



# DERBY COLLEGE GROUP POLICY

## GUIDELINE

# Admissions Guidance Notes for Higher Education

Owning Policy:  
Designated Owning Department:

Admissions Policy  
Services for Students

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**POLICY - PROCEDURES - GUIDELINES - RELATED DOCUMENTS**

## Guidelines

These Admissions Guidance Notes should be read in conjunction with the Derby College Admissions Policy and is outlined in the flowchart within the Admissions Policy.

### 1. Advice Evenings and Recruitment Events

Potential students may discuss the programmes at one of the regular advice/open evenings staffed by HE tutors, who will be available to offer advice and guidance. Specific events will also be held which involve presentations to existing students on level 3 programmes that act as feeder courses. International students will receive advice and guidance via email/phone, on request.

### 2. Other sources of information

Potential students may access information about their programmes directly from the Derby College website and Higher Education leaflets. Students may also contact the Admission Tutors for an informal discussion but will be referred to the College Admissions Policy and be required to complete an application form and attend an interview.

Full time students can access information from UCAS about full time course. Additional information can be accessed via Key information sets, where available, from the UNISTATS web site <http://unistats.direct.gov.uk/> or from the Derby College website (course pages).

### 3. Enquiries

All applicants must fully complete an application form available online via the college website or UCAS.

**N.B** Foundation Degree Integrated Engineering applicants must complete a Sheffield Hallam University part time application form available as a download from the College website.

Hardcopies only, of completed application forms, must be sent back to Student Services, Derby College, 2 Pimlico, Ilkeston, Derbyshire DE7 5JS who will the pass the completed application form onto the Admissions tutor.

The Admissions tutor will review the application form in relation to the entry criteria for qualifications and ensure the application is fully and satisfactorily completed. These students will then be called for interview. In cases where the applicant does not meet the stated criteria or the application is incomplete, the student will be informed that they have not been successful in their application to study on the programme, but will be able to resubmit an application form.

The Admissions tutor will liaise with Student Services to confirm dates and times when he/she can interview the student. Student Services will contact the potential student regarding the interview date and time via letter or email. This will request students to bring evidence of subject qualifications in the form of actual certificates and photocopies or a letter from the school or college with the student's predicted grades. Students will also be requested to write a personal statement which will need to be emailed to Student Services prior to the interview date.

Students will be expected to prepare themselves to answer questions in relation to their:

- Personal statement
- References
- Qualifications and experience
- Interest in the subject area and motivation to study at Higher Education level and an attitude that fits with the approach of the academy/curriculum department.

In addition, the letter/email informs the student that they have the opportunity to ask questions and seek clarification and to please indicate if they have a disability or learning difficulty. This will enable the College to provide quicker guidance regarding applications for Disabled Students' Allowance (DSA).

In the case of full time students submitting their application to UCAS, the interview process and correspondence is managed through the UCAS course collect website.

#### **4. Criminal Convictions**

Should an applicant indicate a criminal conviction Student Services will send the applicant an 'additional information' letter requesting more information on the criminal conviction. Upon receipt of this additional information, Student Services will pass this on to the relevant curriculum manager in order for a risk assessment to be undertaken, the outcome of which will indicate if the student is rejected or allowed to proceed with their application.

#### **5. Disabled students**

When an applicant indicates a disability/learning difficulty then Student Services will notify the relevant curriculum manager and the Disability Officer. The Disability Officer will arrange to meet the student and help them to progress their application for DSA quickly.

#### **6. Documentation**

Student Services hold copies of relevant documents for the admission process including:

- a) Application form (electronic)
- b) Interview date letter (for students)
- c) Interview checklist
- d) Offer letters:
  - Declined
  - Conditional
  - Unconditional
- e) Request to attend enrolment letter
- f) Student finance leaflets including Disabled Students' Allowance

#### **7. Interview process**

Interviews will be conducted by the Admission tutor, for the programme of study for which the potential student has applied to study and another member of staff, if practical. The interview programme will normally be face-to-face but could be carried out over the telephone or electronically using a video communications system.

It will normally involve:

- A brief outline of the relevant course – detailing structure and content, assessment methods, possible timetable and location of programme.
- An opportunity to ask questions and seek clarification.
- An opportunity for the applicant to demonstrate clear evidence of interest in the subject area and motivation to study at Higher Education level with an overall attitude that fits with the approach of the academy/curriculum department.
- A review of qualifications and experience.
- Evidence of subject qualifications in the form of actual certificates or a letter from the school or college with the student's predicted grades; photocopies of certificates will be required to add to their files (or if not possible this will be undertaken at Induction).
- Checking of references.
- International students will have the relevant Visa and their English Language requirements reviewed.
- Where relevant, students will be invited to identify any issues that they have e.g. learning difficulty and/or disability. The importance of this identification will be linked to a brief

description of the funding support available – Disabled Students' Allowance (DSA). International students will be informed of the appropriate funding arrangements.

- The Disability Officer may attend the interview if a student has previously identified a disability and/or learning difficulty.

## **8. Interview Outcome and Feedback to potential students**

After the interview, the Admissions tutor will inform Student Services of the interview outcome. Student Services will then send a letter/email to the applicant informing them of this outcome. The Admissions tutor may also inform the applicant of the outcome at the end of the interview. The outcome will be one of the following:

- Decline: Student is given reason(s) why the admission to the programme has been declined.
- Conditional offer: upon meeting specified criteria.
- Conditional offer: subject to approval from the Principal (in case of serious criminal convictions).
- Unconditional offer: all criteria met, student may enrol.

Information regarding paying course fees and Disabled Students' Allowance will be sent to all those receiving an offer of a place.

**N.B. If required by the awarding body, the Admissions tutor must send on details to the relevant programme leader for final approval of the student offer. Evidence of this must be communicated back to Student Services for them to update records and inform the student.**

This is usually communicated both verbally and in written form using the standard offer documentation, (or the relevant awarding body documentation).

Detailed feedback must be requested by the declined applicant within one week of the interview by a formal request in writing sent to Student Services, Derby College, 2 Pimlico, Ilkeston, Derbyshire DE7 5JS. A reply will be sent to the applicant as indicated in the formal request by the Admissions tutor, normally within 10 working days of receipt of the request. The declined applicant may then invoke the Admission Appeals Procedure.

## **9. Communicating of the Interview Outcomes**

Student Services will be informed of the outcome of each interview by the Admissions tutor and sent copies of all relevant documentation e.g. application form; interview record form; offer form. Student Services will send a letter informing the applicant of the interview outcome.

**N.B** Foundation Degree Integrated Engineering application forms will be sent onto Sheffield Hallam University as part of the enrolment process.

## **10. Enrolment**

Student Services will send letters to all students that have accepted offers informing them of the enrolment procedures.

## **11. Appeals**

There is no right of appeal against the outcome of an Admissions decision. However, if additional relevant information can be provided by an applicant in support of their application, which was unavailable when the application was originally submitted, the College will take this into consideration and may reconsider the application.

Applicants may appeal if they are dissatisfied with the processing of their application as indicated in the Admissions Policy.

## **12. Admissions Review**

Teams should review the admission process in order to develop best practice. This may involve an analysis of the student profile and process.

## **13. Sponsors**

Employers and other sponsors are requested to provide references and letters of intent to fund students where applicable. These will help the admissions and enrolment process to operate more quickly.

## **14. Staff training**

Staff training is organised annually and extra training can be requested.

## **General Data Protection Regulation (GDPR)**

GDPR is a regulation in EU law on data protection and privacy for all individuals within the European Union. This legislation was introduced on 25<sup>th</sup> May 2018 and replaces the Data Protection Directive. All personal data collected in relation to Admissions will be stored in accordance with the GDPR regulations.