



UCL Academic Manual

Chapter 1: Admissions, Registration and Student Conduct

Annex 1.1.1

Undergraduate Admissions Policy

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Policy

Equal Opportunities

1. UCL is firmly committed to promoting equal opportunity. UCL's Equal Opportunities policy in respect of student recruitment and admissions is as follows:
2. In the recruitment and selection of students the only consideration must be that the individual meets, or is likely to meet, the requirements of the programme or course. These requirements being met, no applicant will be discriminated against on the basis of their gender, race, colour, ethnic origin, nationality (within current legislation), disability, sexual orientation, marital status, caring or parental responsibilities, age, or beliefs on any matters such as religion and politics.
3. The above policy must be adhered to in all matters concerning student recruitment and admissions. UCL is committed to a programme of action to ensure that its policy is implemented and monitored at an organisational and individual level. Each department has a Departmental Equal Opportunities Liaison Officer who disseminates information on good practice and training.

Authority to Admit Students

4. UCL Statutes vest with the Provost the power to admit as a student to UCL anyone having the qualifications required for admission as stipulated in UCL Regulations. The Statutes further grant the Provost the power to delegate his power to admit students to any Officer of UCL or other person or body as he may think fit. The arrangements for the admission of students as outlined in this and other

sections of the Academic Manual present the current position as regards the delegation of the Provost's power to admit students. The Provost reserves the right, at any time, to delegate the power to admit students to other Officers of UCL, persons or bodies deemed suitable by him should any particular circumstances require it.

Application Process

5. An admissions criteria template must be completed for each admitting programme of study. Departments must be able to demonstrate that their selection process is appropriate, consistent and fair.

6. Applications for admission to an undergraduate programme should normally be made through UCAS. The exceptions are UPCSE, UPCH, part-time, affiliate and Medicine students transferring from either Oxford or Cambridge University.

7. Once an application is made, electronic applicant data is transferred from UCAS into UCL's student database and can be accessed by Admissions, faculties and departments immediately upon receipt.

8. Admissions selection processes vary across departments depending on how centralised the process is. For those departments and faculties where admissions is centralised, filtering and selection takes place in Admissions using selection criteria developed with the departmental admission tutors. Where a decision can be made, a recommendation to either (i) accept unconditionally (ii) accept subject to specified conditions being satisfied or (iii) reject will be taken. Where a decision cannot be made, applications are referred to the departmental Admissions Tutor for a recommendation.

9. For those departments and faculties that are currently de-centralised, normally, after initial consideration by faculty office or central admissions staff to assess a candidate's acceptability/possible acceptability with reference to programme entry requirements, applications are forwarded to the relevant Departmental Admissions Tutor for consideration. On the basis of the information given on the UCAS application and gathered through the selection process, the Admissions Tutor normally marks each application with a recommendation to either (i) accept unconditionally (ii) accept subject to specified conditions being satisfied or (iii) reject. The application is then returned to the Faculty Office or the Admissions Office for checking and processing.

10. All UK applications are checked for under-performing schools using data provided by Access and Admissions, Student and Registry Services. Admissions Tutors and selectors use the data on under-performing schools to assist them in their consideration of application and they might be given additional consideration. Grades in offers of admission should not be adjusted systematically to favour applicants from under-performing schools. Admissions tutors and selectors may, however, adjust an offer where the particular individual's circumstances merit it.

11. For the Faculties of Laws and the Built Environment, the recommendation to accept (either conditionally or unconditionally) or to reject is referred to the Faculty Tutor for approval and only the Faculty Tutor has authority to admit students. For all faculties where the processing is undertaken by Student and Registry Services, the Registrar has the authority to admit undergraduate degree students. The decision is

transmitted by the central team or the faculty office to UCAS and, if an offer is being made, a letter is sent to the applicant. The decision and offer text is also viewable on the UCL Applicant Portal. The offer letter also informs the candidate what his/her fee status will be. All rejected applicants are provided with a reason for rejection displayed through the Applicant Portal and UCAS Track.

12. Applications received by 15th January UCAS deadline must be given equal consideration. It is expected that departments that receive more qualified applications than there are offers available to make will operate a “gathered field” approach to the consideration of applications. This involves deferring final selection on some applicants until all on-time applications have been received and considered. All decisions should be made by 31st March.

13. All applicants must be given an opportunity to visit UCL before they are required to make a final decision on any offer they may receive.

14. UCL does not participate in Clearing activities and consideration should not be given to applicants approaching UCL after 30th June UCAS application deadline. UCL may participate in UCAS Adjustment should departments be short of their intake target and overall capacity allows. The decision to enter Adjustment rests with the Vice Provost (Education and Student Affairs) and the Vice Provost (Operations).

15. During the Summer, a status email confirming the candidate's details is sent. At this time, applicants holding unconditional offers are required to verify their qualifications. Admissions and faculty offices are responsible for issuing certificates of acceptance to international students in line with the requirements of Tier 4 (Students) of the Points-Based Immigration System (PBIS). Please see <http://www.ucl.ac.uk/iss/immigration-visa>.

16. Candidates who firmly accept the offer of a place at UCL have their places confirmed through UCAS as and when all of the conditions attached to the offer are satisfied. The A-level results and a selection of other qualifications are received from the qualifications awarding bodies via UCAS usually on the second weekend in August. These are loaded into UCL's admissions system electronically. Admissions and faculties will confirm the places of those applicants that have met all the conditions of their offers. Departments and faculties liaise with Admissions or their faculty office regarding “near miss” applicants they would like to confirm. No final decision is taken on these candidates until the Vice Provost (Education and Student Affairs) and the Vice Provost (Operations) have agreed the overall strategy with the Director of Access and Admission. The number of “near miss” applicants that can be admitted will then be confirmed. This takes place on the Monday following the release of the A-level results.

17. All applicants are required to have met the conditions of their offer by 31st August of the application cycle in which they made their application.

18. Following the publication of the A-level results, informed staff must be available in all departments, faculty offices and Admissions to deal with telephone and email enquiries until the UCAS deadline for the confirmation of offers.

19. In late August, accepted candidates' electronic records are passed across to Student Administration, Student and Registry Services.

Revising UCAS Applications Following Submission

20. UCL considers the information contained on an application as complete and accurate at the point of submission to UCAS. It is not anticipated that any amendments will be made to the personal statement, the reference or the grade predictions provided in the reference.

21. Should a school/college wish to submit additional information that has not been solicited by UCL then this must be done prior to a decision being taken on the application and no later than 15th January UCAS deadline, whichever is earlier.

22. Revisions to predicted grades will only be considered if there has been a genuine administrative error on the part of the school/college when the original reference was completed. Any requests for such a revision must be supported by a statement from the school/college indicating that such an error has occurred. Such revisions will only be considered prior to UCL making a decision on the application and no later than the 15th January UCAS deadline, whichever is earlier.

23. Applicants who wish to be considered as a consequence of revised predicted grades have the option of re-applying the following year, when they will be considered in competition with all other applicants.

Interviewing

24. UCL does not standardly interview its undergraduate applicants. Departments seeking to interview applicants must have permission of the Vice Provost (Education and Student Affairs).

25. An interview is a meeting with an applicant for admission as a student that takes places only once it has been established that the applicant meets, or is likely to meet, UCL's entry requirements and is used only for selection purposes and not solely as a means of recruitment.

26. Interviews should be conducted by a minimum of two members of staff, both of whom have been trained in interviewing and equal opportunity awareness.

27. If it is deemed that an interview is required for a group of applicants, then all applicants in this group should be interviewed regardless of their place of residence. Applicants living in exempted areas of the UK as well as overseas (in other EU countries or elsewhere) may be interviewed by telephone or Skype rather than in person. Technology, such as OVIA interviews, can be used instead of other formats of interview.

28. An agreed line and level of questioning should be adopted and questions must be relevant to entry criteria. Supplementary questions should be used to probe for further information or clarification where answers are incomplete or ambiguous. Interviews should be assessed against predetermined criteria which are consistently applied throughout the whole admissions cycle.

29. The interviewers should keep a set of notes between or among themselves to help them reach an informed decision based on the content of the interview. Interview notes should relate to how candidates demonstrate their knowledge, skills, experience and abilities in relation to the entry criteria. All interview notes should be uploaded to UCLSelect. Under the Data Protection Act, access to interview notes must be given to applicants who request it.

Entrance Requirements

30. UCL's minimum ("benchmark") entry requirement is ABB at GCE A-level or the equivalent in other qualifications such as the International Baccalaureate. Applicants may not be admitted below the benchmark level without the advance approval of the Vice Provost (Education and Student Affairs) in his role as Dean of Students (Academic). Cases for consideration should be submitted via faculty offices to Admissions.

31. Most undergraduate degree programmes will require the achievement of grades higher than ABB. All normally require a pass in one subject at Advanced Subsidiary (AS) level in addition to three passes at GCE A-level. From 2017 entry, an additional AS pass will no longer be required. UCL's detailed policy on the acceptability of GCE A level subjects can be found at <http://www.ucl.ac.uk/prospective-students/undergraduate-study/application-and-entry/alevel-qualifications>.

In addition, candidates must satisfy any specific subject or other requirements that may be prescribed for the programme on to which the student is to be admitted. All candidates admitted to UCL must have GCSEs in English, Mathematics and a foreign language at grade C or higher, or equivalent qualifications.

32. An Undergraduate Admission Requirements Guide covering UK and overseas qualifications, for use by admissions tutors and selectors, is produced in October each year. It is available on the website at www.ucl.ac.uk/ugadmissions

33. Programme by programme A-level and International Baccalaureate entrance requirements are published in the UCL Undergraduate Prospectus. Additional subject or more demanding grade requirements cannot be imposed systematically in respect of a programme after the publication of the Prospectus.

Modern Foreign Language Requirement

34. UK-domiciled students applying to enter a UCL undergraduate programme from the UK are required to offer a GCSE in a foreign language at Grade C or above, or any other accredited Level 2 qualification in a foreign language. Alternatives such as a foreign language at AS, A-level or at standard or higher level in the IB will also be acceptable. Qualifications in Ancient Greek and / or Latin do not meet the requirement.

35. Students who are bilingual in a heritage or community language should offer a formal qualification in this language where such accreditation is available. Where accreditation is not available, the students' case should be referred to the Vice Provost (Education and Student Affairs).

36. Students who are unable to offer a foreign language on entry will be required to undertake at least a 0.5 course unit in a foreign language as part of their degree programme (preferably in Year 1, but not necessarily). Graduation will not be conditional upon a student achieving a pass mark in this course.

37. Students whose chosen programme of study does not accommodate a 0.5 course unit in a language will be required to undertake a UCL certificate in a language alongside their degree. This certificate programme is run by the Centre for Language and International Education and is not be credit-bearing, but will be reported on students' transcripts. Courses will be offered in French, German,

Spanish, Italian, Japanese, Mandarin and Arabic. Graduation will not be conditional upon a student achieving a pass mark in this course.

English Language Proficiency Requirement

38. Command of the English language is considered essential for all UCL programmes. All undergraduate (and graduate) applicants whose first language is not English must provide recent evidence that they have an adequate command of both spoken and written English. The complete policy on UCL's English Language proficiency requirements can be viewed at **UCL's English Language Proficiency Requirement Policy** of the Academic Manual.

39. Please also refer to **Qualifications Recognised by UCL for the Purpose of Satisfying the English Language Proficiency Requirement**.

Suspension of Regulations

40. Admissions tutors wishing to accept a candidate who does not satisfy either UCL's minimum benchmark entrance requirements or any programme specific entrance requirements may seek a suspension of UCL's regulations from the Vice Provost (Education and Student Affairs). Applications for suspension relating to undergraduates should be submitted via Admissions. Faculty Tutors will be consulted if it felt that a request impacts the general standard of a programme. In certain instances, the Vice Provost delegates his authority to suspend regulations to the Director of Access and Admissions.

Admission to Undergraduate Degree Programmes via Special Entrance/Approval

41. The term "special entrance" is applied to applicants seeking admission who hold qualifications which do not satisfy UCL's benchmark entry requirement or programme-specific entry requirements. All students offering non-standard qualifications are expected to demonstrate the same level of academic potential as those offering standard qualifications. To be considered for special entrance, the applicant must possess one of the following types of qualification:

- an appropriate academic qualification other than a degree from a recognised university or other institution
- an intermediate or equivalent examination towards the award of a degree by a recognised university, or institution of similar status, plus passes in an appropriate number of subjects at GCSE level or the equivalent
- a qualification gained by examination which satisfies the entrance requirements for admission to a recognised university outside the UK
- a qualification gained by examination and which is necessary for admission to membership (Associateship, Corporate Membership or the equivalent) of a recognised professional body or leading to appointment in another field of public service
- recognised qualifications that fall short of the benchmark requirements but are supplemented by additional recent study over a sustained period of time. Applicants

in this category must demonstrate that they have achieved sufficient competence in their chosen field of study to justify admission.

42. Admissions tutors wishing to recommend an applicant for special entrance should provide full details to the Faculty Tutor. The Faculty Tutor then decides whether or not the applicant's case should be forwarded to the Vice Provost (Education and Student Affairs) via Admissions for consideration. The decision of the Vice Provost (Education and Student Affairs) in such matters is final.

Child Protection

43. UCL requires that approval is gained from the Director of Access and Admission, on delegated authority of the Vice Provost (Education and Student Affairs), before a student under the age of 18 is admitted. This is to ensure that all Child Protection requirements have been met.

Admissions tutors wishing to recommend the admission of a minor should consult the policy on the admission of Under 18s at http://www.ucl.ac.uk/srs/staff-support/child-protection/under_18 and then consult the faculty tutor for advice and approval. The Faculty Tutor should ensure that appropriate pastoral provision will be in place for the student.

The Director of Access and Admissions will require written confirmation from the parents (or legal guardian) of the student of their willingness to allow the student to study at UCL and, if the student is domiciled outside of the London area, will require evidence that an appropriate guardian has been appointed. An assurance will also be required from the Department that it will offer enhanced tutorial and pastoral support. In addition, the Department must agree to undertake the completion of any necessary Disclosure and Barring Service checks.

Complaints

44. Decisions on the admission of applicants by the authorised UCL officers are final and there is normally no appeal against such decisions.

45. UCL will consider a complaint relating to an application for admission only if there is substantive evidence of an irregularity in the procedure under which the application has been processed.

46. In the first instance, a complaint should be dealt with locally at the informal level. If a formal complaint is made any complaint concerning an undergraduate application should be addressed to the Faculty Tutor in the case of the Faculty of Laws or the Bartlett or to the Director of Access and Admissions in all other instances. If the complaint is against the Faculty Tutor or the Director of Access and Admission, it should be addressed to the Registrar.

47. The Faculty Tutor/Director of Access and Admissions will investigate the complaint and respond formally to it. If the complaint is not resolved through this investigation, or if the complainant is not satisfied with the response, the complainant may submit the complaint to the Registrar. The complaint must be received by the Registrar within 28 days of the date of the formal response from the Faculty Tutor/Director of Access and Admissions. Complaints received after that deadline will not be considered.

48. When a complaint is received, the Registrar or another officer nominated by the Registrar will decide whether there is substantive evidence sufficient to justify a formal investigation.

49. If the Registrar decides the evidence is not sufficient to justify a formal investigation, he/she will inform the complainant accordingly.

50. If the Registrar decides there are prima facie grounds for a formal investigation, the complaint will be referred to a panel comprising:

- Vice Provost (Education and Student Affairs)
- The Nominee of the Registrar;
- A person independent of UCL to be nominated by the Registrar.

51. The Registrar will inform the complainant of the decision to refer the complaint to the panel.

52. The panel will normally consider the appeal on the basis of the papers relating to the case. The panel may interview the applicant and any other persons involved in the case, and shall be required to ensure equal treatment to the parties concerned, i.e. the applicant and the officer(s) who took the decision on the application or who were involved in the procedure for handling it. Such persons shall receive copies of all the documentation relevant to the complaint.

53. The panel will determine the complaint and decide upon any action to be taken as a result of their determination. Their decision will be conveyed to the Registrar who will communicate it to the complainant and arrange for the implementation of any action resulting from it. The other parties to the complaint will also be informed.

54. The decision of the complaints panel is final as far as UCL's internal procedures are concerned. If a complainant is dissatisfied with the decision of the panel, he or she may have recourse to the courts to request a judicial review.

55. The Registrar will keep a record of complaints which will include details of the age, gender and ethnicity of complainants.

Fraud

56. UCL is conscious of the potential risk of applicants seeking fraudulently to gain admission and/or receive a grant, loan or bursary. The prevention of such fraud is implicit in UCL's procedures governing the following areas of work:

- Selection of candidates for admission
- Assessment of accepted candidates' fees status
- Verification of the qualifications of students admitted
- Enrolment of students
- Issuing of maintenance allowances to enrolled students and the processing of student loan applications
- Issuing of certificates of student attendance
- Monitoring of the attendance of students.

57. Where there is evidence that an applicant for admission to UCL may have provided false or misleading information on his/her application or papers associated

with his/her application, the case will initially be considered by the Director of Access and Admissions who will seek to determine whether the applicant has been guilty of deliberate misrepresentation. This procedure will also be followed where evidence comes to light after an individual has become a registered student of UCL that he/she may have provided false or misleading information when making his/her application for admission to UCL.

58. The applicant will be informed in writing by the Director of Access and Admissions of the apparent misrepresentation and asked to provide a statement in explanation or mitigation. Failure to provide a statement, or to provide satisfactory evidence to corroborate his/her explanation, will result in the applicant having the application and/or offer of admission to UCL withdrawn. The decision to withdraw an offer of admission or de-register a student from UCL as a result of fraud in an application will be made in consultation with the Vice Provost (Education and Student Affairs).

59. The Director of Access and Admissions will communicate immediately in writing the decision to the applicant.

60. An applicant to UCL does not have the right of appeal against the decision.

61. If fraud is suspected, UCL will, as appropriate, liaise with relevant external bodies (including the police, local education authorities, Student Loans Company, UCAS, UK Border Agency).

Plagiarism in Undergraduate Personal Statements

62. Should the UCAS Similarity Detection Service alert UCL to possible plagiarism in an application, the faculty office/Admissions will be passed the similarity report and the UCAS application flagged. The admissions selector will review the application in the normal way against the usual initial criteria for consideration for entry to the programme. If the applicant does not meet the criteria, the application will be rejected in the normal manner and no reference will be made to the similarity detection.

63. If the criteria for further consideration are met, the admissions selector will alert the faculty office or Admissions who will contact the applicant. The applicant will be invited to state their case and provide any supporting documentation. The case will then be considered by the Faculty Tutor or Director of Access and Admissions. This assessment must take place before any further stage in the selection process is initiated, including an invitation to interview and/or open day or the issuing of any offer.

64. If it is considered that the case is not sufficiently addressed by the applicant, the application should be rejected and the applicant informed in writing of the reasons for this rejection.

65. If it is considered that the applicant has sufficiently answered the case, then the application must be passed to the Vice Provost (Education and Student Affairs) for review and endorsement before the processing of the application can continue. Once endorsed by the Vice Provost (Education and Student Affairs), the applicant will be informed by the faculty or Admissions that their application has not been prejudiced on the basis of the similarity detection alert.

66. An applicant will have the right of appeal against a decision. Any such appeal must be made within 21 days of the decision letter. The case will be considered by the Vice Provost (Education and Student Affairs) (or nominee).

67. Should the applicant be admitted and subsequently enrol at UCL, no reference to the similarity detection will be made in any future consideration of the student's conduct or work.

Feedback to Undergraduate Applicants

68. Feedback on decisions will be provided via UCAS to all unsuccessful applicants who have applied for entry to a full time undergraduate degree programme.

69. Each admissions tutor/selector will be responsible for providing the faculty office/Admissions with a reason for rejection taken from an agreed list of statements. The reasons for rejection must relate to the admissions criteria specified. If a standard statement cannot be used for an individual applicant, the admissions tutor must provide a brief statement giving the reason for rejection.

70. Faculty offices/Admissions will transmit feedback statements to UCAS with the rejection. The feedback will take the form of either a standard statement or a bespoke statement provided by the admissions tutor.

71. UCL does not require Admissions, any of its academic departments or faculties to provide further feedback beyond that given with the initial rejection. However, if an applicant requests additional feedback in writing, Admissions, the department or faculty may choose to provide additional information on the decision.

72. Additional feedback should only be provided in response to a request made in writing by the applicant.

73. Under the Data Protection Act, UCL cannot respond to requests from schools, parents/guardians or advisors for feedback on unsuccessful applications. However, a request for feedback can be provided in response to a request made in writing by a school, parent/guardian or advisor when it is accompanied by a written statement from the applicant giving consent to the discussion of their application with the named third party.

74. A request for additional feedback will not be considered as an appeal against the decision on the application. When such a request is received, this will not prompt a review of the application nor will providing feedback to an applicant imply that an application has been re-considered.

75. UCL will not consider any new information or documentation that is submitted as a result of any feedback received. Applicants who wish to be re-considered are required to re-apply the following year and to be considered in competition with all other applicants.

76. Decisions on the admission of applicants are final and there is no right of appeal against such decisions except as outlined in paragraph 35.

77. UCL will consider a complaint relating to an applicant for admission only if it is in relation to process and procedure. Complaints relating to an academic judgement made on an application will not be considered.

Criminal Records Checks

78. Candidates who apply via UCAS or on a UCL affiliate application form are required to declare on their application whether they have any criminal convictions. Whenever a conviction is declared, subject to the Rehabilitation of Offenders Act, full details of the offence, conviction and sentence will be sought and an Assessment Panel (consisting of the Vice Provost (Education and Student Affairs), Deputy Registrar (Operations and Planning) and the Director of Access and Admissions) convened to consider the case.

79. The Assessment Panel will make an assessment prior to the official offer of admission being transmitted to UCAS. They will conduct a risk assessment and consider actions that could practicably be taken to mitigate any identified risks without detriment to the applicant's ability to pursue their chosen programme of study. They will then either: (a) Authorise the admission of the student subject to the academic decision of the relevant admissions selector and faculty tutor. Such authorisation may impose conditions aimed at mitigating any identified risk and those conditions, if any, must be stated in the offer letter. (b) Recommend that the student not be admitted to UCL, giving reasons.

80. All applicants must declare any criminal conviction that is received after an offer of admission is made and prior to enrolment at UCL. In such circumstances, the Assessment Panel will conduct a risk assessment and consider actions that could practicably be taken to mitigate any identified risks without detriment to the applicant's ability to pursue their chosen programme of study. They will then either: (a) Confirm the admission of the student. Such confirmation may impose conditions aimed at mitigating any identified risk. Where conditions are imposed, the Director of Access and Admissions will write to the applicant to inform them. (b) Recommend that the student not be admitted to UCL, giving reasons. In this case, the applicant's offer of admission will be withdrawn.

81. Should the Panel recommend that the student not be admitted to UCL, the student has the right of appeal to the Provost.

82. In the case of a limited number of programmes, where students may potentially come into unsupervised contact with children and/or "vulnerable adults", an enhanced disclosure certificate is sought from the Disclosure and Barring Service, the Government agency established to provide employers and others with information about any criminal convictions that an individual might possess. Queries regarding DBS checks for students should be referred to the Registrar's Office, Student and Registry Services, email: srs@ucl.ac.uk, telephone 020 3108 8207.

University Preparatory Certificate for Science and Engineering (UPCSE) and University Preparatory Certificate for the Humanities (UPCH)

83. Students wishing to study on either the UPCSE or the UPCH should apply directly to UCL on the appropriate application form available from the UCL Centre for Languages and International Education (CLIE) or on the internet.

84. Applicants to the UPCSE must have completed their high school studies with excellent grades and have previously studied the two core subjects that they wish to pursue on the UPCSE programme.

85. All applicants for the UPCSE are required to take entrance tests in science subjects as part of the selection process.

86. Applicants to UPCH must have completed their high school studies with excellent grades.

87. All applicants for the UPCH are required to take an entrance test in Critical Thinking (and in Mathematics should an applicant have selected this subject as an UPCH course module) as part of the selection process.

88. Further details on the UPCSE and UPCH are available at www.ucl.ac.uk/upc.

Transfer students

89. With the exception of students from Oxford University and Cambridge University admitted to the Medical School for the second phase of their Medicine studies, all students studying at another higher education institution who wish to transfer to an undergraduate programme at UCL, whether to commence it ab initio or to enter into the second or other year, must apply through UCAS. Any applicants applying for advanced entry are required to follow the Recognition of Prior Learning procedure.

Part-Time Students

90. Students wishing to study on a part-time basis should apply to UCL direct on the appropriate form available from Admissions. Academic requirements and the selection process for admission for part-time study are identical to those for full-time study.

Affiliate Students

91. Affiliate students are students who are enrolled at another university and who wish to undertake study at UCL, either at undergraduate or graduate level, for credit towards their home university degree. This includes students who apply to UCL through Erasmus and Junior Year Abroad (JYA) links.

92. Affiliate applications are made on the relevant application form available to download at <http://www.ucl.ac.uk/prospective-students/international/affiliate>. Affiliate applicants currently do not have access to the Applicant Portal and are communicated with and notified of the decision on their application by email.

93. Applications for Erasmus and exchange places at UCL can only be considered if a signed formal agreement is in place with the applicant's home institution.

94. The benchmark entry level for affiliate admission is current study at the home institution of 2.1 honours degree level or equivalent. With the exception of students coming to study at UCL under an Erasmus agreement where English language has not been specified as a condition, all affiliate students must meet UCL's English language requirements as noted in paragraph 38 above.

95. The selection process for affiliate applications follows the same process as for undergraduate degree applications, for details please see paragraphs 8 and 9 above.