⌐UCL

UCL Academic Manual
2020-21

Chapter 1: Student Recruitment and Admissions Framework

Chapter 1 is UCL's regulatory framework for the recruitment and admission of students to UCL.

1 Student Recruitment

1.1 Guiding Principles

Student recruitment represents the first stage in the UCL student journey. The experience at this stage will set students' perceptions of UCL and will have a significant impact on their decision to apply to, and ultimately accept an offer of admission to UCL.

1. UCL aligns its student recruitment processes to Key Enabler 6 in its strategic plan, UCL-2034, via its central Student Recruitment and MarComms teams working in the Communications and Marketing (CAM) Division. The activities set out in this chapter are focused on delivering successful outcomes following the programme development activity set out in Chapter 7, Programme and Module Approval and Amendment Framework.
2. Activity within the CAM team encompasses: international and UK recruitment, affiliate and summer school recruitment, prospective student recruitment communications, plus digital marketing and market research to support recruitment in all segments.
3. A consolidated central team allows the institution to adopt a consistent approach to recruitment and ensures alignment with agreed strategic priorities. The central team liaises and works closely with the academic Faculties and Departments to ensure a coordinated approach throughout the institution.
4. The Vice-Provost (Education and Student Affairs) takes the academic lead for recruitment and champions the strategic priorities to academic colleagues and other members of UCL's Senior Management Team.
5. UCL has a standing committee, the Student Recruitment, Admissions and Funding Committee (StRAFC) which is chaired by the Vice-Provost (Education and Student Affairs) or their nominee. This Committee has institutional oversight of recruitment strategy and policy, reviewing these

Summer School materials are set out in <u>Annex 1.1.5 Study Abroad at UCL and Summer Schools Publications</u>.

1.3.4   Faculty Marketing Materials

- Faculty marketing teams are responsible for ensuring that information about degree programmes is up-to-date, accurate, and complies with CMA guidance with regard to the application of Consumer Protection Law as it applies to the promotion of degree programmes to prospective students. All prospectuses are intended to provide information to prospective students to inform the early stages of their decision-making process about whether to make an application to UCL. Online editions include text, imagery and video content.
- More detailed information, designed to provide enquirers with information about such issues as the study experience, departmental facilities and teaching staff, is provided by academic departments and faculties.

1.3.5   Web sites

- The prospectus websites detailed in <u>Student Recruitment Communications, para 1.3.3</u> above are intended to provide information to address first and second level enquiries from prospective students. Production and communication of detailed information about degree programmes (e.g. staff details, departmental facilities, detailed module content etc.) are the responsibility of faculty marketing teams in liaison with academic departments
- Guidance on what should be included, editorial standards and how it should be linked to prosp

1.4   Student Recruitment Activities

1. Via a comprehensive programme of student recruitment activities in the UK, overseas, and online, UCL seeks to ensure that all prospective students have access to information to help their decision-making. Further information is available at Annex 1.1.8 Student Recruitment Good Practice.

2. In the UK Student Recruitment organises three UCL-wide undergraduate open days, a graduate open day, attendance at recruitment fairs, information sessions on how to apply, and visits to schools. These are complemented by SRS Access and Admissions activities such as delivering workshops, taster lectures and masterclasses and running a large number of projects and sessions specifically aimed at widening participation students including residential and non-residential summer schools (see Annex 1.2: Widening Participation Guidelines for Good Practice). In 2020, these events are being delivered virtual( )-4(l)5(7e).

2   Entrance Requirements

2.1   Undergraduate Entrance Requirements

2.1.1   A Levels

1. UCL's entry requirement range is A*A*A–ABB.
2. Applicants' qualifications must satisfy the specific degree programme requirements which are outlined in the programme descriptions given in the Prospectus for the year of application.
3. The requirements for individual programmes are set out in the Prospectus.
4. UCL has a benchmark entry level of ABB at GCE A level and does not make offers of admission with any grades lower than B.
5. Applicants will not be admitted below the benchmark level without the advance approval of the Vice-Provost (Education & Student Affairs) and cases for consideration should be submitted by Faculty Tutors to the Vice-Provost (Education & Student Affairs), via Admissions in Student & Registry Services.
6. For further information about the acceptability of A Level subjects see Preferred A Level Subjects.

2.1.2   GCSE and Equivalent Qualifications

1. All UCL programmes require GCSE or equivalent passes in English Language and Mathematics at grade 5 / C or higher.
2. Some programmes require additional GCSE passes in specific subjects or higher grades than 5 / C in English Language and/or Mathematics, as outlined in the programme descriptions given in the Prospectus for the year of application.

2.1.3   Modern Foreign Language

1. UK-domiciled students applying to enter a UCL undergraduate programme from the UK are required to offer a GCSE in a foreign language at Grade C or above, or any other accredited Level 2 qualification in a foreign language. Alternatives such as a foreign language at AS, A-level or at standard or higher level in the IB will also be acceptable. Qualifications in Ancient Greek and / or Latin do not meet the requirement.
2. Students who are bilingual in a heritage or community language should offer a formal qualification in this language where such accreditation is available. Where accreditation is not available, the students' case should be referred to the Vice Provost (Education and Student Affairs).
3. Students who are unable to offer a foreign language on entry will be required to undertake at least a 15-credit module in a foreign language as part of their degree programme (preferably in Year 1, but not necessarily). Graduation will not be conditional upon a student achieving a pass mark in this course.
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2.   In addition to making an application via UCAS, all applicants for UCL undergraduate Law programmes must take the

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Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom or United States of America.

Sweden	Avgangsbetyg, VG (val godkant) in English.
Switzerland	Maturitatzeugnis/Certificat de Maturite/Attestato di Maturita federal maturity certificate or the federally-recognised cantonal maturity certificate, 5 (gut/bien/bene) in English.

5. Taken one of the following tests no more than two years prior to the proposed date of enrolment:

Test	Scores Required
AQA Level 2 Certificate in English Language (8705) Speaking and listening must be separately endorsed on the certificate	*Standard level:* Pass at grade C. *Good level:* Pass at grade C. *Advanced level:* Pass at grade B.
Cambridge English: C1 Advanced (Certificate of Advanced English)	*Standard level:* Overall score of 176 with 169 in all subtests. *Good level:* Overall score of 185 with 176 in all subtests. *Advanced level:* Overall score of 191 with 176 in all subtests
Cambridge English: C2 Proficiency (Certificate of Proficiency in English)	*Standard level:* Overall score of 176 with 169 in all subtests. *Good level:* Overall score of 185 with 176 in all subtests. *Advanced level:* Overall score of 191 with 176 in all subtests.
Cambridge English Language 1119	*Standard level:* Pass at grade C or 6. *Good level:* Pass at grade C or 6. *Advanced level:* Pass at grade B or 4.
Cambridge Assessment International Education (formerly Cambridge International Examinations CIE) GCE Ordinary Level in English Language	*Standard level:* Pass at grade C. *Good level:* Pass at grade C. *Advanced level:* Pass at grade B.
Duolingo English test	*Standard level:* Overall score of 115 *Good level:* Overall score of 125 *Advanced level:* Overall score of 135
GCSE English Language	*Standard level:* Pass at grade C or 5. *Good level:* Pass at grade C or 5. *Advanced level:* Pass at grade B or 6.
Hong Kong Certificate of Education English Language (Standards-	

Test	Scores Required
• Cambridge IGCSE English as a Second Language (Speaking endorsement) (0510)* or (0993)* • Cambridge IGCSE English as a Second Language (Count-in speaking) (0511) or (0991) • Cambridge English as a Second Language (US) (0526)* **Pearson Edexcel** • Edexcel IGCSE English as a Second Language (ESL) (4ESO/01)* • Edexcel IGCSE English as a Second Language (4ES1)* • Edexcel IGCSE English Language A (4EA0) or (4EA1)* **Oxford International AQA Examinations** • Oxford AQA IGCSE English Language (9270)* • Oxford AQA IGCSE English as a Second Language (9280)	
International Baccalaureate (IB)	For native or near-native speakers *Standard level:* IB English Language A: Literature or Language and Literature or Literature and Performance at either higher or standard level - grade 4. *Good level:* IB English Language A: Literature or Language and Literature or Literature and Performance at either higher or standard level - grade 4. *Advanced level:* IB English Language A: Literature or Language and Literature or Literature and Performance at either higher or standard level - grade 5. For non-native speakers *Standard level:* IB Language B at higher level - grade 4; IB Language B at standard level - grade 6. *Good level:* IB Language B at higher level - grade 4; IB Language B at standard level - grade 6. *Advanced level:* IB Language B at higher level - grade 5; IB Language B at standard level - grade 7.
International English Language Testing System (IELTS) Academic	*Standard level:* Overall grade of 6.5 with a minimum of 6.0 in each of the subtests. *Good level:* Overall grade of 7.0 with a minimum of 6.5 in each of the subtests. *Advanced level:* Overall grade of 7.5 with a minimum of 6.5 in each of the subtests

Test	Scores Required
Malaysian Certificate of Education English Language Communicational (122)	*Standard level:* Pass at grade 6 or C. *Good level:* Pass at grade 6 or C. *Advanced level:* Pass at grade 4 or B.

Test	Scores Required
Malaysian Certificate of Education English Language Communicational (122)	*Standard level:* Pass at grade 6 or C. *Good level:* Pass at grade 6 or C. *Advanced level:* Pass at grade 4 or B.

2. Applicants undertaking the Primary or Secondary PGCE, including those on the School Direct

g) The credit has been earned at the appropriate academic Level and in an appropriate Field of Study, and

h) The learning has been completed within the last five years, and

i) The student has achieved the full pass mark for all Modules concerned and credit has not been achieved via a condoned (compensated) pass.

3. The following table specifies the maximum number of APL credits for which a student *may*

3 Admissions and Selection

3.1 Equal Opportunities

1. UCL is firmly committed to promoting equal opportunity. UCL's Equal Opportunities policy in respect of student recruitment and admissions is as follows:
2. In the recruitment and selection of students the only consideration must be that the individual meets, or is likely to meet, the requirements of the programme or course. These requirements being met, no applicant will be discriminated against on the basis of their gender, race, colour, ethnic origin, nationality (within current legislation), disability, sexual orientation, marital status, caring or parental responsibilities, age, or beliefs on any matters such as religion and politics.
3. The above policy must be adhered to in all matters concerning student recruitment and admissions. UCL is committed to a programme of action to ensure that its policy is implemented and monitored at an organisational and individual level. Each department has a Departmental Equal Opportunities Liaison Officer who disseminates information on good practice and training.

3.2 Authority to Admit Students

1. UCL Statutes vest with the Provost the power to admit as a student to UCL anyone having the qualifications required for admission as stipulated in UCL Regulations. The Statutes further grant the Provost the power to delegate his power to admit students to any Officer of UCL or other person or body as he may think fit. The arrangements for the admission of students as outlined in this and other sections of the Academic Manual present the current position as regards the delegation of the Provost's power to admit students. The Provost reserves the right, at any time, to delegate the power to admit students to other Officers of UCL, persons or bodies deemed suitable by him should any particular circumstances require it.

3.3 Making an Application to Study at UCL

3. For hard copy applications the information on the Disability and Ethnic Origin Monitoring form is recorded for monitoring purposes, but not submitted to the admissions selector.
4. For further information see the [Prospective Students website](#).

PGT Application Deadlines

1. The Friday of the last week in July is UCL's general deadline for the receipt of applications for taught postgraduate programmes, however earlier programme specific deadlines may apply.
2. For programmes starting at times other than September, different deadlines may apply.

Further guidance

1. For further information see the Programme Specific Application Deadlines on the [Prospective Students website](#).
2. Registration and enrolment must be completed by the deadlines outlined in Chapter 3, Section 1.2: Enrolment and Re-enrolment.

3.3.3 Applications for Deferred Entry

Undergraduate Applicants

1. UCL will consider applications for deferred entry from undergraduate applicants intending to spend a pre-university year in a constructive activity.

Taught Postgraduate Applicants

2. UCL will not accept applications for deferred entry to taught postgraduate programmes. Applicants must apply in the admissions cycle for which they seek entry.
3. However, once an offer of admission has been made, applicants may to seek to defer the place to the following year. Agreement to defer is considered on a case-by-case basis and approved or not by the admitting department/division.
4. Applicants holding an offer of admission may only apply for deferral for one year of entry. Applicants wishing to take a further year prior to admittance will be required to re-apply for admission and be considered in competition with other applicants.

Further guidance

1. Undergraduate applicants should state their reasons for wishing to defer entry on their UCAS application and they will then be considered a year ahead of the normal application timetable.
2. All undergraduate applicants considering applying for deferred entry are advised to check with [Admissions in Student & Registry Services](#) about the acceptability of deferred entry application for the degree programme for which they are applying.
3. The Slade School of Fine Art does not consider applications for deferred entry.
4. Further information about deferred entry is available on the [Prospective Students website](#).

3.3.4 Applications for Part-Time Study

Undergraduate Applicants

1. Applications for undergraduate admission on a part-time basis will only be considered for a small number of undergraduate degree programmes. At UCL undergraduate degree programmes are mostly taught during the day.

Further guidance

1. All applicants considering applying for part-time study are advised to refer to the [Prospectus](#) or contact [Admissions in Student & Registry Services](#) about the availability of this option for the degree programme for which they are applying.
2. Applications for admission on a part-time basis should be submitted directly to UCL using the appropriate part-time application form.

Taught Postgraduate Applicants

3. Applications for taught postgraduate admission on a part-time basis will be considered for programmes that offer a part time or modular/flexible option.

3.3.5 Applicants with Disabilities

1. Applicants who have a disability should inform UCL of this on their application. This will ensure that any special requirements can be put in place.

   Further guidance

1. Applicants with disabilities should contact the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing (SSW) if they have any general queries about facilities at UCL before submitting their application.
2. UCL endeavours to ensure equal access to all facilities and to make reasonable adjustments to UCL buildings if required when and where possible.

3.3.6 Applicants under the Age of 18

1. UCL will consider for admission to its undergraduate programmes applicants who will reach the age of 18 during or after their expected period of attendance. If a young applicant is offered a place, UCL has procedures to support / safeguard young applicants and young students and the arrangements prescribed will be put in place prior to them enrolling at UCL as a 'young student'.
2. Applicants that are under 18 at enrolment must have the written consent of their parent/guardian to study at UCL, provide two emergency contacts and also have a nominated local guardian living in the Greater London area.
3. In considering such applications Departments must adhere to the UCL Children and Vulnerable Adults Safeguarding Policy for Applicants and Current Students.

3.3.7 Affiliate Applicants (Students Registered at Other Higher Education Institutions)

1. Affiliate students are students registered at other Higher Education Institutions.
2. Signed agreements between UCL and participating JYA, Exchange or Erasmus institutions must be in place before an offer is made.
3. The regulations covering the registration of affiliate students at UCL are located in Chapter 3: Registration Framework for Taught Programmes.
4. Further information and guidance for affiliate student applications is available from Admissions in Student & Registry Services.

Undergraduate Affiliate Applicants

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Further guidance

1. UCL is conscious of the potential risk of applicants seeking fraudulently to gain admission and/or receive a grant, loan or bursary. The prevention of such fraud is implicit in UCL's procedures governing the following areas of work:
    i. Selection of candidates for admission
    ii. Assessment of accepted candidates' fees status
    iii. Verification of the qualifications of students admitted
    iv. Enrolment of students
    v. Issuing of maintenance allowances to enrolled students and the processing of student loan applications
    vi. Issuing of certificates of student attendance
    vii. Monitoring of the attendance of students.
2. Where there is evidence that an applicant for admission to UCL may have provided false or misleading information on his/her application or papers associated with his/her application, the case will initially be considered by the Director of Access and Admissions who will seek to determine whether the applicant has been guilty of deliberate misrepresentation.   This procedure will also be followed where evidence comes to light after an individual has become a registered student of UCL that he/she may have provided false or misleading information when making his/her application for admission to UCL.
3. The applicant will be informed in writing by the Director of Access and Admissions of the apparent misrepresentation and asked to provide a statement in explanation or mitigation. Failure to provide a statement, or to provide satisfactory evidence to corroborate his/her explanation, will result in the applicant having the application and/or offer of admission to UCL withdrawn. The decision to withdraw an offer of admission or de-register a student from UCL as a result of fraud in an application will be made in consultation with the Vice Provost (Education and Student Affairs).
4. The Director of Access and Admissions will communicate immediately in writing the decision to the applicant.
5. An applicant to UCL does no

3.6 Revising UCAS Applications Following Submission

General

1. UCL considers the information contained on an application as complete and accurate at the point of submission to UCAS. It is not anticipated that any amendments will be made to the personal statement, the reference or the grade predictions provided in the reference.
2. Should a school/college wish to submit additional information that has not been solicited by UCL then this must be done prior to a decision being taken on the application and no later than 15th January UCAS deadline, whichever is earlier.
3. Revisions to predicted grades will only be considered if there has been a genuine administrative error on the part of the school/college when the original reference was completed. Any requests for such a revision must be supported by a statement from the school/college indicating that such an error has occurred. Such revisions will only be considered prior to UCL making a decision on the application and no later than the 15th January UCAS deadline, whichever is

3.9   Application Decisions

3.9.1   Offer of an Undergraduate Place

1. UCL endeavours to ensure that all applicants who have applied by the 15 October/15 January deadlines will receive a decision via UCAS by 31 March in the calendar year of proposed entry, or a calendar year ahead for deferred entry applicants.
2. In addition to the UCAS decision, a formal UCL offer letter and notification of the applicant's fee classification will be made available by Admissions in Student & Registry Services or the relevant Faculty Tutor, via the UCL Applicant Portal. This will also include UCL's Terms and Conditions.

Further guidance

1. Applicants can follow the progress of their application via the UCAS Online Application Tracking Facility

4. Additional feedback should only be provided in response to a request made in writing by the applicant.
5. Under the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR), UCL cannot respond to requests from schools, parents/guardians or advisors for feedback on unsuccessful applications, unless that request is made in writing and is accompanied by a written statement from the applicant giving consent to the discussion of their application with the named third party.
6. A request for additional feedback will not be considered as an appeal against the decision on the application. When such a request is received, this will not prompt a review of the application nor will providing feedback to an applicant imply that an application has been re-considered.
7.

the complainant and arrange for the implementation of any action resulting from it. The other parties to the complaint will also be informed.

10. The decision of the complaints panel is final as far as UCL's internal procedures are concerned. If a complainant is dissatisfied with the decision of the panel, he or she may have recourse to the courts to request a judicial review.

11. The Registrar will keep a record of complaints which will include details of the age, gender and ethnicity of complainants.

Further guidance

1. Affiliate applicants confirm or decline their acceptance of an offer of a place to study at UCL via the Applicant Portal.

marks), this may mean that they will be unable to meet UCL entry criteria and that any offers would be invalid.

4.4 Confirmation of Offer

4.4.1 General

1. Applicants who firmly accept an offer of a place at UCL have their places confirmed by UCL as and when any conditions attached to the offer are satisfied.
2. If any conditions of any offer have not been met, applicants should contact Admissions in Student & Registry Services by telephone as soon as possible to ascertain whether they may still gain admission.

4.4.2 Confirmation of Undergraduate Offer via UCAS

1. UCAS applicants will receive notification of their place being confirmed via UCAS, once any conditions attached to the offer are satisfied.
2. All offer conditions must be met by 31 August in the year of application.

Further guidance

1. The A level results are received by UCL from the qualifications awarding bodies via UCAS usually on the second weekend in August.
2. Where results are not provided by UCAS, applicants will be informed in June and asked to upload these onto the Applicant Portal no later than 31 August in the year of application.
3. Admissions Selectors pass the recommendation made on the basis of these results to Admissions in Student & Registry Services and these are processed through UCAS after discussion with the Vice-Provost (Education & Student Affairs).

4.4.3 Confirmation of Undergraduate Offer: Non-UCAS

1. Applicants successfully applying for the University Preparatory Certificate, part-time students, affiliate students and Integrated BSc students who have received an offer of a place directly from UCL should confirm their acceptance in writing.

Further guidance

1. Applicants should also refer to Section 4.2 Proof of Identity.

4.5 Undergraduate Student Number Management

General

1. When reviewing the examination results of conditional offer holders Admissions will mark up applications where the conditions have been missed and Department and Faculties can request to confirm these applicants where they believe there is room on the programme.
2. No final decision is taken on near miss candidates that faculties would like to accept until the Vice Provost (Education and Student Affairs) has agreed the overall strategy with the Director of Access and Admissions. The number of near misses that can be admitted will then be confirmed. This takes place on the Monday following the release of A level results.
3. UCL does not participate in Clearing activities and consideration should not be given to candidates approaching UCL after 30 June UCAS application deadline. UCL may participate in UCAS Adjustment should departments be short of their intake target and overall capacity allows. The decision to enter Adjustment rests with the Vice Provost (Education and Student Affairs).

4.6 Student Accommodation Deadlines

1. Applicants should be aware of the deadline both for applying for student accommodation and firm acceptance of an offer of admission in order to guarantee the allocation of a room.
2. Applicants should note that only those who have an offer of a place to study at UCL can apply sfor accommodation.

3. Further information about applying for student accommodation can be found on the [Prospective Students website](#).