



Loughborough
University

Student Recruitment, Marketing and Admissions

Loughborough University Admissions Policy

Authored
24th February 2016

Revised
22nd June 2017

Loughborough University Admissions Policy

Purpose and scope

This document describes the aims, principles and processes followed by the University to select and admit new students to undergraduate, postgraduate, and foundation art and design programmes. It should be read in conjunction with the University's Terms and Conditions of Study:

www.lboro.ac.uk/study/terms-conditions

1. Principles and aims

Loughborough University's Admissions Policy and associated recruitment and admissions procedures should be seen in the context of supporting the institution's goals and ambitions as set out in the University's strategy, *Building Excellence*: www.lboro.ac.uk/strategy

The principal aim of the Policy is to ensure recruitment and admission practices are fair, explicit, and implemented consistently to support equality of opportunity.

The University encourages applications from academically able and motivated students of all ages, and from all backgrounds. As such, this document has been informed by the University's policies on equal opportunities and widening participation¹ as well as relevant good practice guidance².

Furthermore the University is committed to the delivery of an efficient and professional admissions service to all applicants.

2. Terms and Conditions

This Policy sits alongside and should be read in conjunction with the [Terms and Conditions of Study](#) which form the contract between applicants, students and the University.

3. Responsibility, monitoring and review

On behalf of Senate, the University's Learning and Teaching Committee, and the Student Recruitment and Admissions Sub-Committee have joint responsibility for the monitoring and review of recruitment and admissions practices/policies in place for

¹ Loughborough University's Access Agreement: www.offa.org.uk/access-agreements/searchresult/?prn=10004113

² This includes the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education, Supporting Professionalism in Admissions' (SPA) Interpretation of the fair admissions to higher education: recommendations for good practice.

taught programmes. Matters relating to the recruitment and admissions practices/policies for research programmes will be monitored and reviewed by the Postgraduate Research Sub-Committee on behalf of the Research Committee and Senate.

The policy is reviewed annually to ensure that it complies fully with any changes in legislation, aspires to best practice in the sector, and continues to support the vision and values of the University.

4. Roles and responsibilities

In order to provide a high quality and effective recruitment, selection and admission process in accordance with this policy, Loughborough University fosters a collaborative working approach between its academic Schools and the Admissions Office and Doctoral College Office (Academic Registry), along with other Professional Services in the University.

Academic Schools are responsible for determining entry criteria and the processes for evaluation of applications for each of their courses (in close liaison with the Admissions Office/Doctoral College Office (Academic Registry)); assessing applications, conducting interviews, making offers, hosting visit days; and providing detailed and up-to-date course information for enquirers and applicants. Deans of School delegate the responsibility for admissions matters to a principal Admissions Tutor (who may be supported by other staff within the School). Where courses are offered in partnership with other organisations, those organisations may be involved in determining entry criteria and processes for evaluating applications but the arrangements are expected to comply with this policy.

The **Admissions Office/Doctoral College Office (Academic Registry)** have responsibility for managing the admissions process and procedures; providing advice and support to academic Schools, enquirers and applicants; assessing applications and making offers on behalf of academic Schools; processing decisions on applications; assessing tuition fee status; delivering training, and developing and managing effective systems and management information for recruitment and admissions.

Overall accountability for the taught admissions process rests with the Head of Student Recruitment, Marketing and Admissions. The Head of the Doctoral College Office (Academic Registry) has overall responsibility for the research student admissions process.

To achieve our commitment to providing a fair and accessible admissions service, appropriate training is provided to all staff involved in recruitment and selection.

5. Course/programme information

We are committed to providing clear, comprehensive and accurate information on our courses and entry requirements which is accessible to all enquirers and applicants. Detailed information is published in our Undergraduate and Postgraduate Prospectuses and on our website to enable prospective students to make informed choices and decisions.

We welcome applications from students studying a wide range of UK, European and international qualifications that offer effective preparation for study. Further information about both general and course specific entry requirements can be found at:

www.lboro.ac.uk/study/

In addition to academic entry requirements, the University requires all students to demonstrate they are prepared for a programme of study delivered in the English language. Information on acceptable English language qualifications can be found at:

www.lboro.ac.uk/international/applicants/english/

6. Assessment and selection:

A. General

When making admissions decisions the University considers an applicant's academic ability and potential to succeed on the chosen course. This may be evidenced by a range of factors, including:

- achieved or predicted academic/professional qualifications and grades
- qualifications in the use of the English language
- own statements of interest in the course and for research degrees, research proposal
- potential to perform well as evidenced by references (usually academic, but also professional where relevant to the proposed course)
- relevant work or other professional experience
- where appropriate, an interview or a portfolio or sample of the applicants' work
- contextual data (see Section B below)

B. Contextual information (for undergraduate programmes)

To support our mission to provide a high quality educational experience for students from all backgrounds, the University makes use of contextual data in the undergraduate admission process to help identify applicants with the greatest potential to succeed in higher education and so that particular groups of applicants are not disadvantaged during the application process. For further information see:

www.lboro.ac.uk/study/undergraduate/getting-started/applying/contextual-data/

C. Elite athletes

The University recognises that students who excel in non-academic areas such as sport can make a specific additional contribution to the University. We may, therefore, for exceptional applicants with elite sporting backgrounds, take into account non-academic excellence in our offer-making process based on some of the following:

- the achievements of the applicant academically and in sport
- the applicant's potential for future success both academically and in sport
- the applicant's personal statement and reference on his/her application
- the applicant's capacity for balancing academic and sporting requirements
- the University's capacity to assist the applicant, once admitted, in meeting both academic and sporting demands
- additional information (including the views of the appropriate National Governing Body, if approached by the University) and/or performance at interview

7. Applying

A. How and when to apply

Undergraduate applications must be submitted via UCAS (Universities and Colleges Admissions Service). More information is available at www.ucas.com. The University will observe the UCAS procedures and deadlines with regard to undergraduate applications.

Applications for Postgraduate Taught (PGT), Postgraduate Research (PGR), and Art and Design Foundation Studies should be submitted via our online application portal. More information is available at:

www.lboro.ac.uk/study/postgraduate/programmes/apply/

Postgraduate Certificate in Education, PGCE) applications should be submitted through the UCAS Teaching Training scheme. More information is available at www.ucas.com.

Incoming visiting/exchange students or those applying through the Socrates/Erasmus scheme, should be made direct to the University using the appropriate form.

Applicants should be aware that there is competition for places on popular courses. As a result, we may close courses to new applications during the admissions cycle if we believe courses to be full. For undergraduate courses any closure to new applications will always be after the main UCAS scheme deadline of 15 January for entry in the following academic year.

B. Interviews

For the majority of taught programmes, the University does not require applicants to be interviewed as part of its recruitment process. However, in some cases applicants will be interviewed if it is felt that this is the best method of identifying potential for study, and/or where there is a relevant legal/regulatory requirement or guideline (e.g. Postgraduate Certificate in Education, PGCE). Applicants for research degree programmes will be interviewed and these may be conducted in person or where this is not possible by telephone or online.

Where programmes include interviews as part of their selection procedures for all candidates we will make this explicit to applicants.

C. Offer

Any offer of entry will be outlined in a formal offer communication from the University together with the University's [Terms and Conditions of Study](#) (and additionally for undergraduate applicants on UCAS Track).

Occasionally, the University may decide that it is unable to offer admission to the original course to which an applicant has applied, but is able to make an offer for an alternative course. In this situation the University will contact the applicant to confirm that the offer has been made for the alternative course.

D. Replying to an offer

The University offer communication will provide details of how to accept our offer. When doing so, an applicant agrees to abide by the University's [Terms and Conditions of Study](#).

If an applicant fulfils the conditions of their offer, or if the University exercises its discretion to accept an applicant on the basis of satisfactory academic performance, their place at the University will be confirmed.

E. Unsuccessful applicants and feedback

The University experiences high volumes of applications resulting in competition for places. Regrettably, this means that we are sometimes unable to make offers to, or accept a number of well qualified applicants.

If an application is unsuccessful, we will inform the applicant via UCAS or the Application Portal, and will provide the primary reason for the decision. The University will make further feedback available, upon request, to unsuccessful applicants.

If an applicant is subsequently dissatisfied with the feedback received, they may wish to request a formal review of the decision or make a complaint (see Section 12).

F. Applicants with a disability or long term health condition

The University welcomes applications from candidates with a physical or mental disability or long term health condition or specific learning difficulty. Such applicants will be considered against the same criteria as all other candidates following the process outlined in Section 6 of this policy.

Applicants are encouraged to declare this information in their application and are reminded to do so at both application and offer stage.

If an offer is made, the Counselling and Disability Office will contact an applicant to discuss support needs and plan for any reasonable adjustments the applicant is likely to require. In the unlikely event that, despite reasonable adjustments, an applicant is unable to access his or her chosen course, the University undertakes to offer the applicant support in submitting an alternative application.

The University has a [Fitness to Study policy](#) for registered students which will apply should issues arise with your ability to engage with your course as a result of your health or disability, despite reasonable adjustments being in place.

Further information about support with a disability, long term health condition or specific learning difficulty at the University can be found at:

www.lboro.ac.uk/services/cds/students/prospective/.

G. Extenuating circumstances

It is the applicant's responsibility to inform the University of any extenuating circumstances that may lead, or have led to, academic performance that is not truly indicative of their true potential. Extenuating circumstances should be brought to the attention of the relevant admissions team before examination results are released. We would usually expect circumstances affecting assessment to have been taken up with the relevant examination body in the first instance. However, all relevant cases will be considered as part of the decision-making process and the University reserves the right to request further information from any applicant submitting extenuating circumstances. If deemed necessary, and with the applicant's permission, the applicant's academic institution, examination body, doctor or other appropriate third party may be contacted.

H. Criminal convictions

As part of its duty of care to the University community, staff and student population, we ask applicants to disclose information about any relevant unspent criminal convictions

on their application. This information is considered in line with our [formal procedure](#). Having a criminal record does not necessarily prevent applicants from studying at the University. This will depend on the nature of the course applied for and the circumstances and background of the offence. Applicants are required to inform us immediately of any new convictions that occur at any point during the application process, including once they are in receipt of an offer. This requirement also applies once registered at the University. Failure to disclose relevant convictions could lead to withdrawal of an offer. Please see the [Terms and Condition of Study](#).

I. Age on entry

The University has a specific policy and procedure for the admission of students under the age of 18 years. This can be found at:

www.lboro.ac.uk/study/apply/supporting/u18

J. Deferred applications

The University welcomes deferred applications for the majority of subject areas and will also consider requests from students to defer their application or offer of a place for one year after an application has been submitted. The University allows students applying for taught programmes to defer their application twice before asking the student to re-apply. Applicants for research degree programmes may defer their start date only after discussion with the academic school. In some circumstances deferral may not be possible and where funding has been made available it may not be possible to defer an award.

Applicants holding a deferred place must meet all academic conditions of their offer during the current application cycle.

If an applicant applies for deferred entry and then wishes to bring their entry forward to the current academic cycle such requests should also be put in writing (by email) and a decision will be made dependent on places still available on the given course.

K. Previous education

Students should give details of all previous education immediately below the proposed course of study on their application, including any previous study in higher education, even if this was not successfully completed. This requirement also applies to applicants who have previously studied at Loughborough University. Applicants should give the reason for any unsuccessful outcomes (e.g. academic failure, decision to withdraw, required to leave for disciplinary reasons, financial problems etc.).

Each application will be considered on its merits and future potential to succeed will be taken into account. Failure to disclose all relevant information may lead to action under Section 7 paragraph L.

L. Fraud, omission and plagiarism

The University reserves the right to withdraw any offer made on the basis of an application which has been found to contain fraudulent information, omission or is plagiarised³. Please see the [Terms and Condition of Study](#).

³ At undergraduate level, applications are reviewed by the UCAS similarity detection service and processed in line with the University's procedure www.lboro.ac.uk/study/apply/supporting/pssimilarity/

8. Applicants requiring a visa to study in the UK

A. Entry clearance

Students wishing to enter the UK must comply with the UK Visas and Immigration (UKVI) Points-based Immigration System. Further information is available at:

www.gov.uk/tier-4-general-visa.

The University is committed to meeting its requirements as a sponsor of Tier 4 students, and should an applicant be found not to be in a position to meet all UK visa requirements for the anticipated full duration of his/her programme of study, the University reserves the right to refuse to sponsor the applicant under Tier 4.

In the event of changes to immigration legislation, or if information becomes available that might impact our ability to sponsor a student, the University reserves the right to refuse to sponsor an applicant and/or amend or withdraw any sponsorship already made.

As part of the University's UKVI Tier 4 Sponsor License, the University is required to view and maintain copies of the passport and visa (valid for study at Loughborough University) for all international students. We may also check original qualification documents (including certified translations if these are not in English) on the basis of which admission was granted to the University. The University undertakes these checks as part of the registration process upon arrival.

Our [Terms and Conditions of Study](#) set out the requirement that applicants who have accepted our offers and current students agree to co-operate with the University in fulfillment of its responsibilities as a Tier 4 sponsor.

The University also provides additional information and support which is available at www.lboro.ac.uk/services/isas/visa-advice/.

B. Academic Technology Approval Scheme (ATAS)

Applicants applying for certain science, engineering or technology programmes may need to apply for an ATAS certificate before applying for a Visa, Entry Clearance or Extension of Stay. Further information about ATAS certificates is available at:

<https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate>

For more detailed information about how to apply for an ATAS Certificate please see:

Undergraduate applicants: www.lboro.ac.uk/study/apply/supporting/atas/

Postgraduate Taught applicants: www.lboro.ac.uk/study/apply/postgraduate/atas/

Postgraduate Research applicants: www.lboro.ac.uk/study/apply/research/atas/

9. Amendments to courses/programmes

Whilst we try to ensure that all of our courses run as advertised in our prospectuses it is sometimes necessary for us to make significant changes to the structure of our courses or to discontinue a course entirely.

More detailed information about changes to courses and the potential reasons for this can be found in our [Terms and Conditions of Study](#).

10. Financial information

A. Tuition fees and finance

Where a third party is providing financial support the University requires applicants to provide written evidence of this.

Reference to the relevant course tuition fee (including placement year fee where applicable) can be found in an applicant's offer communication. Detailed information on tuition fees and financial support can be found at:

www.lboro.ac.uk/study/finance/.

Tuition fees charged in the future may change as a result of Government policy.

B. Tuition fee status

Tuition fee status is determined by the University in accordance with the [Education \(Fees and Awards\) \(England\) Regulations 2007](#) and guidance is provided by the [UK Council for International Student Affairs](#).

For further information about how the University assesses tuition fee status see:

www.lboro.ac.uk/study/finance/fee-status/

11. Applicant data

The data submitted as part of each application is used to assess the suitability of an applicant for study at the University. Anonymised data is also used by the University for statistical and reporting purposes. Application data forms part of the student record for applicants who are admitted to the University.

The University complies with the Data Protection Act 1998 in its use of applicant data and further information can be found at:

www.lboro.ac.uk/admin/ar/policy/dpact/

12. Appeals and complaints

The University is committed to upholding the principles of fairness and transparency within its admissions process. However, we acknowledge that occasionally applicants may have reason to question or express an opinion about the University's decision, or the way in which their application has been handled.

As such, the University aims to operate a fair and transparent appeals and complaints procedure which encourages informal resolution and does not disadvantage applicants.

The procedure for making a formal appeal or complaint is available at:

www.lboro.ac.uk/study/apply/supporting/appeals-complaints

13. Further information

For further information about applying to Loughborough University, please visit our website:

www.lboro.ac.uk/study/

To contact the relevant Admissions Office, please use the appropriate details below:

Undergraduate:

Undergraduate Admissions
(0)1509 223522
admissions@lboro.ac.uk

Postgraduate Taught:

Postgraduate Taught Admissions
(0)1509 222496
pgtaught@lboro.ac.uk

Postgraduate Research:

Doctoral College Office (Academic Registry)
(0)1509 228292
pgresearch@lboro.ac.uk

Art and Design Foundation Studies:

School of the Arts
(0)1509 228903
sota.ug@lboro.ac.uk

PGCE:

Teacher Education
(0)1509 222762
F.Mclaughlin@lboro.ac.uk

Date Approved:

24 February 2016

Revisions:

11 October 2017: references to offer 'letter' changed to offer 'communication' in Paragraphs 7C, 7D and 10A. Reference to Student Fitness to Study Policy added to Paragraph 7F on Applicants with a disability or long term health condition. Update to policy of issuing CAS to under 18 applicants added to Paragraph 7I on Age on Entry. Further clarification on outcome of failure to disclose previous education added to Paragraph 7K on Previous education.

22 June 2017: added link to policy/procedures for admission of students under the age of 18 years to para 7i Age on Entry. Replaced references to Research Student Office resulting from rename to Doctoral College Office (Academic Registry).