



## Admissions Policy

## Academic Registry

*NB. This policy is available on the University of Cumbria website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.*

| POLICY SCHEDULE  |   |
|--|---|
| Policy title   | Admissions Policy   |
| Policy owner   | Academic Registrar  |
| Policy lead contact                                    | Sharon Blaylock– Head of Admissions   |
| Approving body   | Academic Board  |
| Date of approval                                       | April 2015  |
| Date of implementation                                 | April 2015  |
| Version no.  | 4   |
| Related Guidelines, Procedures, Codes of Practice etc. | Admissions Procedures 2023, Equality Act 2010, UK Quality Code for Higher Education, Part B: Assuring and enhancing academic quality, Chapter B2: Recruitment, selection and admission to higher education<br>The Universities UK Fair Admissions Review June 2019 - November 2020<br>2009 Apprenticeships, Skills, Children and Learning Act |
| Review interval  | Biannual November   |

**UNIVERSITY OF CUMBRIA  
POLICY DOCUMENT CONTROL SCHEDULE**

| <b>REVIEW SCHEDULE</b> |                 |                    |                    |                        |
|------------------------|-----------------|--------------------|--------------------|------------------------|
| <b>Review no.</b>      | <b>Due date</b> | <b>Reviewed by</b> | <b>Approved by</b> | <b>Completion date</b> |
| 4                      | October 2017    | Admissions Manager | Academic Board     | October 2017           |
| 5                      | October 2020    | Admissions Manager | ASPC               | November 2020          |
| 6                      | February 2023   | Admissions Manager | ASPC               | February 2023          |
| 7                      | March 2023      | Admissions Manager | Academic Board     | March 2023             |



## University of Cumbria

### Admissions Policy

#### 1. Introduction

- 1.1. The University of Cumbria's Admissions Policy should be read in conjunction with the accompanying Admissions Procedure.
- 1.2. The University's mission is to inspire and equip our graduates, communities, economy and environment to thrive.
- 1.3. The Admissions Policy is designed to support the mission of the University:

#### 2. Rationale

- 2.1. This policy exists:
  - 2.1.1. To protect the interests of applicants.
  - 2.1.2. To ensure fairness, consistency and transparency during the recruitment and admissions process.
  - 2.1.3. To enable staff to effectively manage student recruitment and admissions.
  - 2.1.4. To provide clear information to applicants on the selection process.
  - 2.1.5. To support our strategic plan by welcoming and supporting the recruitment and admission of under-represented groups into the University and to meet our funding contracts.

#### 3. Scope

- 3.1. This policy applies to all enquirers and applicants for all credit bearing taught courses and Higher Level and Degree apprenticeships, offered by the University of Cumbria (UoC) or partner institutions, and governs overseas provision and the admission of international students, regardless of their location or place of study. The policy and accompanying procedures are relevant to enquirers and applicants and to the staff administering them.

#### **4. Purpose**

- 4.1. The purpose of recruitment activity is to provide every opportunity for enquirers and prospective students to gather accurate information about the University in order to make an informed decision about their choice of Higher Education (HE) study.
- 4.2. The purpose of admissions activity is to effectively, courteously and fairly select and recruit students from the pool of applications received in order to meet student number targets and contracted places.
- 4.3. In this respect the University of Cumbria operates a fair and transparent recruitment and admissions process, free from bias.

#### **5. Principles**

- 5.1. This Admissions Policy and accompanying Admissions Procedures, are founded on the following principles, to ensure its effective operation.
- 5.2. The University encourages and welcomes students from all backgrounds and aims to maintain a socially and culturally diverse student population and to give fair consideration to all applicants, treating them solely on the basis of their merits, abilities and potential (taking into consideration reasonable adjustments for disability, where applicable and appropriate).
- 5.3. The University is committed to its duties and obligations under the Equality Act 2010 and to ensuring that no candidates/students are discriminated against on the basis of any protected characteristic.
- 5.4. The University is committed to widening participation and seeks to actively encourage applications from those groups who are currently under-represented in Higher Education. It aims to provide a supportive environment in which all individuals can flourish.
- 5.5. To ensure fairness, consistency and equality of opportunity the University's admission procedures include a range of checks and balances in the consideration of applications. The checks and balances ensure the identification of any possible anomalies and include measures for any further necessary action.
- 5.6. The University monitors enquiries, application and admissions data:
  - To ensure it meets the core principles indicated above.
  - To improve and inform planning.
  - To identify possible inequalities and to investigate underlying causes.

- 5.7. The University is compliant with the regulators, professional, statutory and academic requirements of the agencies with which it works, and accords with the requirements of the University and with national legislation in the areas required as detailed in section 6.
- 5.8. Staff involved in the administration of recruitment and admissions, and those involved in selecting and interviewing applicants undertake regular training to ensure their continued professional competence is maintained.
- 5.9. The University welcomes applicants who hold equivalent/alternative entry qualifications or experience. The University Course Enquiry Centre will be able to offer information and advice on this process or direct enquirers to the relevant department such as the Apprenticeship and International Development Offices.

## **6. Underpinning Legislation**

- 6.1. This policy complies with the relevant legislation and also the Quality Code for Higher Education, Part B: Assuring and enhancing academic quality, Chapter B2: Recruitment, selection and admission to higher education. It is also guided by the Universities UK Fair Admissions Review June 2019 - November 2020.
- 6.2. This Policy is underpinned by the following legislation:
  - Equality Act 2010 (incorporating SENDA 2001)
  - Data Protection Act 2018 (complimented by the General Data Protection Regulations (GDPR))
  - Safeguarding Vulnerable Groups Act (SVGA) 2006
  - Human Rights Act 1998
  - Freedom of Information Act 2000
  - UK Borders Act 2007
  - The Border, Citizenship & Immigration Act 2009
  - Nationality and Borders Act 2022
  - Protection of Freedoms Act 2012
  - Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
  - The Consumer Protection (Amendment) Regulations 2014
  - 2009 Apprenticeships, Skills, Children and Learning Act

## **7. Approval, monitoring and review**

- 7.1. The Admissions Policy is approved by the University's Academic Board.
- 7.2. The Admissions Policy and Procedure is published on the University's web-site at [Policies \(cumbria.ac.uk\)](https://policies.cumbria.ac.uk). It is reviewed biannually.