

UCL Academic Manual
2021-22

Chapter 1: Student Recruitment and Admissions Framework

Chapter 1 is UCL's regulatory framework for the recruitment and admission of students to UCL.

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3. CAM further provides data and insight at a greater level of detail for external use by Student

the application of Consumer Protection Law as it applies to the promotion of degree programmes to prospective students. All prospectuses are intended to provide information to prospective students to inform the early stages of their decision-making process about whether to make an application to UCL. Online editions include text, imagery and video content.

More detailed information, designed to provide enquirers with information about such issues as the study experience, departmental facilities and teaching staff, is provided by academic departments and faculties.

1.3.5 Web sites

The prospectus websites detailed in [Student Recruitment Communications, para 1.3.3](#) above are intended to provide information to address first and second level enquiries from prospective students. Production and communication of detailed information about degree programmes (e.g. staff details, departmental facilities, detailed module content etc.) are the responsibility of faculty marketing teams in liaison with academic departments

Guidance on what should be included, editorial standards and how it should be linked to prospectus content in order to benefit users' journeys through the UCL website are available at [Annex 1.1.6 Good Practice for Student Recruitment Content on Departmental Websites](#).

1.3.6 Video content

Advice and guidance for department and faculty staff wishing to produce video content to support student recruitment is available on the [CAM website](#).

It is important that quality control standards are applied and all video content complies with the advice and guidance prepared by the Competition and Markets Authority with regard to provision of information to prospective students.

It is UCL policy that all video content must be subtitled. Not only does this meet accessibility standards to which UCL is committed, but it enables users to view videos without sound in situations when it is inappropriate for the soundtrack to be heard.

Details of the editorial guidelines to be followed for all student recruitment-focused videos are available at

1.4 Student Recruitment Activities

1. Via a comprehensive programme of student recruitment activities in the UK, overseas, and online, UCL seeks to ensure that all prospective students have access to information to help their decision-making. Further information is available at [Annex 1.1.8 Student Recruitment Good Practice](#).
2. In the UK Student Recruitment organises UCL-wide undergraduate open days, a graduate open day, attendance at recruitment fairs, information sessions on how to apply, and visits to schools. These are complemented by SRS Access and Admissions activities such as delivering workshops, taster lectures and masterclasses and running a large number of projects and sessions specifically aimed at widening participation students including residential and non-residential summer schools (see

1.5 Quality Control

1. In line with the guiding principles surrounding UCL's student recruitment activities, and to maintain compliance with CMA advice with regard to provision of content for use in student recruitment-focused marketing materials, all student recruitment communications, across all channels, must be produced in accordance with the guidelines for quality control as set out in Guiding Principles, para 1.1.7 of this document.
2. The Student Recruitment team is responsible for ensuring that high standards in student recruitment are maintained and that UCL's recruitment policies are adhered to. In instances of uncertainty and/or where clarification of policy is required, these should be referred to the Director of Student Recruitment.

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~~2.4~~ 2.4 Suspension of Regulations

2.4.1 General

1. Admissions tutors wishing to accept a candidate who does not satisfy either UCL's minimum benchmark entrance requirements or any programme specific entrance requirements may seek a suspension of UCL's regulations from the Vice-Provost (Education and Student Experience). In certain instances, the Vice-Provost delegates authority to suspend regulations to the Director of Access and Admissions.

2.5 English Language Requirements

2.5.1 General

1. All students seeking admission to UCL (including EU and Overseas), who are not a national of a
United Kingdom or other European country, must demonstrate English language proficiency.

South Africa, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Swaziland, Tanzania, The Bahamas, Trinidad and Tobago, Uganda, United Kingdom, United States of America, Zambia, or Zimbabwe.

4. Taken English language as part of one of the following school leaving qualifications, no more than the summer two years prior to the proposed date of enrolment:

Country	Requirement
Austria	

Test	Scores Required
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2.8 Recognition of Prior Learning (RPL) for Entry to UCL

Please note that there are separate regulations and an initial assessment template for Degree Apprenticeship programmes – see [Chapter 11, Section 6.1: Apprentice Support and Success/Initial Assessment](#)

2.8.1 Definitions

1. The following regulations define the types and quantities of prior learning that may be considered for entry to a UCL Programme.
2. Applicants wishing to apply for RPL should contact [Admissions in Student & Registry Services](#).
3. The Recognition of Prior Learning encompasses the following terms:

Term	Definition
Recognition of Prior Learning (RPL)	RPL is the overarching term for a process which allows students to apply for exemption from particular entry requirements, or from some parts of a Programme of Study, by recognition of their learning from previous experiences and achievements.
Accredited Prior Learning (APL)	A sub-set of RPL. APL is prior learning that has been formally assessed and certificated by a recognised institution.
Experiential Prior Learning (EPL)	A sub-set of RPL. EPL is the non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which is capable of being evaluated.

4. There are three main ways in which RPL can be applied:

Term	Definition
Initial Entry	For initial entry to a UCL Programme, where a student does not hold the precise entry requirements specified by UCL.
Advanced Entry	For advanced entry to a UCL Programme, where a student has already completed

international Qualification that could be judged equivalent to the standard entry requirements, or a student has significant, evidenced industry experience that could be judged equivalent to the standard entry requirements.

2. RPL for initial entry *may* be 'certified' (APL) or 'experiential' (EPL).
3. Applications for RPL for initial entry *may* be considered, at the discretion of UCL, where:
 - a) UCL is satisfied that the student is at least as well qualified as candidates who are able to satisfy the standard entrance requirements, and
 - b) UCL is satisfied that the candidate's general education, scholarship, training and experience are suitable for the Programme which they wish to follow, and
 - c) The applicant is able to provide (accredited or experiential) evidence of their background and experience that satisfies UCL as to their fitness to follow the Programme, and
 - d) The applicant satisfies UCL's English Language proficiency requirements.
4. Where UCL deems it necessary, an applicant *may* also be required to pass a qualifying examination or to meet other appropriate qualifying conditions presc86 524.64 12.4C part other :

UCL Qualification	Maximum APL
Postgraduate Diploma	Up to 60 credits
Taught Masters	Up to 90 credits
Research Masters	Up to 90 credits

4. Applicants who have already completed a Qualification *may* only use those credits to apply for advanced entry to a UCL Programme where the original Qualification is surrendered, unless the previous Qualification is a constituent part of a student's professional accreditation (e.g. Qualified Teacher Status).
5. Where the surrender of the previous Qualification would result in forfeiture of professional accreditation students *may* be permitted to retain their previous Qualification in addition to their UCL Qualification, at the discretion of UCL. The UCL transcript *must* clearly demonstrate which credits have been transferred.

3. Where UCL deems it necessary, an applicant for EPL *may* be required to pass a qualifying

3 Admissions and Selection

3.1 Equal Opportunities

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3. For hard copy applications the information on the

3.3.5

11. Taught postgraduate affiliate applicants should be enrolled on a programme in their home

Further guidance

1. UCL is conscious of the potential risk of applicants seeking fraudulently to gain admission and/or receive a grant, loan or bursary. The prevention of such fraud is implicit in UCL's procedures governing the following areas of work:
 - i. Selection of candidates for admission
 - ii. Assessment of accepted candidates' fees status
 - iii. Verification of the qualifications of students admitted
 - iv. Enrolment of students
 - v. Issuing of maintenance allowances to enrolled students and the processing of student loan applications
 - vi. Issuing of certificates of student attendance
 - vii. Monitoring of the attendance of students.
2. Where there is evidence that an applicant for admission to UCL may have provided false or misleading information on his/her application or papers associated with his/her application, the case will initially be considered by the Director of Access and Admissions who will seek to determine whether the applicant has been guilty of deliberate misrepresentation. This procedure will also be followed where evidence comes to light after an individual has become a registered student of UCL that he/she may have provided false or misleading information when making his/her application for admission to UCL.
3. The applicant will be informed in writing by the Director of Access and Admissions of the apparent misrepresentation and asked to provide a statement in explanation or mitigation. Failure to provide a statement, or to provide satisfactory evidence to corroborate his/her explanation, will result in the applicant having the application and/or offer of admission to UCL withdrawn. The decision to withdraw an offer of admission or de-register a student from UCL as a result of fraud in an application will be made in consultation with the Vice-

3.6 Revising UCAS Applications Following Submission

General

1. UCL considers the information contained on an application as complete and accurate at the point of submission to UCAS. It is not anticipated that any amendments will be made to the personal statement, the reference or the grade predictions provided in the reference.
2. Should a school/college wish to submit additional information that has not been solicited by UCL then this must be done prior to a decision being taken on the application and no later than 15th January UCAS deadline, whichever is earlier.
3. Revisions to predicted grades will only be considered if there has been a genuine administrative error on the part of the school/college when the original reference was completed. Any requests for such a revision must be supported by a statement from the school/college indicating that such an error has occurred. Such revisions will only be considered prior to UCL making a decision on the application and no later than the UCAS Equal Consideration deadline, whichever is earlier.
4. Applicants who wish to be considered as a consequence of revised predicted grades have the option of re-applying the following year, when they will be considered in competition with all other applicants.

3.7 Assessment Templates

General

1. An admissions criteria template must be completed for each admitting programme of study. The template should be defined and agreed by the Department and will then be used by the admissions selector to assess the qualifications, statement and reference of candidates. Departments must be able to demonstrate that their selection process is appropriate, consistent and fair.

3.8 Interviewing

General

1. UCL does not standardly interview its applicants. Departments seeking to interview applicants must have permission of the Vice-Provost (Education and Student Experience).
2. An interview is a meeting with an applicant for admission as a student that takes places only once it has been established that the applicant meets, or is likely to meet, UCL's entry requirements and is used only for selection purposes and not solely as a means of recruitment.
3. Interviews should be conducted by a minimum of two members of staff, both of whom have been trained in interviewing and equal opportunity awareness.
4. If it is deemed that an interview is required for a group of applicants, then all applicants in this group should be interviewed regardless of their place of residence. Applicants living in exempted areas of the UK as well as overseas (in other EU countries or elsewhere) may be interviewed by telephone or Skype rather than in person. Technology, such as OVIA interviews, can be used instead of other formats of interview.
5. An agreed line and level of questioning should be adopted and questions must be relevant to entry criteria. Supplementary questions should be used to probe for further information or clarification

3.9 Application Decisions

3.9.1 Offer of an Undergraduate Place

1. UCL endeavours to ensure that all applicants who have applied by the October or January equal consideration deadline will receive a decision via UCAS by the end of April in the calendar year of proposed entry, or a calendar year ahead for deferred entry applicants.
2. In addition to the UCAS decision, a formal UCL offer letter and notification of the applicant's fee classification will be made available by [Admissions in Student & Registry Services](#) or the relevant Faculty Tutor, via the UCL Applicant Portal. This will also include UCL's Terms and Conditions.

Further guidance

1. Applicants can follow the progress of their application via the [UCAS Online Application Tracking Facility](#) or via [UCL's Applicant Portal](#).
2. Applicants are advised to consult UCAS for any changes in the deadline for the release of application decisions.
3. All applicants must be given an opportunity to visit UCL before they are required to make a final decision on any offer they may receive.

3.9.2 Offer of a Taught Postgraduate Place

1. Upon receipt of a complete application, applicants are invited to join [UCL's Applicant Portal](#) where they can follow the progress of their application.
2. Where there is a specific deadline for a programme of study, decisions may be 25.2 renot ic tfhe tl

4. Additional feedback should only be provided in response to a request made in writing by the applicant.
5. Under the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR), UCL cannot respond to requests from schools, parents/guardians or advisors for feedback on unsuccessful applications, unless that request is made in writing and is accompanied by a written statement from the applicant giving consent to the discussion of their application with the named third party.
6. A request for additional feedback will not be considered as an appeal against the decision on the application. When such a request is received, this will not prompt a review of the application nor will providing feedback to an applicant imply that an application has been re-considered.
7. UCL will not consider any new information or documentation that is submitted as a result of any feedback received. Applicants who wish to be re-considered are required to re-apply the following year and to be considered in competition with all other applicants.
8. Decisions on the admission of applicants are final and there is no right of appeal against such decisions except as outlined in Section 3.10 Appeal of Entry Decisions.
9. UCL will consider a complaint relating to an applicant for admission only if it is in relation to process and procedure. Complaints relating to an academic judgement made on an application will not be considered.

3.10 Appeal of Entry Decisions

1. UCL decisions on applications are final, and there is no right of appeal against them. UCL will consider a complaint against any decision only if there is substantive evidence of an irregularity in the processing of the application in question.

Further guidance

1. For all undergraduate applicants, in the first instance complaints concerning an undergraduate application should be addressed to the Director of Access and Admissions unless the complaint concerns the Bartlett School of Architecture of the Faculty of Laws where it should be addressed to the Faculty Tutor of the Faculty concerned. If the complaint is against the Director of Access and Admissions or the Faculty Tutor, it should be addressed to the Vice-Provost (Education & Student Experience) or another senior member of administrative or academic staff, should there be

4 Offer Holders

4.1 Accepting an Offer

4.1.1 Undergraduate Applicants

1. All applicants for full-time undergraduate degree programmes will be informed by UCAS of the date by which they have to make a (ap)3(pl)6

3. Further information about applying for student accommodation can be found on the [Prospective Students website](#).