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# Higher Education Admissions Policy

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## 1 Policy Statement

- 1.1 This policy has the purpose of setting a framework to
- Promote fairness, clarity, consistency and transparency in recruitment and admissions practices
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- 3.2 Information on the entry qualifications of applicants accepted in previous years and other statistical data may be found on the website [www.discoveruni.gov.uk](http://www.discoveruni.gov.uk)
- 3.3 Admissions decisions are made by the Programme Leads for each higher education programme and are endorsed by the Assistant Principal for Further and Higher Education.
- 3.4 The Assistant Principal for Further and Higher Education makes all final decisions regarding the admission of students who may not meet the entry requirements and for whom adjustments may be required.
- 3.5 The Senior HE R



## 5 Qualifications

### 5.1 Minimum Requirements

- 5.1.1 COBC and its institutional partners considers applicants with a wide range of UK and international qualifications for admissions to our undergraduate programmes. Where qualifications are from countries other than the UK, the NARIC database will be used to determine equivalences to the specified entry qualifications. Where prospective students are presenting qualifications from overseas they must provide a translation of their certificates and transcripts by an approved and certified translator, the cost to be covered by the





## 7 Fitness to study

7.1 City of Bristol College is committed to supporting all students to fulfil their potential which includes both achieving the qualification on which they have embarked and achieving employment in their

fulfil that potential. This policy applies to all students and in accordance with the Equality Act 2010. The college is committed to act fairly and to make reasonable adjustments where needed to enable students to pursue their studies and, in regards to professional courses, their chosen profession.

7.2 City of Bristol College follows the Academic Regulations and policies of its awarding bodies, and aims to ensure that students:

- Can benefit from being members of our community and can participate in all aspects of their programme of study for the required period, with a reasonable chance of successfully obtaining the award for which they are registered.
- Do not in any way prevent, hinder or disrupt the study or assessment activities of other students; staff in the discharge of their duties or academic pursuits; or visitors to the College from carrying out their lawful business.
- Do not, as a consequence of their presence on campus, present an unacceptable risk to the health or safety of themselves or others.
- Are in a position to behave professionally and engage satisfactorily in any elements of study or assessment which take the form of placements, particularly those taking place in a professional or work-based setting.

fitness to study upon receiving their application.

The relevant Academic Regulations and policies would be followed in the case of a decision to exclude a student. The College reserves the right to share information regarding the risk with statutory and other agencies in order to ensure the safety of its students and staff and that of other organisations.

## 8 Appeals

City of Bristol College commits to treating all applications fairly and effectively, following the associated procedure.. If however, you wish to challenge a decision to reject your application you should refer to the Admissions Policy and submit an appeal in writing via our complaints process. We will investigate and send you a response and when closed we will send you a completion of procedures letter. If you are still unhappy with the outcome then you may refer your complaint to the Office of the Independent Adjudicator (OIA). The OIA will not consider any referrals if you have not first exhausted the College or university complaints and appeals processes.

## 9 Monitoring

Regular monitoring of ProSolution provides data relating to the admission process with additional information provided after college open days, interview events and progression activities. Additional feedback is also gathered directly from students in regards to their experience, captured at Programme Committee Meetings, course representative meetings and the National Student Survey.



All members of staff who hold responsibilities within the admissions process will be given training and guidance in line with this policy.

## 10 Linked policies