



GISAdmissions Policy

Owner:	Head of Admissions
Author:	Head of Admissions
Version Number:	3.1
Approval Date:	08 September 2023
Approved By:	Academic Board
Date of Commencement:	11 September 2023
Date of Last Review:	
Date for Next Review:	01 September 202 4

*UCFB and GIS are trading names of University Campus of Football Business Limited

1. Purpose

- 1.1. The purpose of this policy is to provide information on how admissions to higher education provision at UCFB|GIS will be managed, and to ensure that all admissions decisions are taken in a fair, inclusive and equitable manner.

2. Scope

- 2.1 This policy applies to all potential students, whether planning to study at any UCFB|GIS campus or by distance learning.

3. Introduction

- 3.1 UCFB|GIS is committed to providing a professional admissions service that is supported by fair and transparent admission policies and processes. These policies and processes underpin the delivery of academic quality at UCFB|GIS by setting clear standards for entry that are applied fairly and consistently.
- 3.2 Applications are considered on their own merit and potential, regardless of the background of individual applicants. UCFB|GIS recognises expectations of Office for S-6.3 (T)0.01 Tw 2.115 0 Tdogirly and c e Tc 0 T(es)t4T71 Tf61-0.85 0 Td ()Tj [(Qn t)-5u(t) Is

- 4.4 In considering individual applicants for admission to a course of study, UCFB|GIS will seek evidence of personal, professional and educational experiences that provide indications of potential and the likely ability to meet successfully the demands of the course.
- 4.5 In considering UCFB|GIS to undertake a course of study, applicants are aware that
- 4.5.1 Teaching, Learning and Assessment will be in the English language
 - 4.5.2 Teaching, Learning and Assessment will utilise current digital applications including MS office suite, Virtual Learning Environment (VLE) platforms, online-library databases, digitally enabled learning applications, etc
 - 4.5.3 Student learning experience may also be enhanced through industry -led opportunities on UCFB campus es or at other sector relevant venues
- 4.6 All applicants will be treated courteously and UCFB|GIS will handle all applications as swiftly as is compatible with good decision -making. UCFB|GIS will comply with published admission deadlines and expect applicants to do the same.
- 4.7 UCFB|GIS reserves 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.

5. Application process: Undergraduate courses

5.1 Entry Requirements

- 5.1.1 Each approved course of study will specify the requirements for admission by:
- a) identifying the knowledge and skills required at admission and relating these to the length, content, and objectives of the course;
 - b) describing the way in which these arrangements will accord with the standard of the award;
 - c) setting out the criteria and means by which the suitability of the candidate for admission will be judged;
 - d) setting out, where appropriate, the procedures used in assessing any applications for advanced standing, including recognised prior accredited or experiential learning.
- 5.1.2 Academic Board will review and update entry requirements annually. Applicants should look at the course listings on the UCFB|GIS website as the source of accurate information on entry requirements.
- 5.1.3 Undergraduate academic entry requirements are also published on the UCAS website at www.ucas.com
- 5.1.4 The standard entry requirements are set out below. These are indicative, and individual applicants may be admitted on the basis of a wide range of qualifications and/or experience provided the principles of admission

5.2 Entry qualifications for Undergraduate Courses

- 5.2.1 The minimum normal qualifications required for entry to Level 4 are GCSE passes at Grade C/Grade 4 in English Language and Mathematics (or equivalent), plus one of the following:
- a) 112 or 96 UCAS tariff points depending on the course applied for
 - b) Any qualification at a suitable size and academic Level (Level 3 or above in the Qualifications and Credit Framework (QCF) for England, Wales and Northern Ireland, or its equivalent in the Scottish Credit and Qualifications Framework). This includes pre-Curriculum 2000 qualifications and a wide range of European and other international qualifications.
 - c) Any appropriate overseas qualifications (see 6.10.3 below)
- 5.2.2 Applicants may be admitted without these qualifications, provided that they:
- a) demonstrate that they have achieved the required Level of knowledge and skills in other ways (e.g. experiential learning). These may be determined from a personal statement, by psychometric testing, through references, at interview or other processes deemed appropriate by UCFB.
 - b) meet the entry requirements of courses validated by a Professional, Statutory or Regulatory Body (PSRB) (where this is relevant).
- 5.2.3 Entry criteria may specify a test or tests (such as tests of numeracy or literacy) that all applicants must take regardless of their existing qualifications. UCFB will keep details of applicants' performance in such additional means of assessment, to ensure that admissions decisions are made fairly and based on the appropriate criteria, and that appropriate feedback can be provided to all applicants.
- 5.2.4 In addition to any tests, UCFB may use interviews or other additional means of assessment where this is relevant and necessary to determine an applicant's potential or it is required by a professional body. UCFB will keep details of applicants' performance in such additional means of assessment, to ensure that admissions decisions are made fairly and based on the appropriate criteria, and that appropriate feedback can be provided to all applicants.
- 5.2.5 Entrants to Level 3 Foundation year courses must have at least 64 UCAS points and qualifications or experience that are acceptable for entry to higher education, but which may not meet the requirements for entry to Level 4 of a particular Honours degree course.
- 5.2.6 Where undergraduate courses have entry points at Level 5 or Level 6, specific criteria are set for these courses. Applicants who meet or exceed the entry criteria for Level 4, may also apply to have prior learning recognised through accreditation for experiential learning (APEL) or accreditation for prior certificated learning (APCL).

5.3 Other Conditions of entry

5.3.1 If an applicant has previously studied at UCFB and was withdrawn from their course of study through non-attendance or failure to progress, the decision of re-admittance is to be made by the relevant Dean (or nominated representative) in consultation with the Head of Admissions .

5.3.2 The course applied for must be different from that previously studied.

5.3.3 One academic year must elapse between the time of withdrawal and any further applications for entry.

5.4 Interviews or other forms of assessments for admissions

5.4.1 Interviews or other relevant forms of assessments

- 5.5.3 Applicants will usually receive communication of the interview /assessment decision within five working days of completion of the full interview process.
 - 5.5.4 All application outcomes are communicated to the applicant by email. Applicants who have applied through UCAS, can view the progress of their application on UCAS Track. Offer emails will list each condition (if applicable) and state when the conditions must be met by. Applicants who do not understand the conditions of their offer should contact the Admissions team for clarification.
 - 5.5.5 Applicants who have applied through UCAS are required to accept or decline their offer online via UCAS Track. The offer and applicant decision are recorded on the UCFB student management system.
 - 5.5.6 UCFB|GIS expects that each applicant will submit a complete and comprehensive application at the point of first submission.
- 5.6 Deferred entry
- 5.6.1 For undergraduate courses, deferred entry can be selected at the initial application stage or requested after all conditions of an offer have been met. Applicants must email the Admissions team to request a deferral in the latter instance.
 - 5.6.2 On occasion deferral requests may be refused due to anticipated changes to the course entry requirements, or course details in the next admissions cycle.
 - 5.6.3 Undergraduate Applicants can defer their offer for one academic year only. The agreement to defer acceptance of a place forms a new student contract.
- 5.7 Recognition of prior learning
- 5.7.1 UCFB|GIS has the discretion to admit applicants with exemption from certain elements of a course, where such applications are reviewed and approved by its Awarding Body . This will occur when an applicant can fully evidence they have already fulfilled some of the requisite learning outcomes by means other than attendance on the planned course. In such cases , they will be able, by completing the remaining requirements, to fulfil the learning outcomes of the course and to attain the standard required for the award. For Undergraduate courses, such applications should be made directly to UCFB.
 - 5.7.2 The amount of exemption from certain elements of the course will be set by the Awarding Body within the published Academic Regulations, and can be amended by the Awarding Body at their discretion.
- 5.8 Accreditation of Prior Certificated Learning (APCL)

5.8.2 Where an applicant presents Certificated Learning that includes supervised work experience, this may be judged to have satisfied, wholly or in part, the aims of supervised work experience on a UFB/GIS course. In considering such applications UCFB|GIS will assess:

- a) the quality of the training or supervised work experience previously undertaken;
- b) the relevance of the training or supervised work experience to the course to which the student is to be admitted;
- c) the quality of the supervision and assessment of the training or supervised work experience;
- d) whether the granting of such specific credit will enable the student to satisfy the professional or other requirements required of the supervised work experience within the course.

5.8.3 An applicant will not be granted advanced standing of more than two-thirds of the total credit of the course to which they have applied. Advanced standing/articulation agreements with third party learning providers may be available from UCFB- GIS on request. UCFB -GIS will, by exception, consider any application supported with detailed evidence of the learning and/or experience achieved by the applicant, up to the maximum two-thirds credit

5.8.4 Admission with academic credit is otherwise subject to the same principles as standard admission.

5.9 Accreditation for Prior Experiential Learning (APEL)

5.9.1 Where applicants' prior uncertificated learning includes experience and/or professional/ industrial training that can be assessed with sufficient accuracy, it may be used to give entry with either specific or general credit.

5.9.2 In assessing for admission to a course with advanced standing in respect of accredited experiential learning, UCFB|GIS will have regard to, among other things, the following:

- a) Responsibility rests with the applicant making a claim, to demonstrate they have acquired the required knowledge and skills and for providing supporting evidence. UCFB|GIS will record what evidence is provided.
- b) The applicant must identify how they meet the entry criteria through experiential learning.
- c) The identification of prior learning is derived from systematic reflection on experience, the writing of clear statements about learning content and the collection and collation of evidence to support those statements.
- d) The methods of assessment must be such that external examiners and Assessment Boards can consider the judgements made.

5.10 Document verification and fraud

5.10.1 All qualifications used to determine entry are verified for authenticity so that UCFB can determine that applicants have met the conditions of their offer of admittance

- 5.10.2 Undergraduate applicants whose results are not confirmed via UCAS should send proof of their results to the Admissions Team as soon as those results are available and expect to present the original documents and certificates when they enrol at the start of their UCFB|GIS course
- 5.10.3 All international qualifications are checked for academic comparability using the UCFB|GIS comparison guide or the UK ENIC qualifications database. The Admissions Team has access to UK ENIC training materials and guidance on the evaluation and verification of international qualifications. If it is suspected that the qualification is not genuine, and it is not possible to verify the qualification by other means, the UK NARIC counter fraud check may be engaged.
- 5.10.4 If the Admissions Team are concerned that a reference may not be genuine, we will verify the reference by contacting the referee, using the contact details provided. If reference has been falsified, the application will be rejected.
- 5.10.5 UCAS routinely screens applications for false, misleading and/or missing information, and personal statements for patterns of similarity. UCAS's Fraud and Similarity Detection service will notify both the applicant and UCFB|GIS if an application is found to contain evidence of fraud or plagiarism. UCAS's aim in completing this exercise is to "avoid anyone gaining from an unfair advantage and securing a place by deception".
- 5.10.6 Where a personal statement is flagged for containing similar sentences to other personal statements, UCFB|GIS will request a new personal statement. For courses with a PSRB requirement, UCFB|GIS reserve the right to take this into consideration and offer an alternative course. If there

- d) setting out, where appropriate, the procedures used in assessing any applications for advanced standing, including recognised prior accredited or experiential learning.

6.1.2.

6.3. Decision process

6.3.1.

6.6. Accreditation of Prior Certificated Learning (APCL)

6.6.1. Accreditation of Prior Certificated Learning (APCL) for qualifications and/or HE credits achieved within the previous five academic years, may be accepted for advanced standing. Applicants must provide certificates and full transcripts for consideration by the relevant Postgraduate Dean or Director .

6.6.2. Where an applicant presents Certificated Learning that includes supervised work experience, this may be judged to have satisfied, wholly or in part, the aims of supervised work experience on a UFB/GIS course. In considering such applications UCFB|GIS will assess:

- a) the quality of the training or supervised work experience previously undertaken;
- b) the relevance of the training or supervised work experience to the course to which the student is to be admitted;
- c) the quality of the supervision and assessment of the training or supervised work experience;
- d) whether the granting of such specific credit will enable the student to satisfy the professional or other requirements required of the supervised work experience within the course.

6.6.3. An applicant will not be granted advanced standing of more than two-thirds of the total credit of the course to which they have applied. Advanced standing/articulation agreements with third party learning providers may be available from UCFB- GIS on request. UCFB -GIS will, by exception, consider any application supported with de385.8 (w)3.7 (or)2.4 (l)-2.6 (i)2.h dcent

learning content and the collection and collation of evidence to support those statements.

d)

8.2. The institution will consider

12 Appendices

[Appendix A: UCFB|GIS Declared Disability Policy.](#)