



# Admissions and Enrolment Procedure

## **2017-2018**

## 1. Purpose

1.1 This document sets out the procedure for student admissions and enrolment at London South Bank University (LSBU).

1.2 The university Academic Board delegates the authority to admit applicants to an LSBU course to the Director of Marketing and Recruitment (for Home/EU applicants) and to the Director of International (for overseas applicants). LSBU staff have the authority to make decisions about student admissions in accordance with selection criteria. Admissions tutors within the individual schools of the university advise admissions staff in particular cases.

1.3 Students enrolled to study at LSBU must keep to the conditions set out in section 3 of this procedure.

1.4 If you have an appeal or complaint about admissions, you should contact the Head of Admissions. Please see the [Complaints and Appeals about Admissions Procedure](#).

## 2. University admissions

2.1 We aim to admit all applicants who we judge to have a reasonable expectation of completing the course and achieving the standards required for that academic award.

2.2 In some cases there may be a limit on the number of students who can be admitted to a particular course or to a particular way of studying (for example, part time study). In such cases applicants who we judge to be most likely to complete the course and achieve the standard required for the award will be offered a place.

2.3 To evaluate whether you are likely to complete the course and achieve the standard required for the award we use admissions criteria specific to the award for which you are applying. To make this evaluation, we consider your previous attainment and evidence of your potential, primarily on the basis of the qualifications you already hold. Where you are currently studying for qualifications, our offer is normally conditional on your results. Interviews, assessments and other tests may also be used to supplement information about your qualifications.

2.4 We comply with the University Clearing and Admissions Service (UCAS) deadlines and expect you to do the same. We reserve the right to refuse

admission to any applicant whose application contains false or misleading information or whose personal statement contains a significant amount of non-original material.

2.5 Our admissions process complies with relevant legislation and is regularly reviewed to make sure it remains current. We work in partnership with the Office for Fair Access and through our commitment to widening participation try to make sure that as many people as possible have the opportunity to participate in our courses.

2.6 The criteria normally required for entry to our courses are set out below. Where entry to a specific course is competitive the criteria may exceed the normal criteria and specific criteria will be proposed in advance of the admissions cycle by the Director of Marketing and Recruitment (for Home/EU applicants) and to the Director of International (for overseas applicants).

2.7 Professional bodies, government departments or others we work in partnership with may place specific criteria for admission on the courses which they fund or accredit. LSBU only accepts such funding or accreditation where we are willing to adopt the additional criteria.

2.8 Your status for fees and funding purposes and your right to study in the UK (for immigration purposes) is assessed at the point of enrolment by suitably trained staff. The Chief Financial Officer (or nominee) may make an 'interim status assessment' during the application process in order to ensure the smooth progression of your application.

2.9 When you apply to us you must make sure you provide full, complete and accurate information and that you do not omit to include any material information. You may be asked to provide additional information and undertake tests, interviews or other selection processes (such as occupational health checks). You must comply with the deadlines for submitting applications and for responding to offers. If you do not meet these requirements you may be denied admission or have your offer withdrawn.

2.10 Any 'personal statements' referred to us by UCAS with a reported similarity of between 10-49% we will normally continue to consider but any statements with a reported similarity of 50% or more we will normally require to be submitted again.

### **Entry requirements**

2.11 Our entry requirements are either specific grades achieved in nationally recognised qualifications or evidence of appropriate equivalent skills and experience. Equivalent skills and experience means skills or experience we have judged to demonstrate the same level of merit, ability and potential as

the nationally recognised qualifications that are required for entry to the course. We retain the right to use our own tests to determine that applicants have achieved the minimum attainment levels associated with recognised qualifications which they do not hold.

2.12 We may also ask for specific:

- UCAS tariff points from nationally recognised qualifications;
- Specific combinations of subjects of those recognised qualifications
- Appropriate experience;
- Relevant personal qualifications, such as appropriate motivation to study or values compatible with a profession which we will determine as appropriate from a personal statement, by psychometric testing, through references or at interview.

2.13 We may also ask you to complete a test or tests (such as tests of numeracy or literacy) which all candidates are required to take regardless of your existing qualifications. In addition we may use interviews or auditions, or review portfolios where this is necessary to determine your potential or because it is required by a professional body.

2.14 We may take contextual information relating to your background into consideration when using existing qualifications as evidence of future potential.

2.15 If you are applying from a further education or sixth form college we will normally guarantee you either an interview or a conditional offer. This is also the case if you are an applicant from another organisation with which we have a 'progression' or 'articulation' arrangement.

### **Normal minimum qualifications required for entry to undergraduate courses**

2.16 The minimum qualifications we normally require for entry to our higher education courses at level 4 are GCSE passes at Grade C or above in five subjects, including English Language and Mathematics (or equivalent), plus one of the following:

- 120 UCAS tariff points, to include 40 points achieved in an award of no less than 6 modules;
- successful completion of a recognised access course;
- successful completion of a recognised higher education preparatory course;
- any other level 3 qualification of equivalent standard.

2.17 Applicants may be admitted without these qualifications, provided that:

- you can demonstrate that you have achieved the required level of

knowledge and skills in other ways (for example through experiential learning);

- you meet the entry requirements of programmes validated by a professional body.

2.18 If you are an entrant to an extended degree course and do not have all the entry to level 4 requirements you must be able to demonstrate that you have the potential to progress or be admitted to level 4.

2.19 Some undergraduate courses have entry points at level 5 or level 6. Specific criteria are set for these courses and may be found in the course specification. Applicants who meet or exceed the entry criteria for level 4 may be able to apply to have your prior learning recognised through Accreditation of Prior Experiential Learning (APEL) or transfer of credit for entry to level 5 or 6 of a course.

### **Normal minimum qualifications required for entry to postgraduate courses**

2.20 The minimum qualifications normally required for entry to our postgraduate courses at level 7 are:

- an honours degree in a relevant subject, or
- a Higher National Diploma in a relevant subject and a minimum of three years post-qualification experience in a relevant field, or
- a professional qualification recognised as equivalent to an honours degree, or
- a postgraduate diploma, or appropriate equivalent skills and experience.

2.21 Applicants may apply to have prior learning recognised through APEL or transfer of credit if you have exceeded the entry criteria for level 7.

2.22 Where applicants want to study one or more modules for credit purposes but do not intend to undertake the whole award, the entry requirements that exist for the award will apply to those modules.

### **Reapplication to other University courses**

2.24 Students who have been 'Fail-Terminated' by an examination board, or who have been excluded (for fitness to practise or disciplinary reasons) will not be admitted to another course leading to an award at the same level in a related subject area.

2.25 If you do not disclose any previous attendance at another higher education provider it may result in you being withdrawn from the admissions process or from the course you have been admitted to.

### European Union (from outside the UK) and international applicants

2.26 Applicants from European Union countries from outside the UK (EU applicants) and from countries outside the European Union (international applicants) must have qualifications equivalent to those specified above to be considered for entry to our courses. Applicants seeking to be sponsored under Tier 4 will also be required to undergo additional checks to ensure compliance with UK Visas and Immigration (UKVI) guidelines. For more information please see our procedures relating to [Immigration Regulations](#) on our web site.

2.27 We participate in the European Credit Transfer Scheme (ECTS) and in accordance with the Criteria and Procedures for the Assessment of Foreign Qualifications adopted by the Lisbon Recognition Convention Committee; we will recognise foreign qualifications unless a substantial difference can be demonstrated between the qualification for which recognition is requested and the relevant UK qualification. In applying this principle, we will need to establish whether the differences in learning outcomes between the foreign qualification and the relevant UK qualification are too substantial to allow the recognition of the foreign qualification as requested by the applicant.

2.28 EU applicants from outside the UK must have an adequate proficiency in English in order to be admitted to a course. For EU applicants from outside the UK we normally accept the English Language qualifications as set out in the table below but some of our courses may require higher standards of English.

	<b>Undergraduate</b>	<b>Postgraduate</b>
IELTS	6.0 overall (minimum 5.5 in each band)	6.5 overall (minimum 5.5 in each band)
TOEFL iBT	87 (Listening = 21; Reading = 22; Speaking = 23; Writing = 21)	90 (Listening = 21; Reading = 22; Speaking = 23; Writing = 21)
GCSE/IGCSE/GCE O Level (Edexcel and Cambridge Overseas exam boards)	C	C
Cambridge Advanced	C	C
Cambridge	C	C

	<b>Undergraduate</b>	<b>Postgraduate</b>
Proficiency		
Cambridge BEC Higher	C	C
City and Guilds ESOL Diploma	Upper Intermediate Pass	Advanced Pass
PTE (Pearsons Test of English)	52 points (with at least 51 in each component)	60 points (with at least 51 in each component)
Michigan English Language Assessment Battery (MELAB)	Score of 78-81	Score of 82-83
Michigan Test: Examination for the Certificate of Proficiency in English (ECPE)	Pass	Honours
International Baccalaureate (Standard Level)	5	5
International Baccalaureate (Higher Level)	4	4
UK Foundation Programmes	Successful completion of one year study in English	N/A

2.29 International applicants must have an adequate proficiency in English in order to be admitted to a course. For international applicants we normally accept the English Language qualifications set out in the table below but some of our courses may require higher standards of English.

<b>Undergraduate</b>	<b>Postgraduate</b>
International English Language Testing Service (IELTS) 6.0 *	International English Language Testing Service (IELTS) 6.5 *
Integrated Skills in English - Trinity College London - ISE II	Integrated Skills in English - Trinity College London - ISE III

\*Non-EU nationals holding the English qualifications above will also have to meet the UKVI SELT specific score components:

<https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>

2.30 Other English Language qualifications may be acceptable. This will be assessed by the international office on an individual basis.

2.31 International applicants may be required to complete an LSBU test or participate with our English as a Second Language course before you are permitted to enrol for a course.

2.32 International applicants requiring entry clearance to enter/remain in the UK in order to study at the university will be required to pay a £3,500 non-refundable deposit as a condition of the release of their Certificate of Acceptance for Study onto a place of study. The deposit is only required for the first year of the course and will be used as payment against the balance of tuition fees which are paid at enrolment.

### **Applicants with disabilities**

2.33 We encourage early disclosure of your disabilities, and we offer you a number of opportunities to inform us about any disability.

2.34 Offers of places on courses are subject to entry requirements that relate to the potential of you being able to achieve specific learning outcomes and/or competence standards of the resulting qualifications. There may also be occupational health requirements which apply to specific courses.

2.35 We will not normally consider whether an applicant's disability would hinder or prevent you from following a career subsequent to graduation. However in certain areas (such as education or courses in the School of Health & Social Care), the university is obliged to do so for regulatory reasons.

2.36 We will make reasonable adjustments to entry requirements if this will enable a disabled applicant to be able to meet the learning outcomes and meet any specific criteria set by a professional or regulatory body. Where the applicant is unable to meet the fitness to practise requirement, the university may suggest an alternative course/pathway.

2.37 If we are unable to make a reasonable adjustment you will be informed as soon as possible and an alternative course may be suggested.

2.38 We will make anticipatory adjustments to our provision if we are informed about an applicant's disability before registration, Disability & Dyslexia Support would normally be able to discuss and agree provision and support arrangements. This would be done in consultation with course tutors if



appropriate. The exception to this is where the fitness to practise requirement has not been met.

2.39 In exceptional circumstances, where we are unable to meet the reasonable adjustment in a timely manner, the applicant may be offered a deferred place for the following semester or academic year.

### **Applicants with criminal convictions**

2.40 We require all applicants to provide information on previous criminal convictions or cautions at the time of application. We may immediately exclude a student who is subsequently found to have failed to have done so.

2.41 For certain courses we require successful applicants to undergo a Disclosure and Barring Service (DBS) check. We will refuse admission to any applicant who fails to declare a criminal conviction or caution that is subsequently disclosed by the DBS.

2.42 A criminal conviction not yet spent will not normally be a bar to entry to a course unless:

- the course provides entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975;
- in the view of the university, the applicant might pose a threat to staff and other students.

2.43 Where the applicant indicates a criminal conviction on the application form we will request information about the date of the conviction, the nature of the offence and the sentence. We will also invite any relevant comments from the applicant.

2.44 For courses which provide entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975, we will normally refuse admission to applicants whose conviction(s) relate to:

- sexual, violent and serious drug or drink offences;
- a series of offences over a period of time;
- a custodial sentence of more than 12 months;
- offences within the previous five years, or
- any other offence that might pose a threat to staff, students or others.

2.45 The relevant school executive Dean (or nominee) will determine whether to admit an applicant with criminal convictions. Where admission to the course is denied on the basis of the conviction, the applicant will be notified of the decision and reasons for the decision by the Head of Admissions. For courses not providing entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975, a criminal conviction not

yet spent will not normally be a bar to entry to a course unless we perceive the applicant might pose a threat to staff and other students

2.46 The following factors will be taken into account when considering the relevance of convictions:

- the nature of the offence(s);
- the nature of the course applied to;
- the seriousness of the offence(s) (convictions involving violence, physical/mental abuse, the supply of drugs or where a sentence of more than 30 months imprisonment was imposed will normally be considered more serious);
- the date(s) on which the offence(s) occurred;
- the frequency of offence(s).

2.47 Where the university agrees to consider an applicant who has declared a criminal conviction, the applicant will be notified by the Admissions Office and the application form considered for a decision on academic grounds.

### **Fitness to study**

2.48 Applicants must be physically and mentally fit to undertake the course they have applied for. Where we determine that an occupational health check is necessary, applicants must complete a confidential medical questionnaire which will be sent to the designated (or approved) occupational health service. They will make a recommendation on the applicant's fitness to study or (in appropriate cases) practise.

2.49 Applicants who do not complete the occupational health process will not normally be permitted to enrol. Where the report recommends that adjustments need to be made to ensure the safety of the applicant or others, we will work with the applicant to put these in place and may make compliance with such adjustments a condition of enrolment. We will not normally refuse admission to an applicant who complies with the occupational health process, but may do so in cases where there is a risk to the safety of the applicant or others that cannot be mitigated by other means. An unsuccessful applicant will have the right to appeal to the Pro Vice-Chancellor (Education and Student Experience) whose decision will be final.

### **Deferring an offer**

2.50 The university makes an offer to an applicant for a particular course and particular point and year of entry. Applicants have no automatic right to defer their entry to a different entry point.

2.51 Candidates who have been made an unconditional offer of a place may apply to have their offer deferred for up to one academic year. We will normally permit this except where:

- The offer in question is for full-time undergraduate study and has been made in clearing;
- The university has no plan to offer the course for that entry point in future;
- Other regulatory reasons (such as immigration rules or professional body requirements) apply.

2.52 An applicant who is made a deferred offer will be given the opportunity to see the pre-contract information (including new fees, course information, dates) before accepting the new offer.

### **Making changes to our courses**

2.53 The university's prospectus and other marketing materials for each academic year are published in advance. It is possible for students to apply to a course an extended period of time before enrolment, or to postpone their enrolment for an extended period of time. Because of the possibility of delay between the application and enrolment, there may be some circumstances in which we need to make changes to our courses and we reserve the right to do so. Examples of circumstances in which this might happen include where:

- key course staff have taken extended leave or left the university;
- there is an insufficient number of students applying to the course, or to a specific module of the course, to render that course ineffective and/or not financially viable;
- changes to the funding that the university receives have occurred;
- legislative or regulatory changes have occurred.

2.54 In the event we have to make a material change to your course, we will notify you of the change as soon as possible and work with you to understand the effect that this may have on your position.

## **3: University enrolment**

3.1 You must enrol before the start of your course. In order to enrol you must:

- a) be invited to enrol by the university;
- b) provide proof of the right to study in the United Kingdom (if being taught

- in the United Kingdom);
- c) meet any conditions which may have been placed on the offer of a place to study, for example occupational health or criminal record checks, as well as academic conditions;
  - d) provide all the personal and other data reasonably required by us to manage the course and comply with statutory obligations. You consent to the University making use of this [data as needed](#) at your enrolment;
  - e) agree to be bound by all the university's policies, regulations and procedures, through signing an [Enrolment Declaration](#) form;
  - f) provide a minimum of two original proofs of identity one of which must be a passport;
  - g) provide original proof of your qualifications;
  - h) pay tuition fees in accordance with the [Tuition Fee Regulations](#).

3.2 The university sets the standards of proof which have to be met for each of these tests in the context of our statutory and other obligations. We may apply different burdens of proof to different applicants. For instance, full-time home undergraduate students may receive direct financial benefit from being enrolled as students of the university so therefore a very high burden of proof will be required of those seeking to enrol onto such courses.

3.3 Applicants will not be enrolled until all the criteria above have been met. However, if some of the criteria have been successfully met you may be given access to begin your course while completing outstanding criteria (for instance, while waiting for authorised copies of documents). You must agree to be bound by all university terms and conditions during this period. If you are not fully enrolled in the university because you have not met the criteria above you cannot be awarded academic credit or any kind of academic award, even if you were given temporary access to courses and resources. All applicants must have the right to study in the UK before any access can be allowed.

3.4 Applicants are enrolled onto a specific course with the aim of achieving a specific qualification (usually a named award). Neither the course nor qualification may change after enrolment without the consent of the university. If you wish to apply to transfer course you must keep to the conditions set out in the [Changing Courses Procedure](#).

3.5 We set dates for the beginning and end of the enrolment process each year. Applicants who are not enrolled by the relevant deadlines will not be enrolled for that year of study, even if they can subsequently meet the conditions for enrolment.

3.6 Your enrolment will be for a specified period of time during which you study a specified level of your course. You must re-enrol at the end of that time (normally once every academic year) if you wish to remain on the course either to study the next level or to attempt a level again. We will contact you

when you need to re-enrol. Students who do not re-enrol by the relevant deadline will cease to be a student of the university.

3.7 Students refused enrolment on to a university course because they have not met a deadline may appeal to the Head of Registry who may, in exceptional circumstances, allow a further opportunity to enrol.

3.8 If you are enrolled at the university you must:

- a) comply with the university's terms and conditions, complaints and discipline procedures and, where relevant, halls of residence discipline procedure (for resident students);
- b) register for modules when asked to do so;
- c) attend regularly and punctually all modules for which you are registered, and record attendance in accordance with the course requirements
- d) use the resources (including online resources) which we make available to support study;
- e) comply with any relevant professional codes of conduct;
- f) adhere to the university's equality and diversity and inclusion policy and make sure you do not discriminate against anyone, including other members of the university;
- g) listen to what others have to say, and respect their point of view and others' basic rights to freedom of speech and to pursue political, religious and other activities within the law;
- h) speak out, or report, if witnessed or are aware of, unfavourable treatment, bullying, vindictiveness, verbal or physical aggression, and not assume that it is someone else's responsibility;
- i) inform us of changes to your address, phone number or other relevant data that is held about you;
- j) carry your student ID card at all times while on university premises and show it when requested by a member of staff;
- k) equip yourself with the textbooks, stationery, equipment, protective clothing or other materials required for study. We may specify particular books or equipment as necessary for specific courses or modules;
- l) inform us of intentions to withdraw from, or return to, study, or any other event likely to materially affect their course of study (such as a change in health status);
- m) keep to the University [Health and Safety Policy](#) and procedures, particularly in relation to emergency preparedness and general safe behaviour. You must also adhere to the authorised opening and closing times of any university building, and comply with instructions from security personnel or university staff. The university expects you to play an active role in managing health and safety risks and :
  - I. follow instructions provided by staff in order to comply with university policies and procedures;
  - II. familiarise yourself with the health and safety policy and any related procedures;
  - III. be aware of fire precautions, evacuation arrangements and first aid provision and complying with the need to evacuate a building in the event of an emergency alarm;

- IV. make use of items and protective equipment provided for health and safety reasons. Never intentionally or recklessly interfere with or misuse any equipment provided for health and safety or firefighting;
- V. consider health and safety risks before undertaking practical activities and discussing them with appropriate university staff;
- VI. report health and safety incidents and accidents to the university;
- VII. pay the cost of repair or replacement of any university property which you willfully or negligently damage;
- VIII. comply with the university guidance on copyright displayed next to all university photocopiers and with all software and internet copyright requirements.
- IX. Not use your university email account to send material that is offensive, obscene, defamatory, and illegal or contains blatant commercial advertising. You should be made aware that email messages remain the property of London South Bank University and it may be necessary to intercept traffic for security purposes. Personal email should not be stored on the university's equipment. The University's [Email Policy](#) is available on the website.
- X. Protect the university against liabilities arising from any email message sent by the internet or other electronic mailing system from your university email address, where that liability arises from events within your control, including the content of messages.

3.9 You must be fit to study. The university has a duty of care to safeguard all who work, study or live at the institution. If our obligations are being compromised by a student's ill- health or disability, there is an expectation that action will be taken to minimise any risk. As members of the LSBU community, staff and students have a responsibility for maintaining the health and safety of themselves and others. Please see the [Fitness to Study Procedure](#) for more information.

3.10 [The Fitness to Practise Procedure](#) applies to all students following pre-registration programmes in the School of Health and Social Care leading to registration either with the Nursing and Midwifery Council (NMC), the British Acupuncture Council (BAcC) or the Health & Care Professions Council (HCPC). It also covers those students working towards eligibility for the Career Development Institute (CDI) Register of Career Development Professionals. It also covers students who are already registered with the NMC, BAcC, HCPC or CDI studying professionally-relevant qualifications courses within the school.

3.11 Where unacceptable behaviour has taken place outside university premises (for instance in a placement setting) and been considered under the

process of another institution (such as the placement provider), we retain the right to consider that behaviour under this process.

3.12 Students subject to this procedure sign the school's Directional Statement of Conduct Principles annually. The Directional Statement clarifies the expected behaviours of students and the process of signing up to them each year ensures that students are aware of what is expected of them. For the avoidance of doubt, it is the professional bodies which determine acceptable standards of conduct. The Directional Statement of Conduct should be understood only as guidance to the relevant Standards of Conduct, Performance and Ethics published by the NMC, HCPC, BAcC or CDI as appropriate.

3.13 The Fitness to Practise Procedure is used to review cases where students' behaviour calls into question whether their conduct or character is suitable for the profession which they have entered or are seeking to enter. The overriding principle underpinning this procedure is that the safety of service users in placement settings cannot be put at risk.

3.14 The university accepts no responsibility for loss or damage to personal property on university premises, unless caused by the negligence of the university.

3.15 University staff are entitled to carry out their duties without fear of verbal or physical attack. Any student who abuses or assaults staff will be pursued as part of the [Student Disciplinary Procedure](#) and the law.

3.16 You can apply to interrupt from their studies at any time or withdraw from their course. For more, see the [Interruption, Suspension and Withdrawal Procedure](#).

3.38 It is your responsibility to check their LSBU email account regularly for new messages. Citing a lack of awareness of information because you have failed to do so cannot be used as grounds for extenuating circumstances.