

Ulster University Admissions Policy



Delivering a University that is innovative and sustainable with a strong academic and international reputation.

ULSTER UNIVERSITY

ADMISSIONS POLICY

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1. INTRODUCTION

1.1 Scope

This policy applies to all admissions to Ulster University and is reviewed annually.

1.2 Institutional Context

Our Vision and Mission : As Northern Ireland's civic university, Ulster University will deliver outstanding research and teaching that encourages the innovation, leadership and vision needed to help our community thrive.

Grounded in the heart of the community Ulster University will;

- Transform lives, stretch minds, develop skills and raise ambitions
- Deliver globally significant research with local relevance
- Encourage a diverse university community
- Make a lasting contribution to society as a whole

Priority 1: Civic Contribution

We will be an international exemplar of the role of a university building civic society.

Priority 2 : Academic Excellence

Research – Our research activities and outcomes will continue to have global significance and meaningful impact.

Teaching – Our educational experience will transform lives, develop skills, raise ambitions and prepare future leaders.

Priority 3 : Global Vision

Our global vision is premised on building a globally engaged and globally relevant university.

Priority 4 : Operational Excellence

Our strong developmental framework will build capacity and capability to ensure we achieve our ambitions

Ulster University is strongly committed to the inclusive economic, social and cultural transformation and global advancement of Northern Ireland. The strength, quality and success of our teaching provision, our graduates, our research and innovation, and the commitment of our staff are widely acknowledged. In particular, we value our ability to combine the shaping and delivery of our core academic provision by building close and productive links across the economy and society both locally and internationally.

The University is proud to rank in the top 10 of UK universities for its commitment to widening access and widening participation. We aim to attract the most suited students and encourage applications from groups of people who are known to be disadvantaged by traditional selection mechanisms. We are proactive in engaging with education providers and community groups in order to raise aspirations for and encourage participation in Higher Education; and are receptive to identifying alternative methods for demonstrating an ability to meet selection criteria.

The University operates in clearly defined market segments and applies its selection criteria fairly and consistently for all applicants.

Further information on the University's Five Year Strategic Plan and Fiftieth Year Strategic Vision 2016 – 2034 can be viewed at:

www.ulster.ac.uk/fiveandfifty/strategicplan.pdf

1.3 Overall Aims of the Admissions Policy

The aims of the Admissions Policy are to ensure that:

1. a wide range of flexible educational and training opportunities are available, designed to meet the needs of the community in Northern Ireland and elsewhere;
2. opportunities to access and progress to higher-level study are developed in line with market demand and higher education guidelines and equality legislation;
3. selection is based primarily on academic criteria and/or other competencies as appropriate. No candidate should be excluded from entry to a programme specifically by reason of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation, disability or responsibility for dependants; and
4. all applicants have equitable and fair access to higher education.

The University Admissions Service, will ensure that this Policy and the appropriate procedures are implemented and disseminated and are kept under regular evaluation and review.

1.4 University Regulations

The University's Admissions Policy is compliant with all appropriate national legislation and University Regulations. It also takes account of national guidelines governing the recruitment and admission of students, for example, the UK Quality Code for Higher Education. Further details may be found in *Appendix 1*.

1.5 Student Charter

The University is committed to continually improving the quality of its services and the Student Charter (www.ulster.ac.uk/studentcharter/) is one way of outlining that commitment. The Charter also explains what the University expects of its students. The quality of the services that the University believes students are entitled to is balanced with responsibilities placed on its students.

2. PRINCIPLES OF SELECTION

2.1 Aims of Selection

- 2.1.1 To attract and retain students, from a wide and diverse community, who have the potential to complete their programme of study successfully and benefit from the experience. In

certain instances and subjects where places are limited, the University may be required to adopt additional selection criteria which aim to assess applicants' abilities and aptitudes in as fair and equitable a manner as possible.

2.1.2 The University aims to provide comprehensive, accurate, user-friendly and accessible information and advice to applicants and other stakeholders in the admissions process. This is to enable an informed choice of programme(s) to be made appropriate to their needs, interests, academic qualifications and potential.

Detailed information on entrance qualifications is provided as follows:

- Printed and online prospectuses
- School brochures and leaflets
- University and departmental websites

Details on Ulster's entrance requirements and equivalences of qualifications are provided at:

<http://www.ulster.ac.uk/apply/entrance-requirements/equivalence>

2.1.3 Selection is primarily based on academic criteria, including the General Entrance Requirements; and therefore no candidate should be excluded from entry to a programme specifically by reason of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation, disability or responsibility for dependants.

2.1.4 Ulster University has a reputation for being welcoming and inclusive. As a civic university we are committed to widening access to higher education and to enhancing social mobility by providing learning opportunities for everyone with the ability to benefit from them - particularly those in society who are under-represented in our universities. We accept a wide range of entry qualifications and apply our selection criteria fairly and consistently for all applicants.

2.2 Selection Criteria

2.2.1 All applications are considered individually on their merits. The full information contained within the application, including the personal statement and reference, where appropriate, is considered. The admissions criteria will take into account institutional policy, national guidelines, and relevant legislation.

2.2.2 Selection criteria are evaluated using appropriate and effective methods. Criteria are only used where appropriate evaluation methods are available. Criteria are considered carefully in order to ensure that the assessment of applicants is fair and transparent.

2.2.3 Selection criteria are reviewed regularly in order to ensure their on-going relevance to developing curricula and teaching and learning practice, and in the light of changes in the applicant pool.

2.2.4 Experience, motivation and commitment to the chosen programme may be considered.

2.2.5 Equivalent criteria shall be considered for all applicants where necessary. For applicants who do not produce equivalent evidence, the University may seek and take into account

additional information. Such additional information can include alternative evidence of an ability to meet the selection criteria and evidence regarding the reasons why it was not possible to demonstrate meeting the criteria in the normal way.

2.2.6 Evidence may be gathered through a variety of means. The University endeavours to ensure that any additional assessment methods used are reliable and valid and give an accurate indication of potential to successfully complete the chosen programme of study. Additional methods of selection are used for a number of degree programmes. These may include one or more of : interviews; tests; references; assessment of previous employment experience or academic work; auditions; portfolios; seminar contribution; HPAT Ulster; Personal Statements; Accreditation of Prior Learning (APL); and storytelling. This is not an exhaustive list and the University reserves the right to introduce further supplementary selection techniques.

Any significant change, proposed by a School, to its methods of selection is referred to the Deputy Vice Chancellor and Head of Admissions for consideration and approval, prior to implementation.

For each admissions cycle, the methods of recording applicant performance against selection criteria and the communication of results to applicants, where additional methods of selection are applied, are held at Faculty level in line with the University's Records Retention and Disposal Schedule.

2.2.7 All applicants to programmes where their studies will involve interaction with vulnerable groups will be required to give permission for an enhanced AccessNI (ANI) check (or suitable alternative in the case of international students) to be carried out. Access NI is part of central government and operates under the provisions of Part V of the Police Act 1997.

3. ENTRANCE REQUIREMENTS / ACCEPTABILITY OF QUALIFICATIONS

The University has general minimum entrance requirements for all its awards, which are the general qualifications an applicant must have. Some courses may also require these qualifications to have been completed in specific subjects. A specific standard of achievement may be required.

3.1 Full-Time Undergraduate Programmes

The University applies General Entrance Requirements to all of its undergraduate programmes (visit <http://www.ulster.ac.uk/study/entrance-requirements>). These represent the minimum qualifications which applicants are normally expected to present for entry. All programmes will specify additional entrance requirements and these appear against individual course entries in the University's on-line prospectus for taught programmes at: <http://www.ulster.ac.uk/study>

The most commonly offered equivalency of qualifications is found at: <http://www.ulster.ac.uk/study/entrance-requirements/equivalence>

3.2 Full-Time Postgraduate Programmes

The University normally requires applicants to its taught postgraduate programmes to possess a degree or equivalent qualification. General Entrance Requirements for taught postgraduate programmes are shown at: <http://www.ulster.ac.uk/study/entrancerequirements>

For admission to a Master's degree, a minimum lower second standard is normally required. In addition, other selection criteria may be used against the individual programme and can be seen in the University's online prospectus: <http://www.ulster.ac.uk/study>

3.3 Research Degree Programmes

The minimum academic qualification required for admission to PhD, MPhil or MRes is an upper second class Honours degree or Master's degree or equivalent qualification in a relevant subject of study or proven ability via APL (see Section 3.5). The minimum requirements for these and all other research degrees are detailed within the programme regulations and can be viewed at: <http://www.ulster.ac.uk/doctoralcollege/postgraduate-research/apply>

Admission to a research programme is highly competitive and all applications shall be considered against a common set of selection criteria to include:

- the applicant's academic or equivalent qualifications;
- the research proposal and personal statement;
- the ability of the research area to provide suitable resources including supervision for the project;
- the reports of the referees; and
- the applicant's performance at interview.

3.4 International Qualifications

The University accepts a broad range of international qualifications. These are assessed individually in terms of their content and level, with reference, where appropriate, to relevant guidelines, e.g. the British Council, the National Academic Recognition Information Centre for the United Kingdom (NARIC UK). Further information can be found in relation to international equivalences on the UK NARIC website <http://naric.org.uk> and also on the Global Engagement website at <https://www.ulster.ac.uk/global/apply/entry-requirements>

The University also requires overseas applicants, for whom English is not their first language, to satisfy the English Language entry requirements for admission and a number of examinations are acceptable, e.g. IELTS. For specific advice on the acceptability and equivalence of international English Language qualifications please visit the University's Global Engagement website at: <https://www.ulster.ac.uk/global/apply/entry-requirements>

3.5 Accreditation of Prior Learning (APL)

The University recognises both certificated and experiential learning. Accordingly, the University may accept alternative forms of learning, provided these can be authenticated by the appropriate means for the subject area at the appropriate level. The Admissions Service in conjunction with each Faculty has in place procedures to support the consideration of claims for admission on the basis of prior learning. Guiding principles and policy for the accreditation of prior learning are available at <http://www.ulster.ac.uk/study/entrance-requirements>

A set of Guidelines for staff and applicants are also available at <http://www.ulster.ac.uk/academicoffice/policies>.

3.6 Part-Time Study

As part of the University's commitment to widening access and participation, we particularly welcome applications for part-time study.

The restriction on full-time undergraduate places in Northern Ireland means that full-time entry is determined on a competitive basis. However, with part-time courses there is generally less restriction on numbers, and therefore not the same degree of competition for places.

In practice, admissions staff deal with part-time applications on a case-by-case basis, to determine each candidate's suitability and capability of succeeding on the course. Decisions are made taking into account a range of criteria including the applicant's previous qualifications, evidence of relevant experience/skills, and evidence of commitment and determination to pursue the course in question. The applicant may be interviewed, and/or asked to submit a portfolio of evidence.

3.7 Requests to Transfer between Modes of Study

Students wishing to transfer from part-time to full-time study mode or vice-versa on the same undergraduate programme will normally be considered provided they are in good academic standing and have completed at least 120 credit points of study.

3.8 Applicants Returning to Undergraduate Study

The University welcomes applications from students who have interrupted their studies for several years or did not have the opportunity to enter higher education immediately after completion of full-time education. Applications are considered on an individual basis but evidence of successful recent academic study at a suitably high level is normally required.

Many students undertake Access courses as an alternative route into higher education. These are designed to address the needs of students who would like to undertake a degree programme but who have been away from education for some time and do not have the necessary qualifications for admission. Applications from students undertaking these qualifications and who have had a break in study (normally a minimum of two years) are welcomed. Where offers are made, these are based on completion of the full Access qualification which is normally available on a one year full-time or two years part time basis.

4. DISABLED APPLICANTS

The University strives to be an inclusive learning environment and welcomes and encourages applications from persons with a disability.

4.1 Selection and Entry Criteria

4.1.1 The University recognises that its selection measures and procedures may not enable disabled applicants to demonstrate fully their competence for their chosen programme and so will take into account alternative evidence, such as examples of previous work, additional references or evidence gained during interview in order to ensure equal opportunity.

4.1.2 Without compromising academic standards, the University will make appropriate reasonable adjustments to the selection process, if required. However, in order for this to happen, the University must first be made aware of the adjustments that are required.

4.2 Professional, Statutory and Regulatory Bodies and Health and Safety Issues

4.2.1 The requirements of professional, statutory and regulatory bodies will be made clear in programme publications.

4.2.2 Where an application is made to a programme which is subject to professional standards of fitness, consideration of reasonable adjustments will be offered as part of the process of Occupational Health screening procedures.

4.2.3 The University is committed to ensuring that an individual assessment is carried out relating to genuine Health and Safety risks. In cases where it appears that a genuine risk to the Health and Safety of students and staff cannot be managed adequately, concerns will be discussed openly with the applicant in order that the decision making process is fully transparent and all alternative solutions are fully explored.

4.3 Communication during the Application Process

4.3.1 All applicants are encouraged to inform the University about disabilities, long term medical conditions or mental ill health at an early stage in order to discuss the support and reasonable adjustments which may be required.

4.3.2 Applicants who disclose a disability are assured that the information provided will be treated sensitively and in accordance with the University's Data Protection policy.

4.3.3 AccessAbility Services will take the initiative in contacting all students who disclose a disability or medical condition (including mental ill-health) during the application process, so that the student is aware of the support available whilst studying at the University and can make informed decisions during the application process.

4.3.4 Applicants are encouraged to contact AccessAbility Services at any time during the application process to discuss matters related to the support the University may put

in place for them and to discuss the process for accessing funding support through the Education Authority or other appropriate funding body.

4.4 Administration of the Admissions Process

4.4.1 All University staff involved in the admissions process will be careful to note the need to make reasonable adjustments to procedures for disabled applicants.

4.4.2 In order to facilitate applications, admissions staff may seek further information from the candidate and/or colleagues as appropriate.

The University provides information specifically for disabled applicants. This is maintained by AccessAbility Services. Further information may be accessed at: <https://www.ulster.ac.uk/wellbeing/home>

5. ADMISSIONS PROCESS

5.1 Applications made via UCAS

All applications for admission to full-time undergraduate degree programmes must normally be made through UCAS (Universities and Colleges Admissions Service) except for applicants who are already students at the University and are transferring to a different programme. The University will observe the procedures and deadlines for the handling of applications as set out by UCAS.

5.2 Applications made directly to the University

All other applications to undergraduate part-time, postgraduate, research, exchange and study abroad programmes are made directly to the University. Deadlines by which applications must be submitted will vary, and will be publicised by the University.

5.3 Acknowledgement of receipt of Application

UCAS full-time undergraduate applicants will receive an acknowledgement of their application directly from UCAS. Acknowledgement for direct entry applications are issued from the Admissions Service, the International Admissions Service or the Doctoral College.

5.4 Assessment of Tuition Fees

Where the fees status of an applicant is unclear, applicants may be asked to provide further information. This information will be used solely to determine home, Great Britain or overseas status for the purpose of tuition fees.

5.5 Fraudulent Statements/Omissions

Admission to, and continued study at Ulster University is subject to applicants disclosing all facts and information relevant to their application, including clarification of qualifications. If, during the course of the consideration of an application, an applicant is discovered to (or there are grounds for believing) have omitted any information requested in the instructions or the application form, or has made any misrepresentation therein or given false information, the University reserves the right to withdraw an offer of a place and/or dismiss their application. For fraudulent issues discovered after admissions, if it has been discovered that a student has omitted or misrepresented information including that pertaining to qualifications, the University reserves the right to terminate the student registration.

5.6 Plagiarism

In response to the increasing practice of downloading material from commercial and other websites and copying from applications submitted in previous years, software has been introduced to detect the use of plagiarism in personal statements.

In cases where plagiarism is detected in material submitted as part of a candidate's application (via UCAS or direct entry), it could significantly impair a candidate's chance of

being admitted to the University. The University reserves the right to withdraw an offer of a place and/or dismiss the application. Further information on the University's Plagiarism Policy can be viewed at : <https://www.ulster.ac.uk/academicoffice/policies>

5.7 Applicants seeking Deferred Entry

The University will consider requests from UCAS applicants for deferred entry for a maximum of one year. Applicants should be aware that deferred entry may not always be granted. The decision whether or not to offer a place to applicants for deferred entry rests with the selectors of the programme. There is no provision for deferred entry for research programmes.

5.8 Readmission to the University

5.8.1 Examination Procedures

In instances where a student failed at the final attempt and was required to withdraw from a programme of study, he/she would not be eligible to apply for readmission in the next academic year, to the same or related programme, or to that programme offered in a different mode (full-time to part-time and vice versa), or to register as an occasional student to retake the failed module(s). Transfer on educational grounds to the programme offered in different mode would also not be permitted. This policy also applies where a student is exited with a lower award due to failure at the final attempt.

Further details are available at:

<https://www.ulster.ac.uk/studentadministration/staff/examinations-office/policies-and-procedures>

5.8.2 Disciplinary Matters

If the applicant has previously attended the University, any outstanding disciplinary matters may be taken into account when considering an application.

5.9 International Applications – Immigration Requirements

From 1 April 2009 immigration rules for students entering from outside the UK changed. Students wishing to come to the UK must satisfy criteria for studying in the UK. This is required to complete their application for permission to enter the UK for study which must be obtained from the British Consulate, High Commission or Visa Centre in their home country. Further information on this, and other important procedures, may be obtained on the following websites:

<https://www.ulster.ac.uk/global/pre-arrival/visas-and-immigration>

5.10 Procedures for Making Offers

5.10.1 When making offers to full-time undergraduate programmes which are conditional upon subsequent achievement in examination the University is informed by UCAS. However, where appropriate the University may also specify specific subjects and grades or alternative means of demonstrating competence.

5.10.2 Applicants to full-time undergraduate programmes should note that the formal notification of decisions is conveyed through UCAS. This will include details of the conditions which

may be attached to an offer of a place. Applicants who are unclear about the conditions of any offer are advised to contact the Faculty offering the programme.

5.10.3 Applicants to undergraduate part-time, postgraduate and research programmes are notified directly by the University of decisions on their applications.

5.10.4 For the majority of UCAS applicants, results are provided directly to the University. Otherwise applicants will be required to produce original certificates or other original documentary evidence of examination results or proof of Entry Requirement qualifications provided by the student, School or College last attended, Awarding Body or relevant Educational Authority prior to registration. Offers may be conditional upon subsequent achievement in academic examination or other methods of assessment, as specified during the application process.

5.10.5 Joining Instructions

It is the responsibility of the Admissions Service to communicate with applicants who have been made an offer, via UCAS, to ensure that they have the key information for registration and enrolment. All applicants whose offer of a place is confirmed will receive detailed electronic joining instructions, including: Welcome to UU, induction arrangements; information on fees, bursaries and scholarships which may be available; and procedures for registration and enrolment.

5.10.6 Changes to any of the University's programmes, involving significant restructuring or discontinuation, will be communicated to applicants affected by such changes by the Admissions Service. This will be done at the earliest possible opportunity within the admissions cycle.

5.11 **Feedback to Unsuccessful Applicants**

5.11.1 The University will provide feedback, on request, to unsuccessful applicants. This will not constitute a reconsideration of an application.

5.11.2 Feedback given will be in reference to the selection criteria employed by the programme. Staff may not engage in comparisons of the relative merits of individual applications.

5.11.3 The form and depth in which feedback is provided may vary between different programmes. Admissions Service, International Admissions Service or the Doctoral College determine the amount and extent of feedback which they are able to offer.

5.11.4 Feedback will only be provided to applicants themselves, and at the applicant's own request, when they have contacted the Admissions Service, International Admissions Service or Doctoral College offering the programme for which they have applied.

5.12 **Use of Applicant Data**

5.12.1 **University use of applicant data**

A declaration of consent on the UCAS form and direct entry form/on-line application gives permission to the University to process personal and sensitive data (ethnic origin, disability, criminal conviction). This enables those involved with the selection and admissions process to respond to identified additional needs, to follow University policy relating to criminal

convictions and enables the University to compile its internal student records. This information will be managed in accordance with the University's Data Protection policy and in line with GDPR legislation.

5.12.2 Statistical monitoring

Anonymised and aggregated applicant data are analysed at institutional, admissions and Faculty level for purposes including monitoring, market research, planning and teaching and learning, and in order to ensure that the University's processes are fair.

5.12.3 Procedure for applicants disclosing a criminal record

- a) The University acknowledges the role of the education in the rehabilitative process and a criminal record will not preclude an applicant from being offered a place. However, the University has a duty to ensure the safety of its student and staff community. Where an applicant indicates a criminal record, the selector(s) should firstly consider the application against the academic and other criteria specified for the programme. If the application meets these criteria, the application will be assessed in order to ensure that neither the applicant nor the University community will be put at risk if the applicant becomes a member of the University. The applicant's information will only be shared with those who are involved in the consideration of the application and the applicant will be kept informed throughout the process. Details of the procedures for the disclosure of, and consideration of, criminal convictions are provided at: <https://www.ulster.ac.uk/academicoffice/policies>
- b) Entrants to a number of undergraduate and postgraduate programmes involving work with children and vulnerable adults are required to undergo a police check prior to being admitted. (A police check applies to all entrants to certain professional courses such as Social Work, Allied Health or Education courses for example.)

5.12.4 Use of enquiry data

The University may use contact details acquired during enquiry or application to provide enquirers or applicants with details of programmes it believes may be of interest, particularly where an offer of a place on the chosen programme may not be possible.

5.12.5 Freedom of information requests

The University is aware of its responsibilities to respond to requests for aggregated data under the Freedom of Information Act 2000. Staff receiving such requests will seek the guidance of the Office of the University Secretary.

5.12.6 Data Protection – GDPR

All staff will ensure that data use, retention and storage comply fully with the Data Protection Act 1998. The University's Office of the University Secretary will make staff aware of their responsibilities in relation to data protection regulations. The information will also be used to make statutory returns to bodies such as the Higher Education Statistics Agency (HESA). The HESA Student Collection Notice provides information to students

about what happens to their data when it is sent to HESA. This information is available online at <https://www.hesa.ac.uk/fpn>

5.13 Support and Training for Admissions Staff

The University is committed to the provision of an applicant focussed professional admissions service and in order to maintain an efficient and effective system will undertake to provide admissions systems and applicant centred training to new staff as well as the provision of a continuous review and refresher training programme for current admissions staff.

6. TUITION FEES AND FINANCIAL SUPPORT

Information about fees, financial support and payment policy for all categories of programmes offered by the University of Ulster may be accessed at the following websites:

<https://www.ulster.ac.uk/finance/student>

Students with disabilities who require additional support to study at Ulster may be entitled to funded support through the Disabled Students' Allowance (DSA). Information on how to apply for the Disabled Students' Allowance can be found at <https://www.studentfinancenl.co.uk/>

7. ADMISSIONS COMPLAINTS PROCEDURE

The University operates an Admissions Complaints Procedure which allows for an informal stage, a formal appeal/complaint handled at Faculty level, and finally an appeal to a Provost. It covers all applicants to University credit-bearing and non-credit-bearing programmes. Full details of the Admissions Complaints Procedure are available at: https://www.ulster.ac.uk/_data/assets/pdf_file/0003/83019/Admissions-Complaints-Procedure-November-2018-V7.pdf

A separate appeals procedure exists for recruitment to research programmes and details are available at:

https://www.ulster.ac.uk/_data/assets/pdf_file/0006/152394/Appeals-at-admission.pdf

APPENDICES

APPENDIX 1 - REGULATORY FRAMEWORK OF POLICY

1. National Legislation

The University's Admissions Policy operates within the context of the following legislation:

- 1.1 Sex Discrimination (Northern Ireland) Order 1976
- 1.2 Disability Discrimination Act 1995 (as amended)
- 1.3 Special Educational Needs and Disability Order (Northern Ireland) 2005 (SENDO) (as amended)
- 1.4 Race Relations (Northern Ireland) Order 1997
- 1.5 Fair Employment and Treatment (Northern Ireland) Order 1998
- 1.6 Northern Ireland Act 1998
- 1.7 Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003
- 1.8 Employment Equality (Age) Regulations (Northern Ireland) 2006
- 1.9 Disability Discrimination (Northern Ireland) Order 2006
- 1.10 Equality Act (Sexual Orientation) Regulations 2006
- 1.11 Human Rights Act 1998
- 1.12 Data Protection Act 2018
- 1.13 Freedom of Information Act 2000
- 1.14 GDPR 2019

2. National Regulation

The University's Admissions Policy takes account of the UK Quality Code for Higher Education for the assurance of academic quality and standards in higher education, with particular reference to: Chapter B2 - Recruitment, Selection and Admission to Higher Education; and Chapter B11 - Research Degrees (October 2013).

The Policy is also informed by the findings of Professor Steven Schwarz's Admissions to Higher Education Review (2004) in the context of higher education in England. In addition, The Policy was advised by various guidelines issued through the Supporting Professionalism in Admissions (SPA) Programme - a national, joint UCAS/UUK initiative. While this group no longer exists, its principles and guidance are at the core of this admissions policy.

With respect to the equivalence of entrance qualifications, the University is guided by UCAS and makes reference to the Tariff Points Framework when necessary. Where a qualification is not included in this Framework, the University makes detailed recommendations with regard to the suitability of nationally-accredited qualifications on a course-by-course basis.

3. University Regulations

The Policy also operates under the University's **Regulations for the Enrolment of Students** which states:

- 3.1 Subject to the Charter, Statutes, Ordinances and Regulations of the University, intending students shall apply for initial enrolment at the commencement of their programmes of

study or research. Thereafter students shall enrol annually as required, normally at the commencement of the academic session.

- 3.2 Enrolment is effected by the completion and endorsement by the Dean of the appropriate faculty or his or her nominee, acting on the authority of the Senate, of the appropriate enrolment form.
- 3.3 The Senate shall prescribe the procedures to be followed at enrolment. Enrolment is conditional upon the fulfilment by students of the following requirements:
 - (a) the provision to the University of information required by the University that is accurate, complete and up-to-date; and the granting of consent to the University to process this information, for such purposes as are necessary for the University to perform its objectives pursuant to its Charter and for the efficient and smooth running of the University in accordance with legislation in force;
 - (b) the payment of fees and debts as determined by the Council; and
 - (c) the granting of consent to the submission of their work to any electronic system for the detection of plagiarism as may be necessary.
- 3.4 At initial enrolment all students shall sign or give by electronic means an undertaking to comply with the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force.
- 3.5 Persons who are unable to satisfy the conditions for enrolment at the appropriate time, being the time laid down by the Senate under section 3, may at the discretion of the Senate be provisionally enrolled for such period not exceeding three months as may be authorised by or on behalf of the Senate. Students who are provisionally enrolled are subject to the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force. The provisional enrolment of a person shall become null and void if he or she has not fulfilled the conditions for enrolment by the end of the period allowed for provisional enrolment.
- 3.6 If a registered or occasional student fails to meet such requirements in relation to enrolment as Council and Senate may prescribe (for example in relation to the payment of tuition fee debts or the disclosure of criminal convictions), his or her enrolment may be revoked at any time by the Vice-Chancellor or his or her nominee acting under the authority of the Senate.
- 3.7 A registered or occasional student who has been granted an intermission in his or her studies or leave of absence from his or her studies shall not be required to enrol for the period of intermission or leave.
- 3.8 A registered student may be excused enrolment for part of his or her programme of study or research following his or her election or appointment to office in any representative student body approved for the purposes of this paragraph by the Senate, and a student so excused shall remain a registered student for as long as may be approved by the Senate.

Further information can be found in the Student Guide:

<http://www.ulster.ac.uk/guide>