



New College Durham

## **Academic Regulations for the Awards of Foundation Degree**

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

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## **E Regulatory Principles Governing Recruitment and Admission to Foundation Degree Programmes**

### **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, Section B: Assuring and Enhancing Academic Quality. Section B2: Admissions.*
- 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;
- 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.

## **E 2 Entry Requirements to a Foundation Degree**

E2.1 Applicants to Foundation degrees will:-

- a) normally be expected to have a minimum of 80 UCAS points;
- b) usually be 18 or over at the start of the course.

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 courses 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 need to have an English language ability to IELTS 6.0 or equivalent.
- 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 Accreditation of Prior Achievement (APA)**

- E3.1 For the purposes of these Regulations, APA includes the accreditation of prior learning (APL) and the accreditation of prior experiential learning (APEL).
- E3.2 Students will be advised of APA 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 APA must normally do so prior to or during the enrolment 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 admissions tutor 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 appropriate Committee to consider all APA applications. The decision of the College whether to grant an APA claim is final and binding.
- E3.5 Retrospective claims for APA may only be considered by a relevant College Committee where extenuating circumstances can be evidenced to show why there was a delay to this process.
- E3.6 Where a claim for APA 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 may be awarded for a student entering to study at each level of a course under APA procedures to enable a student

to be eligible for an award at that level is 50 per cent of the total credits of the level enabling a student to be awarded up to 60 credits at level 4 or 60 credits at level 5. A student may apply for direct entry to level 5 where they can evidence that they fully meet all level 4 learning outcomes through accreditation of prior learning. In this circumstance APL of 120 level 4 credits would be approved.

- E3.8 Credits imported by APA may not be used in calculating the award of a New College Durham Higher Education Certificate of Achievement, with or without Distinction, or a Foundation Degree, with or without Merit, Commendation 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 APL 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 APA. 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.

## Appendix 1

This is not an exhaustive list of how UCAS points may be derived and all entry requirements will be considered by the admissions tutor on an individual basis, (see published guidance).

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- a) At least two passes at A level and three other subjects at GCSE at grade C or above;
- b) Two A level passes and two other subjects at GCSE grade C or above;
- c) Three A level passes and one other subject at GCSE grade C or above;
- d) Advanced level GNVQ with a merit grade;
- e) BTEC Level 3 Extended Diploma, Diploma, Vocational Diploma, Subsidiary Diploma or CACHE with a pass grade;
- f) The Scottish Certificate of Education with passes in five subjects with three at higher level;
- g) The Scottish Certificate of Education with passes in four subjects with all at higher level;
- h) The Irish Leaving Certificate with passes at grade C in four subjects at higher level;
- i) International Baccalaureate with a minimum of 28 points and four points in English (see alternative IELTS/TOEFL entry requirements);
- j) European Baccalaureate with a minimum overall score of 70 per cent and grade 7 in English (see alternative IELTS/TOEFL entry requirements);
- k) Accredited Open College Network higher education preparatory course;
- l) Accredited Open College Network or HEI access course.