

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 3a: ADMISSIONS

Document record

Document title	Academic Regulations Section 3a: Admissions
Document owner	Registrar
Document reference number	UOBAR125
Document currency	From September 2020
Document history	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • New section 3a created for Admissions regulations. • Changes across Section 3a to reflect house style including the use of plain English and active verbs for ease of reading and understanding. • Renumbering as appropriate. • Removal of sections concerning registration; course registration; attendance and withdrawal these are now contained in section 3b Registration. <p>APPROVED by Academic Board September 2020</p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • New regulation at 3.3.10d) clarifying examination boards can exit students for non-engagement/non-submission within a teaching period. <p>Approved by Academic Board 2 September 2019</p>
	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • Academic year removed. • Amendment to 3.3.10 – to clarify the University may decide to terminate students. • Amendment made to Regulation 3.3.11 to clarify that only the Registrar can action students' termination on the basis of a decision taken under Regulation 3.3.10. • Amendment made to Regulation 3.4.1 to include reference to the University Exit/Withdrawal Policy. • Amendment made to Regulation 3.44 – to clarify that attendance policies require approval including any penalties for non-compliance. <p>APPROVED by Academic Board (Chairs action) 1 October 2018</p>
	Changes to previous version:

	<ul style="list-style-type: none">• Academic year amended• Page numbering added• Minor amendments made to clarify Regulations 3.2.5; 3.3.10f; 3.5.2• Minor corrections made to Regulations 3.2.1; 3.4.5; 3.5.4• Addition to Regulation 3.5.3 Table of Recognised Prior Learning to clarify requirement for Masters' awards. <p>APPROVED by Academic Board 4 September 2017</p>
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SECTION 3a ADMISSIONS and REGISTRATION

Courses with approved variations (*for details of the variations please see Section 7 of the Academic Regulations*)

Broadcast Journalism – BA (Hons)

Paramedic Science – BSc (Hons)

1 Admission

- 1.1 Admission is the process you undertake to become a student at our University. We consider every application on its merit and our decisions are made in line with the University's admissions policy (<https://www.beds.ac.uk/media/240394/admissions-policy.pdf>) and our institutional mission and values.
- 1.2 If you apply for a course that is regulated by a professional, regulatory or statutory body, (PSRB), we may also need to consider their admission requirements.
- 1.3 We are responsible for deciding whether an applicant will be offered a place. If you are offered a place, it is because you have shown you have the potential to complete the objectives of the course and achieve the award you have applied for.
- 1.4 If you are an international or EEA student, we will also apply UKVI policy on the admittance of students through the UK Visa and Immigration Service's student route.
- 1.5 Our entry qualifications are set by our Academic Board, in line with our admissions policy, through the course approval process. You must have achieved the required entry qualifications before you can register as a student with us. We can consider relevant work experience as an alternative to the academic entry requirements.
- 1.6 If you are under 18 years old at the time of admittance, we must have formal consent from your parents or legal guardians. We will ask them to sign a consent form. If they do not live permanently in the UK, it will also need to be signed by someone who lives in the UK on a permanent basis and who will take responsibility for you until you are over 18. You can find details of our Under 18s and safeguarding policies here <https://www.beds.ac.uk/media/240470/under-18-policy-and-pro-forma-uk.pdf>.
- 1.7 When making your application you must disclose all information that is relevant to your application.
- 1.8 We reserve the right to withdraw your offer of a place to study with us if you have provided false or misleading information.
- 1.9 We reserve the right to withdraw your offer of a place if you have not disclosed information that would have affected the outcome of your application.
- 1.10 We reserve the right to prohibit your registration or terminate your studies, if you have provided false or misleading information that would have affected the outcome of your application. .
- 1.11 If we withdraw you under the circumstances listed, you will not receive a fee refund and any credits or awards you have achieved may be withdrawn.
- 1.12 We will arrange for students with disabilities to be supported, assessed and appropriate reasonable adjustments made. You must declare any disabilities to us at the admission stage or as soon as practicable so that we can assess your needs.

2 Entry Qualifications

- 2.1 We publish detailed information on the qualifications required for admission to our

courses on our website through www.beds.ac.uk.

- 2.2 Guidance from UKVI on student visa requirements for English Language can be found on the Gov.uk website: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>
- 2.3 If you have qualifications from outside of the UK you may wish to obtain a statement of comparability from NARIC - <https://www.naric.org.uk/naric/individuals/>.
- 2.4 Information on the English and mathematics requirements for Apprenticeship applicants can be found here - <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>.
- 2.5 Our minimum benchmark entry qualifications for undergraduate level courses are as follows:
 - 2.5.1 For Integrated Masters, Bachelor's degrees, Diplomas of Higher Education and Certificates of Higher Education: *2 A levels or equivalent*
 - 2.5.2 For Foundation degrees and Higher National Diplomas: *1 A Level or equivalent*
 - 2.5.3 For Professional Graduate Certificate of Education and Graduate Diploma: *a Bachelor's Honours degree*
 - 2.5.4 For Foundation Year: *1 A Level or equivalent*
 - 2.5.5 For Apprenticeships: *varies by course*.
- 2.6 Our minimum benchmark entry qualifications for postgraduate level courses are as follows:
 - 2.6.1 an Honours degree from a UK university with First or Second Class Honours, or equivalent; or
 - 2.6.2 significant evidence of previous advanced study, research or professional experience.
- 2.7 We may accept evidence of experience in appropriate employment as qualifying you for entry to a course. This will be assessed on a case by case basis.
- 2.8 You are not guaranteed a place if you hold the required entry qualifications because the numbers of students we can admit may be constrained by externally imposed number limits or the limitations of our resources.

3 Recognition of prior learning (RPL)

- 3.1 We may consider your prior learning if sufficient credits at an appropriate level can be demonstrated. We would also require evidence that you have met the intended learning outcomes of a specific unit or part of a course.
- 3.2 If you wish to have RPL considered, you must let us know when you make your application to us.

- 3.3 Recognition of Prior Learning (RPL) includes accreditation of prior certificated learning (RPCL) and/or accreditation of prior experiential learning (RPEL). Procedures for considering RPL applications are determined by the Academic Board and issued by the Registry. You can find the Recognition of Prior Learning Policy here - <https://www.beds.ac.uk/media/240478/uob-rpl-policy-april-17.pdf>.
- 3.4 Credit for prior learning, whether certified or experiential, may count towards the requirements of a named or unnamed award. Variations are approved by Academic Board. Please see the table for the maximum credits that you can claim.
- 3.5 Honours classifications and other divisions of award are based solely on units studied and assessed for awards of the University of Bedfordshire. We do not recognise grades awarded by other awarding bodies as part of RPCL or period of study abroad.

Award	Credits RPL	Level
Certificate of Higher Education	60	4
Foundation Degree	120	4
Diploma of Higher Education	120	4
Diploma in Professional Studies/Professional Practice	60	4
Unclassified Bachelor's degree	120	4
	60	5
Bachelor's degree with Honours	120	4
	120	5
Postgraduate Certificate	30	7
Postgraduate Diploma	60	7
Master's Degree	UOB credits - 120	7
	Other awarding body credits - 90	7

4 Re-Admission

- 4.1 If you have previously been a student with us, but you were required to leave due to lack of academic progression; non-engagement; disciplinary or other reasons and you wish to return, you must formally apply for re-admission. Your previous study and circumstances will be considered.
- 4.2 Applications will be considered on a case by case basis and you must meet the following criteria, where it applies to you.
- 4.2.1 If you have an outstanding debt this must be paid before your application is considered.
- 4.2.2 You will not be able to re-apply for admission for a minimum of 12 months from the date you left the university.
- 4.2.3 If you are applying to the same course you were previously registered on, the reasons why you left the course will be considered as part of your application.
- 4.2.4 You must provide a statement to demonstrate how your circumstances have changed and developed since you left the university.

- 4.3 If you were required to leave due to lack of engagement, you must also provide evidence to demonstrate that the issue(s) relating to your previous lack of engagement has been resolved.