applying which may include specific grades in named subjects.
  - 1.29.4. Applicants who need further guidance about entry requirements may check these by contacting the Programme Manager or Head of Department for the programme.
- 1.30. **Acceptable Qualifications**
  - 1.30.1. Each application will be considered individually whilst seeking to admit students with the potential to succeed on their chosen course. This may be demonstrated in a number of ways through different qualifications and combinations; however, applicants are expected to have demonstrated the ability to study at a progressive and concentrated level.
  - 1.30.2. Functional Skills qualifications at Level 2 may be accepted by some courses in lieu of GCSE English Language or GCSE Maths Grade C/4 for some programmes.
  - 1.30.3. Applicants with other relevant level 3 qualifications will be given an appropriate offer on an equivalent basis with other level 3 qualifications.
- 1.31. **English Language Requirements**
  - 1.31.1. Teaching, assessment and student support will take place in English. The Programme Manager must be confident that the candidate has the proficiency in the English language necessary to succeed in the chosen course. They must satisfy this by viewing relevant qualifications as specified.

1.31.2. CoBC and its partner Higher Education Institutions recognise a wide range of English Language qualifications and applicants for whom English is not their first language may be made an offer which is conditional on successful completion of one of the approved tests. Minimum acceptable scores for the most commonly presented English Language qualifications are given below. Please note that some programmes may require higher scores.

1.31.3. For Foundation and Top-Up degrees and Higher National courses including HTQs the English Language requirement is on an approved English Language Test (which includes tests Trinity, Pearson, Skills for Life and IELTS at 6.5, with at least 6.0 in each component of listening speaking, reading and writing).

## **Recognition of Prior Learning (RPL) including Accreditation of Prior Learning (APL)**

- 1.32. Recognition/Accreditation of Prior Learning is a process undertaken by City of Bristol College and its associated university and accrediting partners in order to assess and, as appropriate, recognise prior learning or prior certificated learning for academic purposes. This recognition may give the learning a credit value and allow it to be counted towards the completion of a programme of study.
- 1.33. Any decision on credit transfer or entry of students with advanced standing is an academic decision taken within the relevant institution and in accordance with the Academic Regulations of the awarding body.
- 1.34. Safeguarding; the College and its associated HEI partners recognise that in some cases careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes. Please refer to the College's Safeguarding and Child Protection Policy.

## **Criminal Convictions**

- 1.35. City of Bristol College has a policy statement on students with criminal records Disclosure and Barring Service (DBS) and a Safeguarding Policy and Procedure. This Policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to do, so this will generally be considered a very serious matter and is likely to lead to their application being rejected, or if admitted, to their registration at the College being revoked. Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question and the specific course applied for. City of Bristol College may request further information about the nature or context of an applicant's criminal record and refer to the Fitness to Study section below.
- 1.36. Where indicated in the College prospectus or website, specific programmes may involve regular access to children and/or vulnerable adults and applicants may be required to undertake a DBS check. The College will send further instructions as part of the admissions process where this is the case. If your course requires that you undertake a DBS check you will be required to apply before enrolment and you will be responsible for payment of the cost. If your course requires a DBS check then the place is offered subject to a satisfactory report and if you have criminal convictions we may undertake fitness to study/practice risk assessment with you before you enrol.

## **Fitness to Study**

- 1.37. City of Bristol College is committed to supporting all students to fulfil their potential which includes both achieving the qualification on which they have embarked and achieving employment in their chosen

career. Occasionally a student's circumstances, conduct or mental or physical health may impact on their or others' ability to fulfil that potential. The Fitness to Study policy covers all processes and procedures in review of an applicant's fitness to study/practice should any concerns be identified at the point of application, interview and offer.

- 1.38. Applicants onto franchised programmes run by Higher Education Institutes (HEI) may also be subject to the. Relevant HEI fitness to study/practice policies and procedures as outlines in the relevant Franchise Agreement.
- 1.39. The College follows the Academic Regulations and policies of its HEI partners and Awarding bodies and aims to ensure that students:
  - 1.39.1. Can benefit from being members of our community and can participate in all aspects of their programme of study for the required period, with a reasonable chance of successfully obtaining the award for which they are registered.
  - 1.39.2. Do not in any way prevent, hinder or disrupt the study or assessment activities of other students; staff in the discharge of their duties or academic pursuits; or visitors to the College from carrying out their lawful business.
  - 1.39.3. Do not, as a consequence of their presence on campus, present an unacceptable risk to the health or safety of themselves or others.
  - 1.39.4. Are in a position to behave professionally and engage satisfactorily in any elements of study or assessment which take the form of placements, particularly those taking place in a professional or work-based setting
  - 1.39.5. The College's Fitness to Study/Practice Policy should be referred to in the event of a concern about a student's fitness to study upon receiving their application.
  - 1.39.6. The relevant Academic Regulations and policies would be followed in the case of a decision to exclude a student. The College reserves the right to share information regarding the risk with statutory and other agencies in order to ensure the safety of its students and staff and that of other organisations.

## **Admissions Appeals**

- 1.40. The College commits to treating all applications fairly and effectively, following the associated procedure. If, however, you wish to challenge a decision to reject your application you should refer to the Admissions section of this policy and submit an appeal in accordance with the processes and procedures set out in the Admissions Policy.
- 1.41. Appeals must be submitted in writing and sent to [complaints@cityofbristol.ac.uk](mailto:complaints@cityofbristol.ac.uk). We will investigate and send you a response and when closed we will send you a completion of procedures letter.
- 1.42. 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.

## **Student Transfer Arrangements**

- 1.43. We understand you may change your mind or circumstances change which means you need to 'transfer' (change) where you are studying or the programme you are on.
- 1.44. All providers of Higher Education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2022. A student transfer is defined within Section 38 of the Higher Education and Research Act.

- 1.45. The Student Transfer applies to current students at CoBC and the staff involved in the transfer process. It covers the procedures for students transferring from CoBC, transferring to CoBC, and transferring between programmes within CoBC.
- 1.46. Students registered with CoBC on a HEI Franchised programme that request a must be made in writing to CoBC. Cases will then be referred to the relevant HEI partner for consideration and decision, in consultation with the HEI Programme link Tutor and CoBC Programme manager.
- 1.47. Student transfer, for the purposes of this document, includes:
  - 1.47.1. Transfer into City of Bristol College from another provider.
  - 1.47.2. Transfer between courses at City of Bristol College.
  - 1.47.3. Transfer to another provider from City of Bristol College.
  - 1.47.4. Transfer triggered by the College's Student Protection Plan.
- 1.48. **Transfers into City of Bristol College**
  - 1.48.1. If you are a student looking to transfer to the College we will consider within regulation:
  - 1.48.2. Whether you meet our minimum academic entry requirements for the course.
  - 1.48.3. If appropriate, we will take completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through the Accreditation for Prior Learning (APL) Process. You will need to provide a transcript from your current provider. If there are places available on the course being requested.
  - 1.48.4. The point in the year in which the transfer request is being made. This is because it can be very difficult to catch up on missed delivery. The two periods where transfer in is acceptable are within the first two weeks of a teaching block commencing; and at the end of the year when a decision about progression to the next stage has been made. Where this is not possible we may suggest that an interruption of studies be taken until the next academic year. Where the transfer is between two programmes which are sufficiently similar then the transfer may be allowed outside of these two windows.
- 1.49. **Transfers between College programmes**
  - 1.49.1. If you are requesting to transfer between courses we will consider with in regulation:
  - 1.49.2. The completed credits, level attained, or other study undertaken into consideration, as appropriate. We would advise you to speak to the Programme Manager for the course you are interested in.
  - 1.49.3. The point in the year in which the transfer request is being made. This is because it can be very difficult to catch up on missed delivery. The two periods where transfer in is acceptable are within the first two weeks of a teaching block commencing; and at the end of the year when a decision about progression to the next stage has been made. Where this is not possible we may suggest that an interruption of studies be taken until the next academic year. Where the transfer is between two programmes which are sufficiently similar then the transfer may be allowed outside of these two windows.
  - 1.49.4. Transfer between courses at the College will normally be facilitated by the Higher Education Quality and Partnership Manager. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by their current and intended Programme Manager in conjunction with the relevant Head of Department.



**1.50. Transfer out of City of Bristol College**

- 1.50.1. You may decide to transfer to another provider and we would facilitate transfer to another Higher Education provider for you to complete your studies. Should transfer to another provider be necessary we will support arrangements to:
- 1.50.2. Confirm any completed credit, level attained, or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through a student transcript.
- 1.50.3. Provide a refund for all/part fees where transfer of completed credit is not possible, in accordance with our Fee Policy.
- 1.50.4. Transfer out of City of Bristol College will be facilitated by the Higher Education Quality and Partnership Manager.

**1.51. Transfers triggered by the College's Student Protection Plan**

- 1.51.1. As a consequence of events outlined in our Student Protection Plan, a student may need to be transferred to another provider. This may include, but is not limited to:
  - Course or discipline closure
  - Institutional closure
  - Loss of designation
  - Loss of accreditation
  - Student-led withdrawal
- 1.52. The Higher Education Quality and Partnership Manager will establish a Student Protection Implementation appropriate to transfer and will oversee the Student Protection Implementation Plan. This will set out the details of the reasons for the implementation, the risks identified, likely implications for students, the communication, support and advice for students and the timescales involved.

**1.53. Refund and Compensation**

- 1.53.1. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Fee Policy.
- 1.53.2. Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the Fee Policy.

**1.54. Advice and Support**

- 1.54.1. In the event of a transfer in or out of the College, advice and support will be available to students individually or collectively. In the first instance, advice is available from the Higher Education Quality and Partnership Manager.
- 1.54.2. In the event of transfer between courses at the College, advice and support will be available to students individually or collectively. In the first instance, advice will be available from the current Programme Manager.

## Monitoring

- 1.55. Regular monitoring of college systems provides data relating to the admission and transfer process with additional information provided after college open days, interview events and progression activities. Additional feedback is also gathered directly from students in regards to their experience, captured at Programme meetings, Course representative meetings and the National Student Survey.
- 1.56. All members of staff who hold responsibilities within the admissions process will be given training and guidance in line with this policy.

## Linked policies (or Linked policies and procedures)

- Safeguarding Policy
- Equality, Diversity and Inclusion Policy
- Fees Policy
- Fitness to Study Policy
- Assessment Policy
- Compliments, Complaints & Feedback Policy & Procedure
- Student Protection Plan
- Academic Regulations for Higher Education Programmes
- The Office for Students regulatory framework for higher education in England 2022.

Version	
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<b>Senior Manager responsible:</b>	Vice Principal of Further and Higher Education