



QA Higher Education



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Prepared for: QA Higher Education

Date: 25th July 2024

Issue: 2.4



Version Control

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1. Introduction

QA Higher Education (QAHE) offers a range of courses in partnership with a number of UK Universities, and is committed to making university education a viable option for a diverse cohort of students.



Compliance with internal and external regulations including in relation to UK Visas and Immigration (UKVI), fee status, Academic technology Approval Scheme (ATAS), data protection, CMA policy and the Disclosure and Barring Service (DBS) where applicable.

Admissions staff of partner institutions are responsible for:

- Providing QAHE staff with clear documented guidance on all entry criteria against which applicants will be assessed for an offer

- Ensuring that QAHE staff are kept up to date on changes to any admissions criteria, processes or courses and associated Terms and Conditions

- Informing QAHE staff of all relevant deadlines in advance of each admissions cycle

- Processing and communicating all formal admissions decisions to QAHE in line with agreed service standards and confirming decisions to applicants directly where this has not been delegated to QAHE Admissions Office (see Appendices 1-7)

- Providing QAHE staff with template offer letters and templates for any communications sent to applicants on behalf of the partner institution, as required

- Providing QAHE staff with University terms and conditions of offer, and where required, liaising with QAHE to agree amendments to these terms and conditions

- Responding to QAHE queries and admissions decisions requests in line with agreed service standards, as outlined in each of the relevant Appendices



dealing with the application to check whether or not the applicant has met this requirement in line with accepted qualifications for each of the partner institutions.

8.3. Assessing other qualifications and experience

QAHE encourages applications from all educational backgrounds including those without traditional academic qualifications. In line with agreed admissions criteria with partner institutions, applicants may also be considered on the basis of their knowledge, skills and potential academic ability as demonstrated through non-standard qualifications, professional qualifications and work experience. In such cases, the requirement to meet the stated academic entry requirements may be waived. QAHE Admissions staff will be required to confirm details of non-standard or professional qualifications and relevant work experience with named referees and other professional bodies, as applicable. Where detailed in the relevant Appendix, such decisions will be referred to the respective partner institution before confirmation of an unconditional offer.

All applicants wishing to be assessed on the basis of work experience in lieu of academic qualifications may need to supply at least one satisfactory reference which QAHE staff will verify directly with the named referee.

8.4. Admissions / academic interviews

QAHE may require any applicant (including standard, non-standard and advanced entry applications) to undergo an admissions interview and/or test as part of the admissions process. In particular, QAHE may choose to invite a candidate for an academic interview and/or admissions test where the applicant does not hold formal academic qualifications required but is being assessed on the basis of non-standard qualifications, relevant experience or professional qualifications.



Documents Required to Make an Offer

9.1. Conditional offer

In order for an application to be processed and considered for a conditional offer by QAHE Admissions staff, it must contain the following:

- Fully completed application including personal statement, where required
- Detailed educational history, outlining all qualifications still outstanding as well as those already completed along with supporting documents
- Detailed work history, where applicable
- UK immigration history, where applicable, supported by copies of the relevant documents
- Copy of passport or ID document

Appendices 1-7 also outline where the information required by each partner institution differs from the above list, before a conditional offer can be issued.

9.2. Unconditional offer

In order for an application to be processed and considered for an unconditional offer the following information and documents must be submitted to QAHE:

- Copies of all relevant academic and English language qualifications
- Any other information and documents as listed in the conditional offer. This may include: a satisfactory personal statement by the applicant; immigration history questionnaire; criminal convictions declaration; academic and/or work-related references (where relevant); fee assessment questionnaire (where relevant); and financial evidence.

Verification of qualifications may be undertaken at various stages in the admissions / enrolment process as outlined in Appendices 1-7.



Applicants may be considered for a course which is at the same academic level but only where it is deemed to meet the definition of academic progress contained in the Student Route regulations. In



application prior to the issuance of a CAS. This evidence must meet the requirements outlined in the UK



information is submitted to QAHE Admissions by completing a disclosure form available on the QAHE website.

Declared unspent convictions will be assessed by the QAHE Criminal Convictions panel prior to enrolment on the programme. If appropriate, more information will be requested from the applicant. An unspent criminal conviction does not preclude an applicant from studying at QAHE but may lead to an adjustment to the offer. Suitable applicants will not be refused a place because of offences which are not relevant to, and do not place them or make them a risk, at the campus where they are studying. A final decision will depend on the nature of the conviction and the programme applied for.

Applicants intending to study at a partner institution main campus who declare an unspent criminal conviction will have their information processed in line with partner institution policy on criminal convictions.

Applicants with international convictions will need to check with NACRO as to whether or not such convictions will be considered spent or unspent convictions in the UK, and declare these where applicable.

13. Unsuccessful Applications

Where an applicant is unsuccessful in obtaining an offer for their chosen course, the admissions team can provide detailed and constructive feedback regarding the reasons for rejection. Such feedback is provided on request only. Letters informing applicants that they have been unsuccessful provide information on how to seek feedback from the admissions team.

Before advising an applicant that their application to a programme of study has been unsuccessful, the Admissions Team may first consider if the applicant is eligible for admissions to an alternative course offered by QAHE, see Section 16 below.

Applicants who are dissatisfied with the outcome or treatment of their application, should raise their concerns informally with the Head of Admissions in the first instance. This is Stage 1 of the QAHE Student



Applicants will only be considered for admission to an alternative course where he/she meets the entry requirements for this alternative course and the course is deemed to be relevant or of interest to the





Acceptance and deposit payments should be made prior to the relevant deadlines as outlined on the QAHE website for each programme of study.

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