

Student Admissions Policy 2023/24 & 2024/25

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1. Introduction and purpose

University of Bolton's policy is to ensure the selection and admission of students to all degrees offered by the University, including at franchised centres and partner organisations.

2. Ownership, responsibility and monitoring arrangements for the Policy

- 2.1 This policy is the responsibility of the Executive Director, Strategy, Brand and Future Students and the Assistant Vice-Chancellor for Postgraduate Developments and is reviewed annually to take into account changes in legislation. The policy has been written to take account of the QAA Quality Code of Practice, Baseline Regulatory Requirements and current relevant legislation including, without limitation, the Data Protection Act 2018 and the UK General Data Protection Regulations, Equality Act 2010, Freedom of Information Act 2000 and Human Rights Act 1998.
- 2.2 The policy is approved by Senate with major revisions submitted for approval as and when necessary.
- 2.3 The web addresses included within this document are correct as of 5 December 2023 202.

3. Aims and Principles

- 3.1 University of Bolton's policy is to aim to support the strategic plan of the University. University of Bolton's strategic plan can be found at www.bolton.ac.uk/more/strategy-and-vision/.
- 3.2 Our goal is to provide high-quality, student focussed programmes which attract applications from all over the world and offer an exciting and challenging student experience with high levels of proactive student support and excellent facilities. This will be achieved by building an enriched community of staff, students and collaborators from a wide and diverse range of social and cultural backgrounds.
- 3.3 We therefore welcome applications from students regardless of their personal background who are able to demonstrate the talent and/or potential to benefit from one of our programmes. As such we are able to offer a range of traditional and alternative routes onto our programmes.
- 3.4 In order to achieve our strategic goals the University is committed to the following principles of recruitment and admissions:

By prior agreement with Head of the relevant Admissions Team and the Head of School e.g. in the case of PhD applications following initial assessment by the Research and Graduate School

teacher training and courses involving work with young children and/or vulnerable adults. These entry requirements may include for example satisfaction of Disclosure and Barring Service checks, health screening, literacy and numeracy tests. These requirements are detailed with the course information provided on the University website www.bolton.ac.uk. Applicants will be advised if these or any other conditions apply when they are made an offer of a place.

- 7.9 Certain subjects require students to demonstrate particular competence standards before they can be accepted on to, progress within or successfully complete a course or programme of study. The Equality Act 2010 (Act) defines a competence standard as an academic, medical or other standard applied for the purpose of determining whether or not a person has a particular level of competence or ability.

In accordance with the Act, the University consults with students and makes a wide range of reasonable adjustments to its provisions, criteria and practices to accommodate the needs of disabled students throughout the student life-cycle from admission to graduation.

The University recognises that the application of a competence standard does not come under the definition of a provision, criterion or practice such that the Act does not require it to make reasonable adjustments to the standards themselves. We will, however, take all reasonable steps to ensure that disabled students are not disadvantaged in

7.10 Applications from students without formal academic qualifications may also be considered by the University. Students may have obtained the ability and knowledge to succeed on a course from professional, work or personal contexts. In such cases, the Programme Leader is able to use academic discretion to recommend an offer to study on their programme and is required to complete a Non-Standard Entry Form available from the Admissions Team. Students will still be subject to non-academic entry criteria.

7.11 Where an applicant has completed prior study, work experience or other training relevant to the course, the Programme Leader may, subject to professional body requirements, consider an applicant for advanced entry to the course. In consideration of the application, the Programme Leader will consider whether prior learning outcomes and aims, progression and accreditation requirements are met. The University's Quality Assurance and Student Office has oversight of this process and the policy on RPL may be found at:
<https://www.bolton.ac.uk/student-policy-zone/>

7.12 Some students may attend CPD or short courses at the University which are not credit-bearing. In these circumstances entry requirements may not apply. These students are still required to complete an application so that student data may be recorded and compliance

7.15 More information on the information we require in order to sponsor a student is available at www.bolton.ac.uk/international. A link to full details of the UKVI, UKBA and Student Route Visa eligibility may also be found at www.bolton.ac.uk/international

8. Applying for a course

8.1 There are several different application methods depending on what type of course you wish to apply for and the intake for which you are applying.

Full-time, undergraduate applicants

8.2 Applications for full-time undergraduate courses from UK students should be made through UCAS (the Universities and Colleges Admissions Service) for September entry. Further information can be found at www.bolton.ac.uk and www.ucas.com. For additional entry points in the year, applications are submitted directly to the University using the online application form via the University website.

Pre-degree and all part-time, postgraduate and professional development applicants

8.3 Applications for the following types of courses are made directly to the University using the online application form via the University website.

- a) Pre-degree and further education courses (e.g. Fastrack)
- b) Undergraduate courses (part-time and Semester 2 (normally January) entry)
- c) Professional Certificate in Education (PCE) and the Postgraduate Certificate in Education (PGCE) and other teacher training courses
- d) Postgraduate taught courses (MA/MSc/MBA/PgDip/PgCert)
- e) Postgraduate research programmes (MPhil/ PhD/EdD)
- f) Continuing Professional Development (CPD) except NHS funded programmes see below

Continuing Professional Development (CPD) courses in Health and Social Care

8.4 Applications for NHS CPD courses should be made through the NHS CPD Apply or as directed by your employer. For further information and specific application details please visit the Health and Social Care

- 9.6 If you do not, or are not likely to meet the entry criteria for the course you have applied for then we may make an offer to you for an alternative course. In cases where we are unable to offer an alternative we may not be able to make you an offer.

Feedback on unsuccessful applications

- 9.7 The University will provide feedback to unsuccessful applications in response to a request in writing by email or letter to the relevant Admissions Team for your application:

Home undergraduate and postgraduate applications:
Marketing, Recruitment and Admissions 01204 903394
admissions-team@bolton.ac.uk

International applications: Marketing, Recruitment and
Admissions 01204 903110
intadmissions@bolton.ac.uk

Postgraduate Research applications:
Research and Graduate School
01204 903883

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We aim to respond to requests for feedback within 28 working days of receipt of the request. The response will be in writing. For information about appeals or complaints please see Section 16 of this document.

Deferred Entry

- 9.8 The University welcomes applications for deferred entry through UCAS. Applicants should indicate this on their application. The University, however, does not allow applicants to defer their application once an offer has been made. In exceptional circumstances, and at the y deferral status form closer to the time of enrolment to confirm any change of circumstances.

10. Verification of qualifications, disclosure of relevant information, fraud and omission of Information

- 10.1 All applicants are required to provide evidence of their qualifications on which their offer is based. For many UCAS applicants, UCAS verifies and supplies the results directly to the University. Other applicants will be asked to upload their certificates and other relevant information at the point of application. Additionally, International applicants will be asked to provide original documents at the point of enrolment.

10.2 The University reserves the right to withdraw an offer to study where an application is found to:

- contain fraudulent or falsified documents

- contain misleading or false information

- have omitted key information from their application (including failure to declare a criminal conviction see section 12)

- involve collusion (where the content of the application submitted is not the work of the

Stage 1 requires the completion of an initial declaration form by the applicant and initial assessment by the Executive Director, Strategy, Brand and Future Students, the Safeguarding

information to the student as soon as possible.

14. Assessment of fees and access to funding

14.1 The University will make an assessment regarding your fee status and whether you are eligible

intadmissions@bolton.ac.uk

Postgraduate Research applications:
Research and Graduate School
01204 903883

16.2 rddadmissions@bolton.ac.uk

Should an applicant wish to request a review of the decision made on their application or wish to make a complaint about the admissions process, the university's student policy zone can be found at <https://www.bolton.ac.uk/student-policy-zone/>.

16.3 Applicants may not raise concerns about academic judgement.

17. Equality Impact Assessment

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy has been screened in relation to the use of

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