



**Academic
Regulations for
the Award of
Foundation Degrees**

**Section E
Regulatory Principles
Governing
Recruitment
and Admission to
Programmes**

2023/2024 Edition

Ref No.	Title	Version	Date approved by Academic Board
	NCD Academic Regulations Section - E	9	6 July 2023

Contents

	Page No.
E1 General Principles	3
E2 Entry Requirements to a Foundation Degree	4
E3 Admission to Programmes with Recognition of Prior Learning (RPL)	5
E4 Vocational and Professional Qualifications	6

E1 General Principles

- E1.1 The College aims to provide first class learning and training for individuals, business and the community and makes a public commitment to involve all people but with a specific focus on the full range of protected characteristics.
- E1.2 The admission of an individual applicant to a foundation degree programme is at the discretion of the College. The principles and procedures for admission meet the requirements of *QAA Quality Code for Higher Education: Admissions, Recruitment and Widening Access*.
- E1.3 The College accepts all nationally recognised advanced qualifications for entry to higher education, and gives equal consideration to academic and vocational qualifications for all programmes of study. The college will also take into consideration skills and expertise gained from work experience and/or vocational training.
- E1.4 Admissions discretion is exercised taking full account of the following general principles;
- a. That the applicant satisfies the published programme entry criteria;
 - b. That entry requirements, both academic and non-academic are transparent;
 - c. That all promotional materials and activities relating to recruitment to a particular programme are accurate, current and accessible and provide information that will enable applicants to make informed decisions about their options;
 - d. That the selection processes are readily accessible to all those involved in the admissions process, both within and without the College, applicants and their advisers;
 - e. That the selection processes are clear and are followed fairly, courteously, consistently, and expeditiously;
 - f. That all applicants will be treated fairly and consistently;
 - g. That all staff involved in the admission of students are expected to take active steps to ensure equality of opportunity for all applicants;

- h. That all those involved in admissions are competent to undertake their roles and responsibilities;
- i. That students are informed as soon as practicable of the admission decision and where the application has been rejected the reasons upon which this is based;
- j. That students are made aware of their obligations when offered a place at the College;
- k. That any significant changes to a programme, occurring between the offer of a place and registration, are communicated to students as quickly as possible, and that they are advised of the options available to them in such circumstances;
- l. That those students who have accepted a place are informed fully of enrolment, registration, induction and orientation arrangements;
- m. That the College has policies and procedures for responding to complaints by applicants about the operation of its admissions process, and that all staff are familiar with those policies and procedures;
- n. That the College has policies and procedures for responding to applicants' appeals against the outcome of an application that make clear to all staff and applicants whether, and if so, on what grounds, any such appeals may be considered;
- o. That the institution will review their policies and procedures related to student admissions to ensure they remain current and valid in light of changing circumstances; and,
- p. That the entry criteria for each programme of study are published annually by the College and are used to determine all questions of eligibility.

E2 Entry Requirements to a Foundation Degree

- E2.1 Entry requirements for each programme will normally be held in the validation documents for the award and also published on the website.

- E2.2 Applicants with non-standard qualifications and/or experience and whose qualifications and/or experience is deemed to be appropriate to gain entry onto a named foundation degree may be admitted onto a foundation degree programme.
- E2.3 Such admission is discretionary and will normally involve an interview. In appropriate cases such applicants may be asked to undertake assessment activity to assist the College in determining their suitability for the programme.
- E2.4 Some programmes may have other specific entry requirements which may supersede E2.1. These will be explicitly published within the programme literature.
- E2.5 UCAS points may be derived from a number of combinations of qualifications, the most common of which are listed in Appendix 1.
- E2.6 Non-native English speaking students normally need to have an English language ability to IELTS 5.5 or equivalent. As a minimum they must at least meet the standard advised by UK Visa and Immigration at the time of application.
- E2.7 Prior to or at enrolment, applicants will be required to present evidence of the qualifications and/or experience they possess.

E3 Admission to Programmes with Recognition of Prior Learning (RPL)

- E3.1 For the purposes of these Regulations, RPL includes the recognition of prior certificated learning (RPCL) and the recognition of prior experiential learning (RPEL).
- E3.2 Students will be advised of RPL opportunities in promotional materials and activities relating to recruitment to a particular programme and within all programme literature prior to enrolment.
- E3.3 Students seeking to present a claim for RPL must do so prior to or during their induction period. Such claims must be based upon production of evidence of prior certificated learning or prior experiential learning and must be presented in the correct application documentation. The Programme Leader is responsible for ensuring the student has access to and is aware of the process and application documentation. The evidence presented is used to demonstrate achievement of learning outcomes. Evidence submitted must be authentic, current, relevant and sufficient.

- E3.4 The College will convene an HE Approval Committee to consider all RPL applications. The decision of the College whether to grant an RPL claim is final and binding.
- E3.5 Retrospective claims for RPL may only be considered by the HE Approval Committee where extenuating circumstances can be evidenced to show why there was a delay to this process.
- E3.6 Where a claim for RPL is successful, the applicant will be awarded credits attached to the programme to which they are enrolled.
- E3.7 The maximum number of credits which can be claimed by a student are 120 credits at Level 4 and 60 credits at Level 5. This amounts in total to 75 per cent of a foundation degree programme. A student may apply for direct entry to Level 5 where they can evidence that they fully meet all Level 4 learning outcomes through recognition of prior learning.
- E3.8 Credits imported by RPL may not be used in calculating an exit award (refer to Section A NCD Regulations A4.4) or a Foundation Degree, with or without Merit, Distinction or Distinction*. The award is calculated on the basis of the marks obtained from the modules taught and assessed at New College Durham using the appropriate formula specified in Section C of these Regulations to weight the average marks.
- E3.9 In exceptional circumstances, a student may be awarded partial RPL against a learning outcome. In such cases applicants may be required to undertake assessment activity to successfully demonstrate achievement of the remaining learning outcomes. In these circumstances any mark achieved will be graded out of the full marking range. The module will be weighted accordingly when using the appropriate formula specified in Section C of these Regulations to weight the average marks to determine a classification of award.
- E 3.10 There is no allowance for fee remission or reduction in fee for credits approved for RPL. However, where a student is requesting direct entrance to a higher level than the start of the programme, they may only be required to pay for that level of study i.e. direct entrance to Level 5 of a foundation degree may warrant a fee payment only for Level 5.

E4 Vocational and Professional Qualifications

- E4.1 Applicants holding vocational or professional qualifications may be admitted with specific credit to an appropriate point on a programme, subject to the maximum credit rules contained in E3.7.