# UNIVERSITY CENTRE REASEHEATH STUDENT ADMISSIONS POLICY

**CONTENTS**


1. **STRUCTURES AND PROCESSES**
   - 1.1. General statement
   - 1.2. Responsibility for admissions
2. **INFORMATION PROVISION**
   - 2.1. Pre-admission information
   - 2.2. Applicant data
   - 2.3. Required information from applicants
3. **HOW APPLICATIONS ARE CONSIDERED**
   - 3.1. Fair admissions
     - 3.1.1 Under 18s Admissions
   - 3.2. Selection criteria
     - 3.2.1 Applicants for Veterinary Nursing Courses
   - 3.3. International applicants – requiring visa sponsorship
   - 3.4. Applicants with disabilities and/or additional needs
   - 3.5. Criminal Convictions and duty of care
   - 3.6. Additional information
     - 3.6.1 Deferred Entry
     - 3.6.2 Transfer of Academic Credit
4. **POLICY RELATING TO UNDERGRADUATE ADMISSIONS**
   - 4.1. UCAS procedure for full-time courses
     - 4.1.1 UCAS Clearing
   - 4.2. Applying for a part-time course
   - 4.3. Admissions service statement
   - 4.4. Student Protection
5. **TUITION FEES**
6. **APPEALS AND COMPLAINTS**

## 1. STRUCTURES AND PROCESSES

### 1.1 General Statement

**Admission to University Centre Reaseheath (UCR)** is based on merit, ability to achieve and ensures equality of opportunity. UCR recognises the importance of admitting applicants to a course suited to their ability and aspirations and the selection process therefore takes account of all aspects of an application and not just an applicant's academic profile.

UCR endeavours to ensure that policies and procedures used to admit students are clear, fair, explicit and consistently applied and are compliant with relevant legislation and meet the expectations of the QAA Quality Code for Higher Education: Admissions, Recruitment and Widening Participation.

UCR is committed to delivering an admission policy and practice that promotes fair admission and delivering a system that admits those with outstanding achievement and potential regardless of their background.

Equal consideration will be given to applications received by the main annual UCAS Equal Consideration deadline. Late applications will be considered at the individual course department's discretion and appropriate offers made if places are still available.

Please note that applications for BSc (Hons) Animal Behaviour and Welfare, and BSc (Hons) Animal Behaviour and Welfare (with Foundation Year), are outside of the scope of this policy and fall within the remit of the University of Chester How to apply | University of Chester.

### 1.2 Responsibility for Admissions

Admission to UCR is coordinated by UCR Registry and Academic Services, but Academic Course Teams are responsible for determining criteria for admission, such as required subjects and attainment levels. These decisions are made when a course is validated and reviewed on a regular basis. The UCR Admissions Team is responsible for making decisions regarding applications throughout the application cycle as per the service level agreement (as at 4.3 UCR Admissions Service Statement p10) providing they meet the deadline.

This policy is reviewed periodically to ensure that it is fit for purpose. The institutional lead for this policy is the Assistant Principal & Dean of Higher Education.

## 2. INFORMATION PROVISION

### 2.1 Pre-admission information

UCR aims to provide clear, accurate and transparent information about its programmes, that are appropriate to the needs of prospective applicants, in both internal and external publications

regardless of the medium (*i.e.,* printed, audio-visual, world wide web, etc.) to enable choices to be made in an informed manner. The main sources of information provided to applicants prior to and on entry to a programme, including admissions requirements may be found:

- on the UCR website
- in the UCR prospectus
- in course leaflets
- on the University of Chester website
- on the UCAS website
- at UCR open and offer-holder events
- on UCR MS Teams pages

Any changes made to entry requirements post-publication of printed materials will be communicated to any affected students as soon as possible via an official letter and through UCAS (where applicable) and the UCR website. These sources should therefore be considered the most up-to-date and applicable.

UCR will inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and registration is completed, and that they are advised of the options available in the circumstances.

**2.2 Applicant Data**

UCR operates within the boundaries of the Data Protection Act 2018 and all data is held and processed in line with that legislation. Please see the UCR Data Protection Policy for more information, available on the UCR website.

Applicant data is routinely analysed by UCR for many purposes, including institutional and statutory data returns, market research and planning teaching and learning to ensure that our delivery and resources are being utilised efficiently.

**2.3 Required Information from Applicants**

UCR expects that an applicant, in line with the UCAS regulations where applicable, will provide full and accurate information to be considered for admission. If essential information required for the assessment of the application is missing, the applicant will be contacted with details of what is required and how to provide it. Only once an application is complete can it be fully considered. All applicants are advised to regularly check their emails following the submission of their application as this is the primary communication route used by the University Centre. Applicants should also ensure that they notify UCR of any changes to contact details immediately so that contact can be maintained throughout the application and enrolment process. Failure to provide any missing information will result in the eventual withdrawal of the application by the University Centre.

Full-time undergraduate applicants suspected of submitting, or found to have submitted, false information will be referred to UCAS. In the case of international applicants, details may also be passed

to the United Kingdom Visas & Immigration Service (UKVI). UCR reserves the right to withdraw an offer of a place if it is believed that an applicant has submitted fraudulent information.

## 3. HOW APPLICATIONS ARE CONSIDERED

### 3.1 Fair Admissions

UCR seeks to broaden the pool of candidates at undergraduate level by raising awareness and expectations of prospective applicants in line with its Widening Participation Strategy, available on the UCR website.

UCR recognises the principles of fair admission to higher education set out in the Schwartz Report and in Chapter B2 of the QAA Quality Code for Higher Education. UCR Admissions practices are therefore characterised by the five principles of the Schwartz report which are, transparency, minimising barriers for entry, selecting for merit, potential and diversity, professionalism and using methods that are reliable and valid.

Similarly, UCR upholds its admissions practices in line with UCAS guidance.

#### 3.1.1 Under 18's Admissions

UCR may offer undergraduate admissions to applicants under the age of 18 if they meet all other entry requirements. For applicants who may be under 18 at the point of entry onto a programme of study, applications would be treated on individual basis. However, it is important to note that upon enrolment under 18 students would fall under the college safeguarding protocols. Further queries regarding under 18 admissions can be discussed with the admissions team on ucradmissions@reaseheath.ac.uk.

### 3.2 Selection Criteria

Applicants are advised to check information on course specific entry requirements which are published on UCAS and on the UCR website.

In considering applications, UCR is interested in an applicant's academic achievements to date, predicted academic achievement and any other evidenced information that demonstrate an applicant's ability to pursue the course for which they have applied.

In determining an applicant's suitability for a course, the Admissions Team and Programme Leader will consider a range of information, including:

(i) the applicant's potential to succeed in the selected programme of study.
(ii) actual or expected academic or professional qualifications and grades (including English Language qualifications where required).
(iii) relevant work or other experience.
(iv) the applicant's own statements of interest in the programme, their motivation for study, reasons for applying for the course and their career aspirations.

(v) references (usually academic, but also professional where relevant to the proposed programme).

(vi) in some instances, an interview which is used to explore the applicant's understanding of, and interest in, the relevant course of study and associated employment sectors.

For those courses that require an interview, it is the Academic Course Teams who are responsible for interviewing applicants. The medium for which will be clearly communicated with the applicant at invitation. The decision on whether to offer a place is made considering performance at interview and their application.

**3.2.1 Contextual Admissions**

To support applicants from under-represented groups, UCR implements a contextual admissions policy. Under this policy, UCR may make reduced offers to those who declare specific characteristics or personal circumstances which makes access to higher education more challenging. Please refer to the UCR Contextual Admissions Policy available here.

**3.2.2 Applicants for Veterinary Nursing Courses**

UCR is required to comply with guidance produced by the Royal College of Veterinary Surgeons (RCVS) regarding the admission of students to its Veterinary Nursing courses and their fitness to practise and study on an accredited course.

The RCVS is a 'professional regulatory body' which sets out its own competence standards. This means that a professional standard is applied equally to all applicants to ensure they are competent and able to perform in the role of a Veterinary Nurse in the interests of safety for patients, the public and the applicant themselves.

In addition to the published academic and vocational entry requirements, the UCR must consider if the applicant has a disability or long-term illness which could prohibit them from being able to practise as a veterinary nurse. UCR is required to consider not only the applicant's ability to complete the course, and the professional standards within it, but also the employment prospects of the applicant as a veterinary nurse once the course is completed.

Whilst UCR is committed to making 'reasonable adjustments' for students, it must ensure that these adjustments do not exceed what would be also be considered reasonable within a veterinary practice workplace.

For further information please see the Reaseheath Fitness to Study and or Practice Policy.

**3.3 International applicants not requiring visa sponsorship**

Higher education applications (RQF Level 4 and above) can be made through the Universities and Colleges Admissions Service (UCAS) or UCR Direct application form. Students progressing from Level 5 foundation degree programmes can also apply through our Direct application form.

Academic course entry requirements are the same for international students as they would be for UK applicants however non-UK qualifications will be assessed for equivalency and suitability. Proof of

qualification will be required and where qualifications are not in English, official translations will be required. Details of the translator's credentials will need to be supplied along with their official declaration that the translation is accurate.

Evidence of an applicant's proficiency in English language at CEFR B1 (below degree level) or CEFR B2 (at degree level) may be required through a Secure English Language Test (SELT), preferably the International English Language Testing System (IELTS) English language proficiency test or equivalent.

Applicants may not need to provide evidence of proficiency through SELT if they:

- have demonstrated proficiency in a previous successful visa application; or
- have a GCSE, A-Level, Scottish National (L4 or L5) or Advanced higher, in English (language or literature), that was awarded by an Ofqual regulated awarding body, following education in a UK school under the age of 18; or
- are nationals from countries defined by UKVI as 'majority English-speaking' countries. (Student visa : Knowledge of English - GOV.UK (www.gov.uk))

Upon application the admissions team will request:

- Passport photograph page
- Previous qualifications (plus official translations where necessary)
- Secure English Language Test (SELT), where necessary

Applicants deemed to be academically suitable may be offered a place. Once an offer is made, applicants will be required to meet both academic and non-academic conditions. UCR will reject applications and/or withdraw offers where an applicant has failed to meet all academic and non-academic entry criteria and/or conditions of offer.

**3.4 Applicants with disabilities**

UCR welcomes applications from students with learning difficulties and disabilities, such as dyslexia, dyspraxia, autism, mental health concerns and physical need.

It is very important, however, that applicants with a disability make this known to UCR on their applications so that reasonable adjustments can be considered.

Applicants with disabilities are asked to make this known via their application forms (UCAS for full-time and UCR application form for part-time) so that UCR can initiate a discussion about how to ensure an applicant's health and safety and enable their academic success. It may be suitable to arrange a meeting to discuss the needs and requirements of the applicant to allow for preparations of any reasonable adjustments to be made. However, whilst UCR is committed to making 'reasonable adjustments' for students, it must ensure that these adjustments do not exceed what would also be considered reasonable within UCR's resources and financial means.

The UCR Student Support Team will make initial contact with applicants to identify the support that the applicant may need to access their chosen course. The team will advise and guide applicants through the Disabled Students Allowance (DSA) applications process.

Students that have received additional learning support (ALS) at Further Education and require it to carry on into Higher Education are advised to submit all evidence regarding their support arrangements to the UCR Inclusive Learning Team. This includes but is not limited to exam access arrangements. The UCR Inclusive Learning Team will be able to give advice and guidance regarding any further assessments or evidence needed before the start of the course. Submitting this evidence or arranging a further assessment may result in reasonable adjustment recommendations being made. Specialist support and equipment may be funded by the Disabled Students Allowance (DSA) which the student must apply for via their funding body.
Students are reminded that in all instances, it is the student's responsibility to arrange their learning support.

The requirements of the Equality Act 2010, Race Relations (Amendment) Act 2000 and the Special Educational Needs and Disabilities Act 2001 were considered when writing this policy.

**3.5 Criminal convictions and duty of care**

An applicant should disclose all unspent convictions and all convictions prior to applying by contacting the UCR Admissions Team at UCRAdmissions@reaseheath.ac.uk. Any applicants who proceed to enrolment will also be asked to disclose any criminal convictions at the point of enrolment.

Having a criminal conviction will not necessarily prevent an applicant from gaining admission to UCR. In reaching decisions on those with criminal convictions, UCR will consider not only its own responsibilities and duties to the academic community at large but also the safety and well-being of the individual and its ability to provide any appropriate support arrangements.

The test UCR will use is whether any criminal conviction disclosed by an applicant gives reasonable grounds for considering that the admission of the individual: (a) poses a real threat to the safety or property of staff, students, visitors, those coming into contact with the applicant during their studies or others involved in college business; or (b) would be contrary to the law or to the requirements of any relevant professional or other regulatory body in accordance with the UCR safeguarding policy.

UCR has a 'duty of care' to students, staff, and visitors. It considers that this duty is both 'moral' – our general responsibility to promote the welfare of our students and staff – and 'legal', in the form of a duty to take appropriate steps to protect students, staff and visitors. To ensure we maintain this 'duty of care' UCR will not admit students who may pose a significant risk to any of these individuals. For more details, please see the Safeguarding Adults Policy and the Young Person Safeguarding Policy, both available on the College website.

**3.6 Additional information**

**3.6.1 Deferred Entry**

UCR recognises the advantages that some undergraduate students can gain from a gap year, and therefore welcomes applications for admission for the following year. UCR also understands that an applicant's personal circumstances may necessitate a change to their intended year of entry.

Admissions tutors will consider deferred applications using the same selection process as for applicants for the current year. A successful applicant will receive correspondence from UCR, but UCR will normally only defer an offer of a place for one year. Applicants wishing to defer a place for a second year will be required to submit a new application.

### 3.6.2 Transfer of Academic Credit

Transfer and acceptance of prior academic credit is at the discretion of UCR and is determined by the guidelines of the awarding body or validating institution.

- Programmes validated by The University of Chester operate Accreditation of Prior Certificated Learning (APCL) where an applicant may have previously gained academic credit for relevant modules or programmes at an appropriate level or Accreditation of Prior Experiential Learning (APEL) which is where an applicant may gain academic credit for significant work experience within the relevant associated industry for the programme of student applied for.
- Higher National Programmes accredited by Pearson BTEC have a Recognition of Prior Learning (RPL) scheme.

Enquiries regarding transfer of academic credit should be directed to the UCR Admission Team (UCRAdmissions@reaseheath.ac.uk)

## 4. POLICY RELATING TO UNDERGRADUATE ADMISSIONS

### 4.1 UCAS procedure – Full-time programmes

All applications for full-time undergraduate programmes should be made through the Universities and Colleges Admissions Service (UCAS).

Equal consideration will be given to applications received by the main annual UCAS deadline. Late applications will be considered at the discretion of UCR, and appropriate offers made if places are still available.

An applicant will receive notification of UCR's decision on their application electronically via UCAS and electronically by email from UCR. If the applicant is to be made an offer of a place, they will receive details of any conditions of entry that they are expected to meet and the associated deadlines for such conditions to be satisfied in order to confirm their place; it will detail the first year tuition fee (or provide an indication of the likely figure if the fee has not yet been set) and it will provide details of how this, should they accept it, forms a contract between themselves and the University. Applicants are advised to read the offer email in full and ensure that they understand it before they make any decisions.

An applicant will be expected to respond via UCAS. Any deadline for reply and the method for responding will be indicated by UCAS. Applicants are advised to read the offer email in full and ensure that they understand it before they make any decisions.

UCR will confirm an applicant's place on a programme when they meet all the conditions set out in their offer within the timescale stated in the offer. For most applicants this 'confirmation' period takes place when the final entrance qualifications are released (usually in August). Most results will be sent to UCR through UCAS but in instances where this is not the case it is the responsibility of applicants to notify UCR of any examination results required as part of their offers. The University Centre reserves the right to refuse admissions to applicants who have not met the minimum entry requirements or who cannot meet the academic, vocational, or other requirements as detailed in the original course offer. Attempts will be made to offer an alternative course where appropriate, subject to places being available. UCR will send all successful applicants' confirmation of their place on the programme, as well as information concerning, enrolment (including requirements to complete an enrolment agreement and student contract), induction, and activities to help them settle in during the first few weeks of term. This information may be sent in hard copy or by electronic means. Enquiries regarding pre-entry information should be sent to UCRAdmissions@reaseheath.ac.uk.

**4.1.1 UCAS Clearing**

UCR actively participates in the UCAS Clearing period, by taking enquiries from and offering places to suitably qualified applicants who have either not applied for, or secured, a place during the main admissions cycle. Any verbal offers of places made over the telephone, based on information provided, during this period are made based on trust in the accuracy of that information. Accordingly, all information provided by the applicant will be thoroughly checked with official copies of supporting documents, as requested, where necessary. Where these checks cannot corroborate the information which the applicant has provided, the offer of the place will be withdrawn.

**4.2 Applying for a part-time course**

Part-time applications go directly to UCR and not through UCAS. Applicants can find the application form online on the UCR Website.

An applicant will receive notification of UCR's decision on their application electronically by email from UCR. If the applicant is to be made an offer of a place, they will receive details of any conditions of entry that they are expected to meet and the associated deadlines for such conditions to be satisfied in order to confirm their place; it will detail the first year tuition fee (or provide an indication of the likely figure if the fee has not yet been set) and it will provide details of how this, should they accept it, forms a contract between themselves and the University. Applicants are advised to read the offer email in full and ensure that they understand it before they make any decisions.

UCR will confirm an applicant's place on a programme when they meet all the conditions set out in their offer within the timescale stated in the offer. It is the responsibility of applicants to notify UCR of any examination results required as part of their offers. The University Centre reserves the right to refuse admissions to applicants who have not met the minimum entry requirements or who cannot meet the academic, vocational, or other requirements as detailed in the original course offer. UCR will send all successful applicants' confirmation of their place on the programme, as well as information concerning, enrolment (including requirements to complete an enrolment agreement and student contract), induction, and activities to help them settle in during the first few weeks of term.

This information may be sent in hard copy or by electronic means. Enquiries regarding pre-entry information should be sent to UCRAdmissions@reaseheath.ac.uk.

**4.3 Admissions Service Statement**

Once an application is received, UCR will assess the information provided and will typically respond within ten working days.

Applicants may be contacted by phone or email if further information is required to appropriately assess their application.

Applicants will receive information about the next available opportunity to visit UCR, where they will be able to tour the campus facilities and meet members of staff to talk about any courses of interest. All course open events and virtual open events are listed on the Open Days pages of UCR website.

Feedback will be provided for unsuccessful applicants via UCAS, and further information can be provided upon request by letter or e-mail (this can be requested by contacting UCR@reaseheath.ac.uk.

**4.4 Course information, changes, or closure**

Applicants should note the points in Section 2, Paragraph 2.1, 'Pre-admission information', regarding UCRs commitment to ensuring accuracy of course information.

UCR will communicate changes to the availability of its advertised courses as soon as possible to minimise any impact for individual applicants. If applications for a course are such that there is a risk that it may not run, applicants will be contacted , during the UCAS cycle, so that they have all the information they need to make an informed decision about their application. A decision will be made as soon as possible about whether a course will run but no later than five working days after clearing opens. This decision will be made by the Assistant Principal and Dean of Higher Education, with formal closure confirmed by the UCR Academic Registrar. If a course does not run, UCR will assist affected applicants in identifying similar programmes of study, both internally and externally. Applicants should be mindful that UCR will not coordinate an application to another provider but will give advice.

**5. TUITION FEES**

Tuition fees are reviewed annually and are published on UCR website. The level of tuition fees charged to a student is governed by UK legislation, which states that some students may be charged a higher level of fees than those who are classed as UK Home students. This will be communicated to an applicant in writing in their offer email.

In most cases, the information provided on the application form is sufficient for UCR trained staff to determine the appropriate fee status. If more information is required from the applicant, or the applicant has a query over the assessment made, more information may be requested.

**6. APPEALS AND COMPLAINTS**

It is recognised that very occasionally applicants may have reason to question or express an opinion to UCR about its decision or the way in which their application has been handled. Applicants in this situation should direct their query initially to UCR@reaseheath.ac.uk. If they remain dissatisfied, the query should be directed to the Assistant Principal and Dean of Higher Education, who will conduct a review of the situation.

UCR reserves the right to refuse admission to applicants who have not met academic entry thresholds; where there is evidence that they cannot (or are likely to be unable to) meet the academic, professional, or vocational requirements (such as DBS checks), where the provision of fraudulent information is suspected, or because the student may pose a concern to members of the College community.

Appeals may be made where candidates feel that there has been procedural irregularity in the processing of their application or where the decision is believed to be manifestly unjust or discriminatory. In this instance, grievances should follow the Student Complaints Policy available on the UCR website.

| | |
|---|---|
| Date of issue | June 2026 |
| Lead | Assistant Principal and Dean of HE |
| Approved | Executive<br>Ratified/approved (if applicable): HE Committee: 18.06.2026 |
| Review | June 2027 |