# Recruitment, Selection and Admission Regulations

## 1. Introduction

1.1 These regulations outline the requirements for applicants to be admitted to University's taught courses of study at undergraduate and postgraduate level. Some courses may have additional entry requirements where qualifications alone do not demonstrate an individual's potential to succeed.

1.2 These regulations will inform all admissions decisions, including the setting of entry requirements for new courses.

1.3 Where courses are delivered via an approved Educational Partnership, these regulations will apply unless otherwise specified in the partnership agreement.

1.4 The Student Recruitment Operational Group recommends any changes to the regulations to Academic Board.

## 2. Key responsibilities

2.1 The Admissions & Enrolment Manager is responsible for the oversight and implementation of the Recruitment, Selection, Admission and Enrolment Regulations.

## 3. Standard Entry requirements

3.1 Applications will be assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements which are published on the University website at www.aecc.ac.uk.

## 4. Undergraduate courses

4.1 Applicants must be able to demonstrate that they have a set of skills required to fulfil the demands of their intended course of study.

4.2 A minimum of GCSE grade 4 or grade C in English Language and Mathematics are required. The University accepts suitable alternatives, including antecedent qualifications, Functional skills level 2 and Key skills level 2 and overseas equivalents. Individual course pages detail further entry requirements.

4.3 Applicants must demonstrate their ability to study at degree level by presenting evidence of achievement to level 3 of the Regulated Qualifications Framework (RQF)[1].

4.4 Entry requirements based on academic or professional qualifications from outside the UK are determined using guidance from UK ENIC (www.ecctis.co.uk/naric/Default.aspx) as well as other external bodies such as UCAS, British Council, overseas governments and international market experience and expertise. Official translated transcripts will be required if qualifications are not certificated in English.

4.5 Applicants may enter a course of study with credit on the basis of prior certificated and/or experiential learning within the limits prescribed by the University. Applications for the recognition of prior learning (RPL) must be processed in accordance with the Recruitment Selection and Admissions Policy & Procedure – Taught Awards.

## 5. Postgraduate courses

5.1 Applicants must demonstrate their ability to study at this level by possessing, or expecting, an undergraduate Honours degree or equivalent.

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[1] https://www.gov.uk/what-different-qualification-levels-mean

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## 6. English Language requirements

### *English as a second language*
6.1 Applicants for whom English is not their first language must demonstrate proficiency in all four components of English language: listening, speaking, reading and writing.

6.2 The standard English language requirement for undergraduate taught courses is normally a minimum of International English Language Testing (IELTS) (Academic) overall score of 6.0 with a minimum score of 5.5 in each component (Listening, Writing, Reading, Speaking).

6.3 The standard English language requirement for postgraduate taught courses is normally a minimum of International English Language Testing (IELTS) (Academic) overall score of 7.0 with a minimum score of 6.5 in each component (Listening, Writing, Reading, Speaking). Some courses may require a higher level of English language proficiency, for example to meet the expectations of a Professional, Statutory and Regulatory Body (PSRB). Further information about acceptable English language proficiency qualifications can be found on the University's website.

### *English proficiency for apprenticeship courses*
6.4 A recognised Level 2 English qualification (or recognised equivalent) is required.

## 7. Exceptions

7.1 Applicants who have previously been unsuccessful may apply again for a subsequent year of entry. The University reserves the right to refer to any previous applications or registrations/enrolments when assessing the suitability to a course of study. Applicants who have been unsuccessful on academic grounds or after further assessment (e.g., interview) may not normally reapply for entry to the same course of study in the same application cycle.

7.2 Students whose studies are terminated and / or withdrawn on academic or disciplinary grounds must formally apply for re-admission if they wish to return to a course of study leading to an award of the University. The circumstances of the student's withdrawal will be taken into account when their application is considered.

7.3 Students who have been required to withdraw from one of the University's courses due to outstanding debts will not be considered for re-admission to any of its courses until all outstanding debts have been paid in full.

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