

# **RECRUITMENT, SELECTION AND ADMISSIONS POLICY**

1 The University of Law's (the University's) Recruitment, Selection and Admissions Policy has been informed by the Office for Students Sector-Recognised Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. The Office for Students Sector Recognised Standards and the General Ongoing Conditions of Registration are the definitive reference points for all UK higher education institutions and set out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy sits within The University of Law's Quality and Standards Code, which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

## Introduction

2 The University recognises that central to this policy is the University's responsibility for the academic standards of all awards granted in its name and the quality of learning opportunities for students. This policy sets out the scope of the University's responsibilities for the management of arrangements for admitting applicants to its programmes of study.

3 In applying this policy, the University aims to encourage and maintain equality of opportunity for all applicants, irrespective of age, creed, disability, ethnic origin, gender, nationality, and sexual orientation.

## Definitions

4 ECCTIS – Ecctis provides official UK national agency services on behalf of the UK Government in qualifications, skills, and migration.

5 UCAS – Universities and Colleges Admissions Service

6 CAB – Central Applications Board

7 Admissions - Refers to the practices and processes developed and delivered by the University that relate to admitting an applicant up to the point of enrolment on a course through an application and selection process.

8 Recruitment - A broad range of activities and initiatives undertaken by the University and its representatives prior to the point of admission. This includes outreach, events and various marketing activities, which ultimately encourage applicants to either apply to, or start a course with, the University.

9 Widening access – The University uses this term to refer to activities and initiatives designed to enable different groups of people to gain entry to higher



Recruitment, Selection  
and Admissions Policy

26 All staff involved in the admissions and recruitment process are appropriately selected, qualified, and trained to deliver a consistent, fair, and professional service to all applicants.

## **Procedural Approach**

### **Recruitment, selection and admissions processes**

27 The University provides clear information on programmes available and the selection criteria through a number of different sources, these

Recruitment, Selection

- 36.5 key milestones in the process;
- 36.6 expected communications between the University and applicant; and
- 36.7 deadlines for financial support arrangements such as scholarships, bursaries, or government loans. This also includes a link to the relevant page to apply for any University programmes.

35 Certain programmes are applied for through external online application systems, for which relevant links are provided on the website.

36 Prospective applicants who require learning support because of disability or other special needs are requested to disclose this at the point of application. The University takes its responsibility under the Equality Act seriously and only uses the information disclosed to ensure that appropriate facilities are provided to students to enable them successfully to undertake our programmes without prejudice. Further information on this can be found in the University's policies under Q4: Enabling Student Development and Achievement.

37 Offer, confirmation of acceptance and joining e-mails make clear to applicants what they are required to do to enrol on a programme. Applicants receive the terms and conditions and fee schedule information for their chosen course at the point of offer to e

40 The application process is inclusive and allows all prospective applicants to make an application and receive a fair outcome regardless of background. Admissions decisions and offers are made without reference to individual disability or other special needs and are subject only to agreeing satisfactory learning support arrangements with each applicant.

41 The University welcomes international applicants. International applicants follow the same admissions process as domestic applicants in terms of assessing their academic eligibility for a specific programme of study. ECCTIS is used as a benchmark for assessing new international qualifications. Where English language capability needs to be demonstrated, the requisite levels are clearly outlined on the website under entry requirements for each specific programme and in a published English Language policy.

42 International applicants are also subject to the University's policies under the UK Government's Student Route Visa requirements. International applicants can expect additional stages to their applicant journey that are overseen by the University's Student Immigration Compliance and Advice (SICA) department.

43 In accordance with the University regulations, applicants who will be under 18 years of age at the time of entry are required to comply with the relevant University policies.

### **Notifying applicants of decisions**

44 An applicant initially receives an acknowledgement email from the Admissions team upon receipt of the application.

45 Thereafter, the Admissions team conveys the University's decision to the applicant. Decisions on applications are



## Offers

50 The offer email includes or refers applicants to details of:

55 The Admissions team provides email feedback to any unsuccessful applicant on receipt of a written or email request.

56 The University operates an efficient, effective, and courteous service to all applicants/bookings. In the event of a problem occurring at any stage of the recruitment, selection, or admission process then the University resolves the matter informally in a speedy and effective manner. Should an informal resolution not be possible then a complaint may be made in writing to the University Complaints Officer under the University's External Persons Complaints Policy.

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## Monitoring and review

65 Responsibility for reviewing and evaluating the effectiveness of the Admissions Policy lies with the Academic Board.

## Version history

Version	Amended by	Revision summary	Date
1.0	Head of Admissions	Initial draft	10.06.14
1.1	Head of Students – Bloomsbury LPC	QA Team Review	11.07.14

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and Admissions