



ADMISSIONS POLICY AND PROCEDURES

PLYMOUTH MARJON UNIVERSITY

ADMISSIONS POLICY AND PROCEDURES

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1 INTRODUCTION

1 The Admissions Policy and Procedures document provides the framework for admissions practice across the University. It seeks to reflect the core values of Plymouth Marjon University and aligns with the revised UK Quality Code for Higher Education ensuring a reliable, fair and inclusive admissions system.

2 The Admissions Policy and Procedures document contains the:

Admissions Policy stating the aims and intentions of the University in relation to the admission of students and interviews;

2 ADMISSIONS POLICY

2.1 Principles

- 1 In line with its Mission and Vision, the University welcomes applications from motivated candidates from all backgrounds and recognises that student potential is not solely limited to formal academic qualifications. The University particularly welcomes applications from those whose backgrounds are under-represented within the higher education sector and the institution's own demographic. Consistent with this approach, the University is committed to recognising academic and also alternative, relevant, records of achievement for each applicant.

- 2 The University strives to effectively recognise and harness the potential of its applicants to succeed in their chosen programme of study. This Policy and Procedures operate to support students in this objective, at each stage of the admissions process, and as part of a more holistic approach to the student journey, consistent with its Mission and Vision.

- 3 The University is committed to promoting equal opportunities for all students and recognises that higher education is

2.2 Aims

1 The aims of the Admissions Policy are to ensure that:

applicants are treated fairly, with respect and are given equal consideration
the overall balance of the student population reflects that of the wider
community

applicants are appropriately supported and guided through the process
sound decision making by applicants and the University is assured

the University's strategic objectives are recognised

the University is committed to providing a quality applicant experience.

2.3 Admissions criteria

1 The admission of any student is determined by the assessment of the applicant's potential to successfully complete and benefit from their proposed programme of study, as evidenced by academic, personal, professional and societal criteria.

2 Individual programmes of study may include specific entry requirements based upon subject specific elements. These are established in accordance with the requirements of the programmes, their academic leads and the relevant regulatory bodies. The University seeks to accommodate part-time provision wherever possible, although details may vary according to programme; further information is available on the University's website.

3 No candidates are excluded from entry to a University programme as a consequence of the following protected characteristics: age, disability, gender or gender reassignment, race, religion or belief and sexual orientation, being married or in a civil partnership or being pregnant or on maternity leave.

- 4 Applications from candidates with disabilities are judged on the basis of the criteria described above, subject to professional practitioner requirements where they apply. All applicants offered a place are contacted by the University's Disability and Inclusion Advice Service (DIAS), via Admissions, inviting the applicant to discuss support needs, in advance of the commencement of the programme.
- 5 Applications from candidates with criminal convictions are carefully considered. Applicants must, upon request, provide full details of any convictions. A criminal record is not necessarily a bar to admission and each case is considered on an individual basis, dependent upon the nature of the offence and the requirements of the programme. The University reserves the right to refuse admission to any applicant with a criminal conviction that may jeopardise the security, safety or reputation of the University or its community, whether or not the particular programme is accredited by a Professional, Statutory or Regulatory Body (PSRB).

2.4 Authority and responsibility

- 1 The University's admissions process is governed by this Admissions Policy and the associated Procedures. These in turn represent the University's regulatory framework for admissions practice.
- 2 The authority to admit a student to a particular programme of study ultimately resides with the University Secretary and Registrar. The authority to undertake academic decisions is normally devolved to the Admissions Team upon the advice of the relevant academic programme lead. The responsibility for non-academic decisions is normally devolved to the Registry Manager (Admissions).
- 3 All University staff responsible for taking admissions decisions discharge that responsibility in accordance with the University Admissions Policy and

Procedures. This responsibility also encompasses those staff, at approved partner organisations, where any responsibility for admissions has been delegated by means of an agreement between the University and the partner.

2.5 Support and Review

- 1 The University is committed to ensuring that all staff responsible for taking admissions decisions undertake regular training and receive appropriate updates.
- 2 All University staff, students and applicants have access to the Admissions Policy and Procedures, which is published upon the University's website as a part of the Academic Strategies and Policies Framework.
- 3 The University Admissions Policy and Procedure document and its operation are reviewed as required in line with regulatory and strategic change.

3 PROCEDURES

3.1 Principles

- 1 This document provides the procedural guidance for all aspects of the admissions process and is available to University staff, students and applicants through the University's website.

- 2 The University recognises the value of diversity in the student community and is actively committed to widening participation to achieve this end. It will, through the application of these policies and procedures, seek to encourage a broad range of applicants and give each the opportunity to present their achievements and potential through the application process.

3.2 Information to Applicants

- 1 The University is committed to offering appropriate information and support to both potential and actual applicants, enabling them to make informed choices and decisions at the relevant stages of the admissions process utilising a variety of media.

- 2 The University annually provides accurate and up-to-date material on its academic and support services (e.g. Accommodation, Finance, Library and IT provision) requirements, inclusive of entry requirements, fees and student regulations, to all enquirers and applicants at key stages in the admissions cycle.

- 3 Specific application information

- 4 The University develops and provides a range of interactive events, including Applicant Days, Open Days, recruitment fair engagement and a contemporary online presence. The University's approach is constantly evolving to encompass a suite of interactive opportunities for potential applicants.
- 5 The University provides, either upon request or via online resources available on the website, access to externally published information on University performance, in addition to its own Admissions Policies, Procedures and supporting documentation.
- 6 The University ensures that updates to decisions (inclusive of decisions taken in response to written requests for deferred entry), and/or programmes upon which decisions have been made, are communicated to prospective students at the earliest opportunity.
- 7 The University makes available to applicants all relevant information relating to registration, induction and orientation at the appropriate point in the cycle in order to support their effective integration into the life of the University.

3.3 Entrance Requirements

collection or registration where appropriate, in accordance with any preferences expressed. If asked by the police, or any other regulatory or

procedures and the University's Terms and Conditions as provided by the University.

2 Applicants are made aware of the obligations placed upon them at each stage of the admissions process through engagement with the information specifically directed to them.

3 Applicants have the right to appeal against an50 gy1[c()8(o)-[m)3(e)-3(o)-5()4(a)- scteti8n

- 8 The outcome of the Adjudication Panel's deliberation is issued to the applicant within thirty working days and is final.
- 9 An applicant making a complaint is not discriminated against in any way.

4 INTERVIEWS

4.1 Scope

- 1 This applies to all interviews conducted to assess the suitability of applicants for entry onto programmes offered by the University and which result in a formal offer or reject decision on suitability to study.
- 2 Informal meetings with University staff where prospective applicants can discuss the University's programmes, entry requirements and their suitability for selected programmes are not considered interviews within this context..

4.2 Selection

- 1 For the majority of programmes, the University does not require candidates to be interviewed as part of its recruitment process.
- 2 All partnerships will ensure that selection procedures for interviewing prospective students are consistent with this policy.
- 3 In some cases (e.g. professionally accredited programmes) the University will interview applicants where there is a legal and/or regulatory requirement, or it is considered to be the most appropriate metho-[is co)-34(y lat)ccT(st)8(a)-5(3(-1)]TJETQqC

4.3 Criteria

- 1 Those involved in drawing up interview criteria or assessing candidates will have completed appropriate equality, diversity and inclusion training.
- 2 Appropriate selection criteria and assessment methods will be documented and agreed in advance. Criteria and assessment methods used will be consistent with the University's Admissions Policy and Procedures.
- 3 The processes, criteria and nature of assessment will be made available to all applicants who are to be interviewed. Where appropriate, information will be published and available prior to application. More detailed information will be supplied to those invited to an interview. If using any form of selection 'test' it will be made clear to all applicants why and how the test is being used.
- 4 The questions, that all applicants will be asked, will be agreed in advance to ensure that everyone has the same opportunity to express themselves.

(usually at least two weeks and ideally more to applicants who have to travel from overseas) when inviting an applicant to an interview; an alternative interview date should be offered to applicants (if requested) where possible.

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- 4 Decisions should not be influenced by medical conditions or disabilities. Should the applicant make data of this nature known, the interviewer should inform them that a note can be recorded on file; it will not be taken into account in terms of the decision to offer. It may be appropriate to suggest a further meeting, following the offer, if the applicant would like to discuss, for example, potential reasonable adjustments required to the programme/placements etc. Criminal offences should not be discussed at all.
- 5 Formal records of the interview are collated and securely stored. These records should then be destroyed in accordance with the statutory requirements of the Data Protection Act 2018, consistent with the University's Record Retention Schedule.

4.13 Feedback

- 1 Feedback is available to all candidates and any interview records compiled are subject to the Data Protection Act 2018 (DPA 2018). Any permanent notes from interview can be requested by applicants. It is important that care is taken in the wording of such notes and that any record is appropriate.
- 2 Requests for feedback should be made in writing, by the applicant, to the Admissions Team.
- 3 The University may be required to amend any of the above recommendations in line with new legislation and good practice.

5 The credit must:

be authentic

be relevant to the subject route

have sufficient currency

6 Where minor elements of the University programme have not previously been studied or adequately covered, the Programme Leader may require the applicant to undertake bridging work to satisfy the required knowledge base for a particular module.

5.3 Recognition of Prior Experiential Learning (R

construct a coherent and logical argument based on sound evidence,
both verbally and in writing

handle stress and criticism and cope with change

manage time

work systematically over time, on a task to produce a substantial,
coherent product or artefact. This can refer to an extended essay,
project, multimedia assignment or other relevant substantial activity.

4 It is the applicant's learning from past experience and not the experience itself that is being assessed. Evidence, therefore, must clearly indicate that learning relevant to general criteria shown above has taken place and will be an academic judgement by the academic lead for the programme.

5 Evidence of this learning will normally be through submission of a portfolio and can be demonstrated in a variety of ways, for example:

written reflection on the experiential evidence listed in the portfolio;

oral assessment with an experienced assessor;

examination of an authentic product of the student e.g. essay, project,
video, artefact, etc.

5.4 Decisions

1 Admissions will submit the evidence to the academic lead for the programme .

2 The academic lead will complete the RPL Mapping Form (Appendix 3) to demonstrate that module-specific learning outcomes have already been achieved to permit entry with credit to the University programme and list the modules to be

APPENDIX 1

Relevant legislation

Data Protection Act 2018 (DPA 2018) defines a legal basis for the handling of personal information relating to living people.

[Freedom of Information Act 2000](#) creates a general right of access, on request, to information held by public bodies.

Rehabilitation of Offenders Act (1974) enables some criminal convictions to be regarded as 'spent' after a rehabilitation period. Certain professions and employments are exempt from the Act so that individuals are not allowed to withhold details of previous convictions in relation to their job when applying for positions in similar fields.

Human Rights Act (2018) the Act makes it unlawful for a public body to act in a way which is incompatible with the European Convention on Human Rights.

Equality Act (2010) the Act bans unfair treatment of people because of protected characteristics they have. Every person has one or more of the protected characteristics, so the act protects everyone against unfair treatment

[Safeguarding Vulnerable Groups Act 2006 \(legislation.gov.uk\)](#) allows for the vetting of people who work or seek to work with children b.s70.944G

[Keeping children safe in education \(2023\)](#) defines the legal obligations the university has when carrying out its safeguarding procedures in order to promote the welfare of children

APPENDIX 2

Relevant University Strategies, Policies, Procedures and Schemes

University documents are available on our website at

<https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/>

Equality and Diversity Scheme

www.marjon.ac.uk/about-marjon/diversity/

Widening Participation

https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/APP_2019-20_V1.pdf

Student Regulations Framework

<https://www.marjon.ac.uk/about-marjon/institutional-documents/student-regulations-framework>

Terms and Conditions

www.marjon.ac.uk/courses/terms-and-conditions/

Recognition of Prior Learning

<https://www.marjon.ac.uk/about-marjon/institutional-documents/student-regulations-framework>

Compliance Policy

<https://www.marjon.ac.uk/about-marjon/governance--management/university-strategies--policies/>

RPL Mapping Form

To be completed by the Programme Leader and forwarded with the evidence submitted to admissions@marjon.ac.uk. Please refer to the University's Admissions Policy and Procedures (Section 5) and Regulations for Academic Awards (Section 8.6)

Student Forename		
Student Surname		
Student Number		Applicant or Current Student
Programme Title		
Details of evidence provided:		

Previous certificated modules or Marjon Modules against which the R
 experiential learning being used for RPL

	<p>Version 1.12 revised to include APL coverage, approved at Senate on 10th April 2019 (Senate 18-04).</p> <p>Version 1.13 annual update including minor amendments. Review date extended by Senate (Senate 21/02).</p> <p>Version 1.14 annual update, approved by Senate on 6th July 2022. Renewal approved by Senate on 10th May 2023.</p> <p>Version 1.15 annual update (including minor amendments). Approved by Senate 23/05, 3rd July 2024. Senate approved the period of review change from annual to 'as required in line with regulatory and strategic change.'</p>
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