

UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 3a: ADMISSIONS

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Document record

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	<p>Changes to previous version:</p> <ul style="list-style-type: none"> • Inclusion of content table. • Renumbering as appropriate. • Reformatting as appropriate. • Correction of grammar and punctuation. • Updated Courses with approved variations. <p>Approved by Academic Board September 2021</p>

SECTION 3a ADMISSIONS

Courses with approved variations

- (for details of the variations please see Section 7 of the Academic Regulations)

Business Administration Global - MBA (delivered by LSC at Malta, Colombo and Dhaka)

Midwifery – BSc (Hons) and MSc including Apprenticeship routes

Occupational Therapy – BSc (Hons)

Paramedic Science - BSc (Hons)

1. Admission

- 1.1 Admission is the process undertaken 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](#) 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 will also 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 met all the entry criteria, 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 EU 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 through the course approval process. You must have achieved the required entry qualifications and any other conditions require before you can register as a student with us. We can consider relevant work experience as an alternative to the academic entry requirements, where this is applicable.
- 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. Please see our [Under 18s admission policy](#).
- 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 after you have registered 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 that have declared disabilities to be supported, assessed and appropriate reasonable adjustments made. We strongly encourage that you declare any disabilities to us at the admission stage or as soon as practicable so that we can assess your needs and ensure that any adjustments needed are in place for you.

2. Entry Qualifications

- 2.1 We publish detailed information on the qualifications required for admission to our courses on our website, UCAS and Gov.uk for postgraduate teacher training courses.
- 2.2 Guidance from UKVI on student visa requirements for English language can be found on [Gov.uk](https://www.gov.uk).
- 2.3 If you have qualifications from courses studied at institutions outside of the UK, you may wish to obtain a statement of comparability from UK [ENIC](https://www.enic.ac.uk). The equivalency of all international qualifications will be assessed against ENIC guidance.
- 2.4 Information on the English and mathematics requirements for Apprenticeship applicants can be found on [Gov.uk](https://www.gov.uk).
- 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: this varies by course but you must be in employment to be considered for an apprenticeship.
- 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 even 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 can consider credits achieved through recognised prior learning at another institution towards entry to a course or as a contribution to the award you have applied for. We will require evidence that you have met the intended learning outcomes of a specific unit or part of a course.

- 3.2 Some courses, usually those which are regulated by a PSRB, may restrict or in some cases, not allow the use of RPL.
- 3.3 If you wish to have RPL considered, you must let us know when you make your application to us.
- 3.4 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 Admissions Office. Please refer to our [policy](#).
- 3.5 Credit for prior learning, whether certified or experiential, may count towards the requirements of an award. Variations are approved by Academic Board. Please see the table below for the maximum credits that you can claim.
- 3.6 Honours classifications and other divisions of award are based solely on units studied and assessed for awards from the University of Bedfordshire. We do not recognise grades awarded by other awarding bodies as part of RPCL or any periods of study abroad that were part of a course.

University of Bedfordshire Programme	Maximum Credit Total for RPL or Credit Transfer of non-UoB credit	Balance to be undertaken as taught UoB modules on the registered programme of study
Certificate of Higher Education (120 credits)	30 credits	90 credits
Diploma of Higher Education (240 credits)	120 credits	120 credits
Foundation Degree (240 credits)	120 credits	120 credits
Ordinary Degree (300 credits)	180 credits	120 credits
Honours Degree (360 credits)	240 credits	120 credits
Integrated Master's Degree (480 credits)	240 credits	240 credits
Postgraduate Certificate (60 credits) UoB credit only	30 credits	30 credits
Postgraduate Diploma (120 credits)	30 credits	90 credits
Master's Degree (180 credits) UoB credit Non UoB credit	120 credits 90 credits	60 credits (dissertation) 90 credits
Master's Degree (260 credits) UoB credit Non UoB credit	200 credits 120 credits	60 credits (dissertation) 140 credits

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 to study, you must apply for re-admission. Your previous study and circumstances will be considered as part of the application process.
- 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 return for re-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 The course design, structure, delivery and assessment may have changed since you left the course, and you may be required to take credit at levels studied previously to ensure that you meet all the award criteria.
 - 4.2.5 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.