

## Part 2: Admissions Regulations

### Section 3: Admissions Regulations for Taught Courses

These regulations apply to all taught courses offered or validated by the University of Westminster (the 'University').

#### Principles of admission

- 3.1 Each course shall have specific admissions regulations ('course specific regulations'), drawn up in accordance with these regulations and with regard to relevant policies of Academic Council, which are agreed through the validation process. Such course specific regulations may vary from the regulations set out below.
- 3.2 The University will admit students to its courses on the basis of the following principles:
- reasonable expectation that the applicant will fulfil the objectives of the course and achieve the standard required for the award;
  - the University's requirements for admission to the course leading to a particular award;
  - equality of opportunity for all applicants.

Note: The University will abide by the requirements of relevant legislation within the United Kingdom and European Union. Particular attention is drawn to the University's Admission Policy and Code of Conduct, which include details on the Special Educational Needs and Disability Act.

#### Courses run in collaboration with other institutions/organisations

- 3.3 Where a course is operated by the University of Westminster in collaboration with another institution/organisation, or offered by another institution/organisation on behalf of the University, the admissions regulations for that course shall adhere to the principles outlined in these regulations.
- 3.4 Students studying in another institution for an award of the University of Westminster shall be recorded as externally registered students of the University of Westminster.

#### General entry requirements

- 3.5 These regulations define standard minimum entry requirements for awards of the University, based on nationally recognised formal minimum levels of attainment. Each course may have specific admissions regulations which are agreed through the validation process and applicants are advised to refer to these prior to making an application to the University of Westminster. Such course specific regulations may vary from the regulations set out below. The University will abide by the requirements of relevant legislation within the United Kingdom and European Union. Particular attention is drawn to the University's Admission Policy and associated guides.

University of Westminster Award	Examples of General Minimum Entry Requirements
Bachelor's degree with Honours/Bachelor's degree	<p>Two GCE A level passes plus three GCSEs passes at Grade C or 4 or above including English Language and Maths; or</p> <p>Three GCE A level passes plus two GCSEs at Grade C or 4 or above including English Language and Maths; or</p> <p>BTEC National Diploma with Merit, Merit, Merit plus GCSE English Language and Maths at Grade C or 4 or above; or</p> <p>Pass in Access Diploma; or</p> <p>Pass in International Baccalaureate; or</p> <p>There are many other combinations and equivalents which may be considered for entry to degree courses.</p>
Postgraduate Certificate/Diploma	Degree of a UK University or equivalent
Master's degree	Degree of a UK University or equivalent

Note: These should be seen as benchmarks only. The University recognises that a wide variety of other qualifications and learning may provide appropriate evidence of an applicant's suitability for admission. The University will use its discretion to interpret such formal minimum attainment levels in terms of equivalence, with advice from external agencies as appropriate.

GCSE grades are changing from September 2015 over several years with grade C becoming Grade 4 or 5.

- 3.6 The University may consider an application for deferred entry but reserves the right to reject such a request. Applicants are only permitted to request their current application for a course to be deferred for twelve months after their original entry point. For example, an applicant for September can only request for their application to be deferred up to and including the following September.
- 3.7 The University wishes to encourage applications from non-traditional students, including mature students. Course-specific entry requirements will be framed to encourage such applications.
- 3.8 International/overseas qualifications may be accepted in accordance with guidance from the National Academic Recognition Information Centre for the United Kingdom (NARIC), as indicated in the University's prospectuses, and other promotional material.
- 3.9 The University may use additional methods in selection, the purpose and format of which will be notified to applicants.
- English language proficiency**
- 3.10 Students for admission to courses offered or validated by the University or offered on its behalf by another institution shall have sufficient command of the language(s) in which the course is taught to meet all the entry requirements for the course.
- 3.11 A full list of the English Language Test accepted by the University is available online and may be subject to change as a result of Immigration and Visas Department requirements: [English language requirements | University of Westminster, London](#)
- 3.12 International students shall be admitted to courses in accordance with UK legislation.

**Payment of fees or other dues**

- 3.13 Enrolment and continued registration on a course at the University shall be conditional upon payment of fees or other dues, by the student or by a sponsor recognised by the University, by the dates set by the University.

**Monitoring**

- 3.14 The allocation of the appropriate resources within plans agreed annually by the University Executive Board is the responsibility of Head of College and is monitored through the College Executive Group.

Note: The Admissions policy will be monitored by the University Executive Board in terms of implementation and operation, and by Academic Council in terms of standards.

- 3.15 Statistical information about students enrolled on University courses will be supplied to legitimate external agencies on request. Information drawn from the Student Record System (SRS) will be provided automatically for the Higher Education Statistics Agency (HESA).

**Discontinuation of a course**

- 3.16 Where courses have materially changed or have been discontinued, suitable alternatives will be offered where possible.

Note: Please refer to the University Closure Policy for the steps to be taken in discontinuing a course.

**Issuing of a Certificate of Acceptance of Studies (CAS)**

- 3.17 International Students who require a visa to study in the UK, will be issued with a Certificate of Acceptance of Studies (CAS), once they have:

- a) been unconditionally offered a place on a course;
- b) accepted this offer;
- c) paid the required tuition fee deposit; and
- d) supplied the University with the required passport details.

- 3.18 The University may refuse to issue a CAS if it is deemed likely that a visa will be refused. Applicants should also refer to the [Guide for Applicants](#)

**Admission to a course with credit or exemption**

The following regulations should be read in conjunction with Section 4:

- 3.19 If the University is satisfied that the applicant has fulfilled some of the progression and attainment requirements of the course or pathway by means other than attendance on the planned programme, that student may be admitted to any appropriate point in the course.
- 3.20 The University will consider admission to a course with credit or exemption on the basis of prior learning and/or prior experiential learning. Such learning may be certificated or uncertificated and will be assessed according to the provisions set out in Section 4: and subject to the limits on the maximum import of credit outlined in Section 17: Framework for undergraduate taught courses and Section 18: Framework for postgraduate taught courses.

**Commercial/Industrial experience and training and supervised work experience**

- 3.21 An applicant may be judged to have satisfied, wholly or in part, the aims of supervised work experience on a course. In considering such applications, the following will be taken into account:

- a) the quality of training or supervised work experience previously undertaken;
- b) the relevance of that training or supervised work experience to the course;

- c) the quality of the supervision and assessment of the training or supervised work experience;
- d) whether the granting of such specific credit would still enable the student to meet professional or other requirements which the supervised work experience within the course is intended to satisfy.

Note: These regulations should be read in conjunction with [Section 4: Recognition of Prior Learning \(RPL\) Regulations](#).

**Edexcel BTEC/SCOTVEC awards**

- 3.22 Applicants holding a Higher National Certificate or Diploma of Edexcel BTEC or SCOTVEC will be considered for admission with specific credit in the context of the University's agreed procedures for accreditation of prior learning, the University's modular framework for Edexcel courses and for undergraduate awards.