

London South Bank University Admissions Policy

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1. Introduction

Our aim is to provide fair and equal access to a university education to all those who have the potential to succeed or benefit from it.

This policy is written to inform applicants, parents, carers and advisors, and London South Bank University staff of the policies and procedures involved in making an application to our University.

London South Bank University welcomes applications from motivated students with appropriate qualifications, both traditional and non-traditional, academic and vocational. Our students come from diverse backgrounds and have a whole range of qualifications both from the UK and overseas. We consider applicants to our courses solely on the basis of their merit, ability and potential. Applications from mature students who have no formal qualifications may be considered provided they have relevant work experience.

We will consider all information contained within the application form, or produced at interview or audition. This might include past academic performance, predicted grades, personal statements, academic and personal references and any other evidence of skills, aptitude and potential to succeed.

Our admissions policy complies with relevant legislation and is guided by the principles outlined by the Admissions to Higher Education Steering Group, *'Fair admissions to higher education: recommendations for good practice'* and The QAA *'Code of practice for the assurance of academic quality and standards in higher education – Section 10: Admissions to higher education'*

2. Institutional Aim and Principles

Vision:

We will deliver an excellent student experience at the heart of London, where teaching, research and enterprise work together to transform lives and create opportunities.

Values:

- **Quality:** providing an excellent experience for all our students, staff and local, national and international partners.
- **Professionalism:** Acting with integrity and within the ethical framework of an academic community.
- **Inclusivity:** Celebrating our historic and continuing commitment to widening participation and to valuing diversity and equality.
- **Transparency:** Ensuring clear, open and effective processes for information – sharing, accountability, communication and decision-making to all our activities.
- **Mutual Respect:** Providing a warm, friendly and supportive environment for all staff, students and clients based on mutual trust.
- **Sustainability:** Supporting sustainable development by promoting the implementation of relevant measures and raising awareness throughout the University.

Excelling in our historic and continuing commitment to widening participation and to valuing diversity both within and beyond London South Bank University, the procedures through which the University assesses applications are designed to be fair, transparent, easily understood by candidates and based on principles that are applied consistently across the University.

Admission to the University is competitive and decisions will rest primarily on the qualifications, needs and aspirations of the applicant, and the reasonable expectation that they will be able to fulfil the objectives of their chosen programme.

Applications from students with additional needs will be considered on the same criteria as all others. Candidates with additional needs are invited to contact Disability and Dyslexia Support to discuss the level of support available.

The University will facilitate timely responses to enquiries and applications, ensuring that all necessary documentation is sent at the earliest opportunity.

The University aims to provide information materials and activities that are relevant, accurate, current and accessible in order that the applicant may make an informed decision about their options.

Admission decisions will be made within this broad policy statement, in accordance with the Equal Opportunities Policy and with regard to each Academic Department or Course's specific entry and selection criteria.

3. Responsibilities

Responsibility for the University Admissions Policy and procedures lies with the Student Recruitment Committee. Details of terms of reference and committee membership can be found in appendix 1.

The Student Recruitment Committee is, in turn, responsible to Academic Board, Chaired by the Vice Chancellor.

4. Entry Profiles

The University will make available Admissions Profiles for all its academic courses. All admissions decisions will be made against the criteria detailed in the admissions profile. Each profile will specify:

1. Typical academic entry requirements
2. Other accepted experience and/or qualities

Admissions profiles will be made available via the University website, the UCAS website for undergraduate full time courses, the UKPASS and Graduate Prospects websites for postgraduate courses and in the University's prospectus.

Our aim is to make university education accessible and LSBU welcomes applications from all those interested in higher education. Applicants must demonstrate they have the skills necessary for successful study, evidence of motivation and the commitment to succeed. In addition to traditional academic qualifications the University recognises two types of prior learning of applicants, either as a basis for entry to a course or to exempt applicants from some of the requirements, as explained in our Academic Regulations. These are:

1. Transfer credit
2. Accreditation of prior experiential learning (APEL)

The authority to consider requests for transfer of credit is delegated by Academic Board to academic staff with authority to admit applicants to the relevant course.

5. Decision Making

5.1 Undergraduate Full Time

With the exception of some International applications, all full-time undergraduate applications will be submitted through the Universities and Colleges Admissions Service (UCAS) who forward applications to the University Admissions Office.

5.2 Undergraduate Part Time

Applications to undergraduate part-time courses will be made directly to the University via the University's online or paper application form.

5.3 Postgraduate

Applications to postgraduate courses are either submitted online through the UK Postgraduate Application and Statistical Service (UKPASS) who forward applications to the University Admissions Office or submitted directly to the University using the institution's paper application form.

5.4 The Application Process

On receipt applications will be distributed to the Admissions Officer with responsibility for the particular subject area who will:

- Check that the application is correctly completed and that all necessary information has been included. Where further information such as a transcript, reference or personal statement is required, a written request will be made to the applicant
- Check the applicant's fee status and where appropriate send a Preliminary Fee Assessment Form
- Where authority has been granted by the Academic Department, make a decision based on the entry and selection criteria laid down by the Department. A decision should, in normal circumstances, be made within ten working days
- Where decision making remains the responsibility of the Academic Department, notify the designated Academic Admissions Tutor that applications are available for collection from the Admissions Office. Once a decision has been made, the Admissions Tutor will return the application to the Admissions Officer for processing, normally within ten working days
- Applications through UCAS: Transmit the decision to UCAS, either through the University's own record system, or online using UCAS Weblink. Once a decision has been entered it is available to be viewed by the applicant through UCAS Apply
- Direct online or paper-based applications: Issue a formal offer letter by mail to the applicant. This letter will detail any outstanding conditions and further instruction where appropriate

- Applications through UKPASS: Transmit the decision to UKPASS, either through the University's own record system, or online using UKPASS Weblink. Once a decision has been entered it is available to be viewed by the applicant through the UKPASS Apply function

Those applicants not meeting the selection criteria of their chosen course may be considered for, and offered, an alternative course. If an application is unsuccessful the reason for rejection is recorded to provide applicants with feedback if requested.

Although minimum entry requirements for undergraduate courses are quoted as UCAS tariff points in the University prospectus and in UCAS Entry Profiles, conditional offers will be made in the context of the qualification being studied and offered for assessment for entry. For example, applicants applying to the LLB(Hons) Bachelor of Laws are required to have achieved 240 UCAS tariff points. An applicant studying for a B.Tec National Diploma would therefore be required to achieve Merit, Merit, Merit. Similarly an A-level student would be required to achieve CCC.

5.5 International Applications

Applications from prospective International students will be considered and processed consistently with Home/EU applications.

Those applicants offering overseas qualifications will be expected to have achieved the equivalent of the quoted minimum entrance requirements to enrol. Assessment will be made using both UK NARIC and the UCAS Guide to International Qualifications.

International applicants must be proficient in English in order to be admitted to a course. The University will normally accept one of the English Language qualifications set out in the table below, though some courses may demand this at a higher level than specified here.

Undergraduate	Postgraduate
GCSE O Level/IGCSE grade C	GCSE O Level/ IGCSE grade C
International English Language Testing Service (IELTS) 6.0	International English Language Testing Service (IELTS) 6.5
Test of English as a Foreign Language (TOEFL) 550 (CB 213)	Test of English as a Foreign Language (TOEFL) 580 (CB 237)
Cambridge Certificate in Advanced/Proficiency English Grade C or above	Cambridge Certificate in Advanced/Proficiency English Grade C or above
Pitman City and Guilds ESOL (Upper Intermediate)	Pitman City and Guilds ESOL (Advanced)
Edexcel London Test of English (Level 5)	Edexcel London Test of English (Level 5)
TOEIC (750 points)	TOEIC (750 points)

6. Deposits and Visas

As of 31st March 2009, LSBU will introduce a compulsory deposit requirement for overseas applicants. Those applicants requiring entry clearance to enter/remain in the UK in order to study at LSBU will be required to pay a £2500 non-refundable deposit as a condition of the release of their Certificate of Acceptance onto a place of study at LSBU. It is a measure of the seriousness of applicant's intention to study

and is being introduced at the same time as the UK Border Agency Points Based System (Tier 4).

The £2500 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. Students will have the option of paying the remainder of the fee by instalments.

Applications from overseas students will be processed as per the normal admissions procedures. However, wording contained within conditional offer letters and unconditional offer letters will signal to students the necessity of making payment of the compulsory deposit once the applicant has reached “unconditional firm” stage. The International Admissions team will run reports on a regular basis throughout the recruitment cycle in order to identify those students who have made payments greater than the minimum deposit amount, and will issue Certificates of Unconditional Acceptance to these applicants accordingly.

7. Similarity Detection

The UCAS similarity detection service reviews all personal statements within incoming applications. These are checked against a library of all personal statements previously submitted to UCAS and sample statements collected from a variety of web sites and other sources including paper publications. Each personal statement received at UCAS is added to the library of statements after it has been processed.

Any statements showing a level of similarity of 10% or greater will be reviewed by members of the UCAS Similarity Detection Service team. Universities will be notified on a daily basis of any cases where there are reasonable grounds for suspicion. Applicants will also be notified that the UCAS Similarity Detection service has found that their personal statement merits investigation. The decision about what action, if any, to take regarding notified cases rests with the admissions tutors.

Full details can be found at

<http://www.ucas.com/students/startapplication/apply09/personalstatement/similaritydetection>

Personal statements referred to the University by UCAS reporting similarity of 10% or over will be dealt with as follows:

- Cases with reported similarity of **50%+** will be forwarded to the Faculty Recruitment Lead to telephone the applicant, discuss the case and request resubmission of personal statement;
- Cases with reported similarity of **20-49%** will be forwarded to the Faculty Recruitment Lead to telephone the applicants to discuss the case and consider requesting resubmission of personal statement;
- Cases with reported similarity of **10-19%** will be reviewed by the Admissions Officer but will not be followed up unless there is due cause.

8. Entry Tests

Applicants to some Health and Social Care courses will be required to pass entry tests. The Nursing and Midwifery Council (NMC) guidelines state: ‘Approved educational institutions are required to ensure that applicants for pre-registration education have provided evidence of literacy and numeracy sufficient to undertake nursing education and practice at a minimum of diploma of higher education level’.

- Shortlisted applicants to Pre-registration Nursing courses will be required to sit both Mathematics and Literacy tests
- Applicants successful in both the Mathematics and Literacy tests will be asked to attend an interview
- Applicants not successful in the Mathematics and/or Literacy tests will not be interviewed

9. Interviews, Auditions and Portfolios

Admission to some courses may require additional stages to the selection process such as interviews, auditions or the requirement of a portfolio. In these cases, any additional requirements will be clearly stated in the University prospectus and Entry Profiles. Some examples of courses with additional requirements include:

- Suitable applicants to the Faculty of Health and Social Care's Pre-Registration Nursing, Midwifery, Allied Health Professions and Social Work courses will be required to attend an interview as part of the selection process
- Suitable applicants to the Post Graduate Certificate of Education will be required to attend an interview as part of the selection process
- Those applicants not meeting a department's minimum entrance requirements may, at the Department's discretion, be invited to interview
- Applicants to BA(Hons) Architecture will be required to submit a portfolio as part of the selection process

10. Criminal Records Bureau (CRB) and Occupational Health

Courses requiring CRB and Occupational Health checks will have this clearly stated in their University prospectus entry and Entry Profiles. Some examples of courses requiring CRB and Occupational Health checks include:

- Successful applicants to Faculty of Health and Social Care courses, including the Pre-Registration Nursing and Allied Health Professions Programmes will be required to complete an Occupational Health check demonstrating fitness to practice before being allowed to enrol
- Successful applicants for Social Work programmes must complete a self declaration of fitness to train and practice in order to enrol
- Successful applicants to the Pre-Registration Nursing, Allied Health Professions and Social Work programmes will be required to undergo police record checks, carried out by the Criminal Records Bureau, before being allowed to enrol
- Successful applicants to the Post Graduate Certificate of Education will be required to undergo police record checks, carried out by the Criminal Records Bureau, before being allowed to enrol

11. Applicants with Criminal Convictions

UCAS advice states:

'An applicant who has a relevant criminal conviction that is not spent is required to state this on their application. 'Relevant' is defined in Apply as offences against the person, whether of a violent or sexual nature, or offences involving unlawfully

supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. Certain courses, for example, teaching, health, social work, veterinary medicine, veterinary science or courses involving work with children or vulnerable adults, do not come under the Rehabilitation of Offenders Act.'

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

1. The programme provides entry to employment in an occupation covered by the Rehabilitation of Offenders (Exceptions) Order 1975;
2. In the view of the University, the applicant might pose a threat to staff and other students;
3. Specified by an accrediting Professional Body.

Where the applicant indicates a criminal conviction on the application form:

- The Admissions Office will write to the applicant and request information about the date of the conviction, the nature of the offence and the sentence
- The Admissions Manager will discuss the case with the Executive Dean of Faculty
- Where admission to the programme is denied on the basis of the conviction, the applicant will be notified of the decision by a Pro Vice-Chancellor
- The applicant will have the right to appeal to the Vice-Chancellor
- Where the University agrees to consider the application the applicant will be notified by the Admissions Office

12. Fees and Finance

London South Bank University offers its students considerable financial assistance in the form of scholarships, bursaries, charitable funds, loans and other financial support.

- The most up to date information on scholarships, bursaries and financial assistance from LSBU will be available on the University's web site at <http://www.lsbu.ac.uk/fees/financialHelpLSBU.html>
- The most up to date information on additional financial help, such as advice for students with children, with adult dependents, with disabilities or care leavers will be available on the University's website at <http://www.lsbu.ac.uk/fees/additionalHelp.html>
- The most up to date information on fees and funding will be available at <http://www.lsbu.ac.uk/fees/index.html>
- Our Fees Checker facility will also be available on the University's website at http://www.lsbu.ac.uk/php4-cgiwrap/fees/src/fees_search2.php. The fees displayed will be the latest available and in most cases the rate shown will be that for the next year of entry. In a few instances, where fees for the coming academic year have not yet been agreed, the rate for the previous year will be given to show the fee likely

13. Equivalent or Lower Qualifications (ELQ)

London South Bank University receives two elements of funding for many of our students: one is the tuition fee charged to students (and usually paid to us by the

Student Loans Company, by the student themselves or by a Sponsor) and the other is an institutional grant we receive from the Government via the Higher Education Funding Council for England (HEFCE) for teaching those students.

Last year, the government announced that it would no longer be providing this funding for students who studied for a second degree at the same, or a lower, level than a qualification which they already hold (this is referred to as the funding of Equivalent or Lower Qualifications, or ELQs). So, if a student who already has a BSc in Psychology decides to retrain as a lawyer, and take an LLB course, the government will no longer provide their 'share' of the funding for that student to the University.

This means that, for applicants who find themselves in this position, the University will have to charge a higher fee level, to make up the difference in funding that no longer comes from the government. In practice, this means that 'ELQ' students should be in the same position as students who come to study from outside the UK or EU and have to pay fees which cover the whole cost of their course. If you think you may be in this position, please contact our admissions team for advice.

For 'ELQ' entrants in 2009, London South Bank University has decided to offer discounts, from the full international fee equivalent to £1,200 a year for full-time undergraduate (Bachelors) courses and £1,800 a year for full-time postgraduate (Masters) courses – with equivalent rates for part-time students. This discount will be applied for the duration of your course.

The Government has also agreed a number of exemptions to this policy. These include students studying Foundation Degrees; students in receipt of Disability Support Allowance (DSA); and students studying non-HEFCE funded courses such as Initial Teacher Training, Midwifery, Nursing and Social Work.

Further details about the Government policy and a full list of exemptions can be found at <http://www.hefce.ac.uk/learning/funding/elq/>
<http://www.dius.gov.uk/publications/hefunding.html>

14. Disability and Dyslexia Support

Applications to University courses will be assessed purely on academic grounds.

- Disability and Dyslexia Support will run a report to identify those applicants made an offer who have declared a disability. These applicants will be invited to a meeting with a member of the Disability and Dyslexia Support team to identify and agree relevant support requirements. Where the student has complex needs, the Course Director will also be invited to a preliminary discussion about course requirements
- Disability and Dyslexia Support will, guided by the Disability Discrimination Act (DDA), inform the applicant of the reasonable adjustments the University can make in relation to their disability. Based on this information, it will be the applicant's decision as to whether or not they wish to accept the offer of a place on a course. In the unlikely event that the University is unable to make a reasonable adjustment, the Disability Officer will inform the applicant as soon as possible
- Please note, successful applicants to the Faculty of Health and Social Care courses, including Pre-Registration Nursing, Midwifery and Allied Health

Professions, will be required to complete an Occupational Health check demonstrating fitness to practice before being allowed to enrol

- The University will be proactive in encouraging disclosure and will, when an offer is made, include the sentence, 'If you have a disability, please contact Disability & Dyslexia Support on 020 7815 6405 to discuss your needs'

15. Support for Care Leavers

The University has been awarded the Frank Buttle Trust Quality Mark which 'recognises institutions who go the extra mile to support students who have been in public care'.

- Applicants who identify themselves as care leavers on their UCAS form will be sent information about the University's offer to care leavers. This includes the prioritisation of 365 day a year accommodation before the 1st August in the year that they apply
- Once enrolled, an invitation will be sent to meet the student advice worker with special responsibility for care leavers, who will check that they are in receipt of all financial and other benefits they are entitled to. In addition, he/she will, if the care leaver agrees, arrange a meeting with the young person's Personal Adviser/After Care Worker to review their Pathway Plan

16. Progression

Those applicants applying from Further Education or Sixth Form Colleges where a Progression Accord has been established with the University, and meeting the minimum entrance requirements for the specified course, will be guaranteed an interview or conditional offer of a place on the course.

Further information about progression accords and current collaborations can be found at

<http://www.lsbu.ac.uk/about/documents/collaborations/progressionAccords.pdf>.

17. Monitoring and Evaluation

Policy is informed by the monitoring and evaluation of all admissions-related processes as follows:

- Annual review of admissions processes, including consultation to review performance and efficiency. The next annual review will take place in April 2010
- Formal annual review of entry profiles and decision making criteria, including new qualifications, plus ad hoc revisions where necessary
- Bi-annual review of turnaround times
- Bi-annual audit of decision making to ensure consistency in offer making, both centrally in Admissions Office and within academic departments
- Annual review of application data to inform product development

18. Complaints and Appeals Procedures

If an applicant wishes to appeal against the decision made by the University, or wishes to make a complaint.

- Appeals or complaints should be made in writing to the Admissions Manager (see Appendix 3 for contact details)

- The Admissions Manager will carry out an initial investigation of the circumstances leading to the appeal or complaint
- If the appeal or complaint is made on academic grounds it will be passed to the relevant Head of Academic Department for review
- If the appeal or complaint is made on administrative grounds it will be passed to the Head of UK Recruitment for review
- The Admissions Manager will communicate the decision, which is final, to the appellant

19. Appendix 1

Student Recruitment Committee Terms of Reference

1. To monitor and guide the operation and effectiveness of the University's UK and International Recruitment strategies. The strategies are approved by Senior Management Team (SMT).
2. The review and development of updated or new strategies, ensuring that the strategies are developed in line with internal and external best practice on student retention.
3. The SRC will make recommendations and advise on annual plans and activities to be submitted for resourcing to SMT, and for programme coherence to Academic Board.
4. To act as a forum for Faculty and/or Departmental Recruitment strategies enabling the sharing of market intelligence and best practice.
5. To review and make recommendations on the University's Access Agreement and reporting to the Office for Fair Access.
6. To receive reports and updates on partnerships, both existing and proposed, that facilitate the recruitment of students for the University.
7. To ensure the University's Recruitment strategies facilitate the pre-entry and post-entry of students through the promotion of curriculum progression pathways with external partners (e.g. employer groups, schools and colleges et al) where appropriate.
8. To ensure that the activities and focus of Widening Participation and Community Engagement operate to effectively support the University's mission and operational plan.
9. To co-ordinate engagement in, and review of, the University's open days.
10. To contribute to the process of new product development.
11. To review plans for the summer recruitment operation and receive an end of cycle report.

Membership:

Executive Dean (Chair)

Director of Student Recruitment

Director of Marketing

Two representatives from each Faculty

Head of Residential and Catering Services

Head of Business Information & Process Group

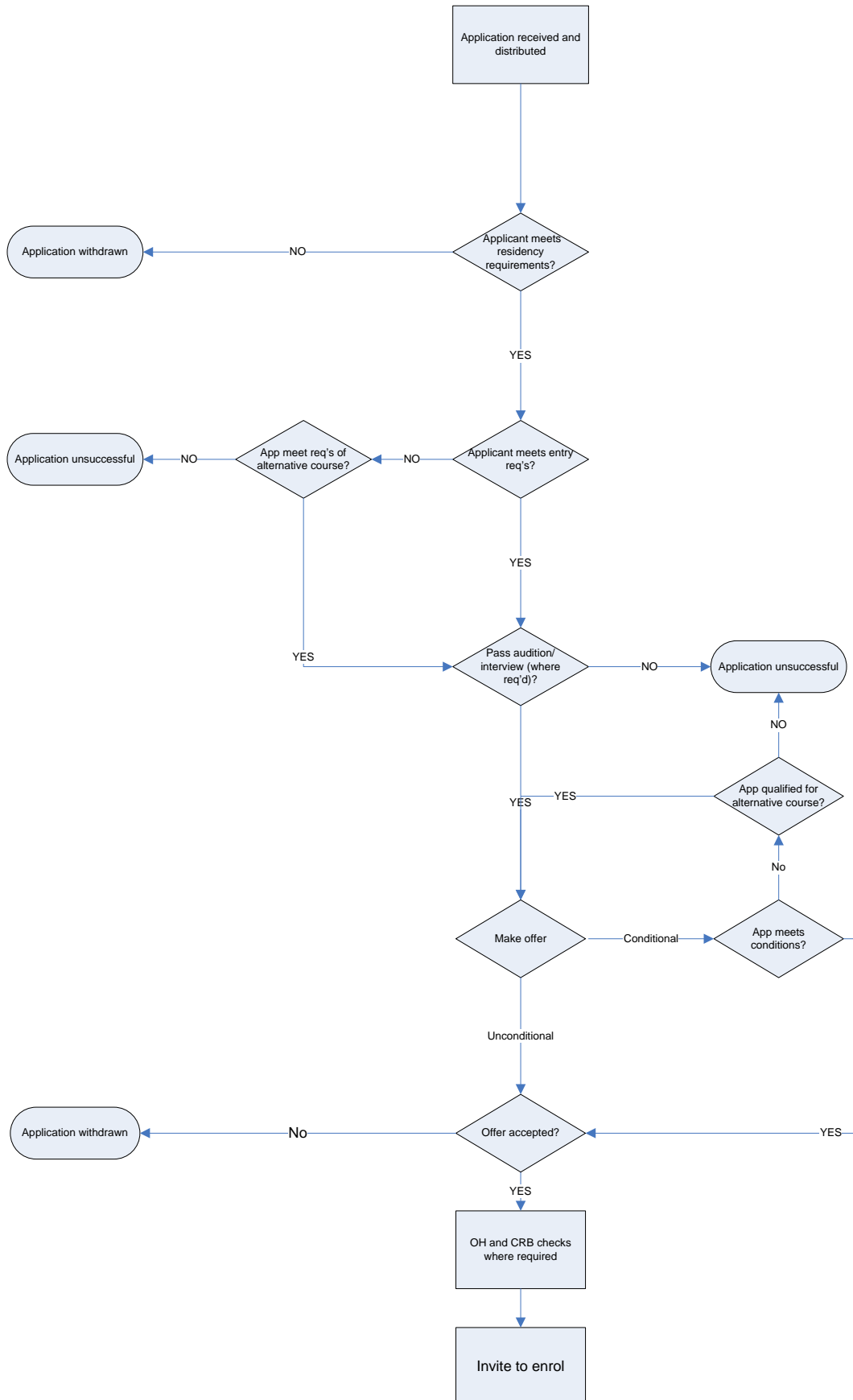
Director of Collaborations, Curriculum Development and Combined Honours

Head of UK Recruitment

Head of International Recruitment

Student Recruitment Assistant (Secretary)

20. Appendix 2
Flow Chart: Admissions Process



21. Appendix 3
Contact details for Admissions Manager:

Mr Jeremy Rowe
Admissions Office
London South Bank University
103 Borough Road
London SE1 0AA

22. Appendix 4

List of Definitions

Academic Board: The Academic Board is responsible for the policies and regulations that handle the academic content, running and development of our University.
<http://www.lsbu.ac.uk/about/academicBoard.shtml>

Admissions Manager: The Admissions Manager has responsibility for ensuring all admissions decisions are made in accordance with University policies and Professional and Statutory Body requirements.

Admissions Officer: Admissions Officers work within the central Admissions department, making admissions decisions in accordance with selection criteria developed through consultation with Faculty Admissions Tutors. The Admissions Officer has responsibility for the communication of decisions to the appropriate external body and the applicant.

Admissions Tutor: Admissions Tutors work within the faculties to advise Admissions Officers on admissions decisions where a selection criteria has not be agreed and responsibility passed to the central Admissions department, or in cases where entry does not fit the standard model.

Executive Dean: Executive Dean is the lead member of a Faculty, with overall responsibility and accountability for the direction and activity of that Faculty. A Faculty represents several academic departments, the number of which varies between faculties.

Head of Academic Department: The Head of Department is both academic leader and line manager for all staff within an academic department.

Pro Vice Chancellor: Pro Vice Chancellors deputise for the Vice Chancellor and support the Vice Chancellor in strategic planning and management.

Senior Management Team (SMT): Senior Management Team comprises the Vice Chancellor, Pro Vice Chancellors, Executive Deans, University Secretary and Director of Finance. They have responsibility for considering all items of policy and strategic importance for the institution.
<http://www.lsbu.ac.uk/about/managementStructure.shtml>

Student Recruitment Committee: Student Recruitment Committee has responsibility for monitoring and guiding the operation and effectiveness of the University's UK and International Recruitment strategies, reporting to Academic Board.

Vice Chancellor: The University Vice-Chancellor is also the Chief Executive Officer, and the most senior staff member with overall responsibility and accountability for the institution. <http://www.lsbu.ac.uk/about/viceChancellor.shtml>

List of Related Links

Criminal Records Bureau <http://www.crb.gov.uk/>

Frank Buttle Trust <http://www.buttletrust.org/>

LSBU Academic Regulations

<http://www.lsbu.ac.uk/current.student/downloads/AcademicRegsTaughtProgs.pdf>

Nursing & Midwifery Council (NMC) <http://www.nmc-uk.org/>

UK NARIC <http://www.naric.org.uk/>

Universities & Colleges Admissions Service (UCAS) <http://www.ucas.com/>