

UCL Academic Manual 2023-24

Chapter 1: Student Recruitment and Admissions Framework

Chapter 1 is UCL's regulatory framework for the recruitment and admission of students to UCL.

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1 Student Recruitment

1.1 Guiding Principles

Student recruitment represents the first stage in the UCL student journey. The experience at this stage will set students' perceptions of UCL and will have a significant impact on their decision to apply to, and ultimately accept an offer of admission to UCL.

1. UCL aligns its student recruitment processes to Key Enabler 6 in its strategic plan, UCL-2034, via its central Student Recruitment and MarComms teams working in the Communications and Marketing (CAM) Division. The activities set out in this chapter are focused on delivering successful outcomes following the programme development activity set out in Chapter 7, Programme and Module Approval and Amendment Framework.
2. Activity within the CAM team encompasses: international and UK recruitment, affiliate recruitment, prospective student recruitment communications, plus digital marketing and market research to support recruitment in all segments.
3. A consolidated central team allows the institution to adopt a consistent approach to recruitment and ensures alignment with agreed strategic priorities. The central team liaises and works closely with the academic Faculties and Departments to ensure a coordinated approach throughout the institution.
4. The Vice-Provost (Education and Student Experience) takes the academic lead for recruitment and champions the strategic priorities to academic colleagues and other members of UCL's Senior Management Team.
5. UCL has a standing committee, the Student Recruitment, Admissions and Funding Committee (StRAFC) which is chaired by the Vice-Provost (Education and Student Experience) or their nominee. This Committee has institutional oversight of recruitment strategy and policy, reviewing these against the University's mission and strategic objectives. StRAFC membership encompasses senior colleagues from all of UCL's academic Schools, relevant Professional Service Divisions and from UCLU, ensuring appropriate representation from across UCL, facilitating strategic level discussion and allowing constructive dialogue to take place.
6. The Director of Student Recruitment and Head of MarComms are UCL's lead officers for student recruitment marketing policy and practice. The Director of Student Recruitment and Head of MarComms are responsible for developing and implementing student recruitment strategies for all affiliate, international, undergraduate and graduate recruitment. These strategies and policies align with UCL's wider strategic policies and priorities.
7. Staff involved in student recruitment advise prospective students in line with UCL's student recruitment and admissions policies. They are trained and informed of their responsibilities with regard to the need for accuracy and consistency of information when communicating with enquirers in order to comply with [CMA good practice guidelines](#).
8. Student recruitment is undertaken with reference to UCL's Equal Opportunities Policy and to the QAA Quality Code for higher education, in particular Chapter B2: Recruitment, Selection and Admission to Higher Education. The recruitment of international students is also undertaken with reference to the UK Council for International Student Affairs (UKCISA) Code of Practice.
9. UCL works with one student recruitment agency, SI-UK, to support recruitment to graduate taught programmes, and ensure global diversity of the student body. The UCL Centre for Languages and International Education, also uses agents in a limited number of markets for pre-degree (preparatory and English language) programmes.

1.2 Market Research

1. UCL's core student recruitment activity is informed by market research and data analysis processes, designed to interpret UCL and external data to provide insight at both an institutional level and a departmental level. Market research further supports recruitment publication design, develops insight into new and existing markets across faculties and provides information and advice for best practice in independent market research.
2. UCL annually analyses relevant data to identify trends for students studying in the UK, understand UCL's performance against the sector, the Russell Group, and other identified groups. Regular insights into student recruitment performance are disseminated, along with top-level market insights, across UCL in the form of infographics, scorecards and by other methods.
3. CAM further provides data and insight at a greater level of detail for external use by Student Recruitment and MarComms in planning and executing recruitment and marketing activity.

4. CAM also works with Faculty Heads of Marketing and Communications to support academic colleagues with new degree programme proposals, and specifically to identify the appropriate quantitative and qualitative research needs to assess the market for proposed programmes. Further information is given in Chapter 7.
5. Policies and procedures related to student recruitment market research are laid out in Annex 1.1.1 Market Research Policies and Procedures, and also in Chapter 7.

1.3 Student Recruitment Communications

1. UCL's core student recruitment communications are managed by the MarComms department, part of the UCL Communications and Marketing Division. A range of student recruitment communications are published in print and digital media to inform prospective students about the details of UCL's degree and affiliate student programmes, and summer school programmes.
2. All student recruitment communications should follow the good practice guidelines set out in Annex 1.1.2 Good Practice in Student Recruitment Communications.
3. UCL produces annual versions of the following key student recruitment publications in print and online.

1.3.1 Undergraduate Prospectus

- This is published in March each year and is targeted at students intending to begin undergraduate degree studies at UCL in September of the following year, eighteen months after the date of publication.
- The printed edition of the prospectus provides an overview of UCL's undergraduate offering. More detailed information is hosted in the online edition.
- Details of the production process and timelines are set out in Annex 1.1.3 Undergraduate Prospectus and Associated Materials Policies and Procedures.

1.3.2 Graduate Prospectus

- This is published online in September each year and is targeted towards students intending to begin graduate taught studies one year after the date of publication or research studies at any time, although entry is usually in September of each year.
- The printed edition of the prospectus provides an overview of UCL's graduate study offering. More detailed information is hosted in the online edition.
- Details of the production process and timelines are set out in Annex 1.1.4 Graduate Prospectus and Associated Materials Policies and Procedures.

1.3.3 Study Abroad and Summer School Literature

- The printed edition of 'Study Abroad at UCL' provides an overview of UCL's study abroad offering. More detailed information is hosted in the online edition. This information is published in September of each year and is targeted towards students intending to begin affiliate studies in either the September twelve months after the date of publication or January sixteen months after the date of publication.
- The printed UCL Summer School leaflet provides a brief overview of UCL's Summer School offering and is published in August/September of each year. It is targeted at students intending to enter UCL in July/August 11/12 months after the date of publication. Full details of the Summer School are made available online in September of each year and these are targeted at students intending to begin their Summer School programme in July/August, ten or eleven months after the date of publication. Details of the production process and timelines for 'Study Abroad at UCL' and UCL Summer School materials are set out in Annex 1.1.5 Study Abroad at UCL and Summer Schools Publications.

1.3.4 Faculty Marketing Materials

- Faculty marketing teams are responsible for ensuring that information about degree programmes is up-to-date, accurate, and complies with CMA guidance with regard to the application of Consumer Protection Law as it applies to the promotion of degree programmes to prospective students. All prospectuses are intended to provide information to prospective students to inform the early stages of their decision-making

process about whether to make an application to UCL. Online editions include text, imagery and video content.

- More detailed information, designed to provide enquirers with information about such issues as the study experience, departmental facilities and teaching staff, is provided by academic departments and faculties.

1.3.5 Web sites

- The prospectus websites detailed in Student Recruitment Communications, para 1.3.3 above are intended to provide information to address first and second level enquiries from prospective students. Production and communication of detailed information about degree programmes (e.g. staff details, departmental facilities, detailed module content etc.) are the responsibility of faculty marketing teams in liaison with academic departments
- Guidance on what should be included, editorial standards and how it should be linked to prospectus content in order to benefit users' journeys through the UCL website are available at Annex 1.1.6 Good Practice for Student Recruitment Content on Departmental Websites.

1.3.6 Video content

- Advice and guidance for department and faculty staff wishing to produce video content to support student recruitment is available on the [CAM website](#).
- It is important that quality control standards are applied and all video content complies with the advice and guidance prepared by the Competition and Markets Authority with regard to provision of information to prospective students.
- It is UCL policy that all video content must be subtitled. Not only does this meet accessibility standards to which UCL is committed, but it enables users to view videos without sound in situations when it is inappropriate for the soundtrack to be heard.
- Details of the editorial guidelines to be followed for all student recruitment-focused videos are available at Annex 1.1.7 Good Practice in the Production of Student Recruitment Video Content.

1.3.7 Social Media

- Where student recruitment is concerned, CAM maintains the corporate UCL social media accounts for the following purposes:
- Raising awareness of the UCL brand, the UCL offering, and student recruitment activities
- Driving traffic to the UCL website
- Advertising
- Social media accounts are also used to respond to queries from prospective students.
- Further information is available at Annex 1.1.8 Student Recruitment Good Practice.

1.4 Student Recruitment Activities

1. Via a comprehensive programme of student recruitment activities in the UK, overseas, and online, UCL seeks to ensure that all prospective students have access to information to help their decision-making. Further information is available at [Annex 1.1.8 Student Recruitment Good Practice](#).
2. In the UK Student Recruitment organises UCL-wide undergraduate open days, a graduate open day, attendance at recruitment fairs, information sessions on how to apply, and visits to schools. These are complemented by SRS Access and Admissions activities such as delivering workshops, taster lectures and masterclasses and running a large number of projects and sessions specifically aimed at widening participation students including residential and non-residential summer schools ([see Annex 1.2: Widening Participation Guidelines for Good Practice](#)).
3. In overseas markets Student Recruitment interacts with and builds relationships with prospective students, their parents, advisers, and sponsors through a range of activities including school and university visits, visits to ministries and funding bodies, public presentations and information sessions, counselling sessions, and attendance at education exhibitions, study abroad fairs and sectorial conferences. All of these activities – which contribute to ensuring that applicants make informed decisions when applying for admission to UCL - are undertaken by trained staff and student ambassadors.

These activities are supported by the printed prospectuses and the Prospective Students website which provide extensive information on studying at UCL and the programmes offered.

4. Student recruitment activities are reinforced by the collection of enquirer data to facilitate an enhanced prospective experience via the delivery of tailored information.
5. UCL uses a Customer Relationship Management (CRM) system to manage prospective student data, and to send student recruitment marketing communications, from enquiry to acceptance of an offer. The CRM is managed centrally by Communications and Marketing in order to ensure consistent and coordinated recruitment communications and full coverage across all faculties. The CRM system acts as a central repository for all prospective student data collected via the UCL prospective students' web pages, and collected by the Student Recruitment and MarComms teams as a result of recruitment activities.

Policies and procedures related to the CRM are set out in [Annex 1.1.9 Student Recruitment Communications and the CRM Policy and Procedure](#).

6. For the purpose of recruitment to UCL programmes, it is recognised that partnerships with other universities and organisations can play an important role. A strong network of exchange and study abroad partnerships can provide students with the sort of short-term study abroad experience that often leads to applications to full degree programmes.
7. For non-award bearing (but potentially credit bearing) term time and summer school affiliate study, UCL works with a number of study abroad organisations. UCL does not work with study abroad organisations on a for commission basis.
8. Partnerships with funding bodies are an integral part of UCL's student recruitment policy. Funding bodies can take a variety of forms, from private institutions to NGOs, to government ministries. SRM takes the institutional lead in negotiating new and renewed agreements with funding bodies. Most of these are fee partnership scholarship agreements whereby the funding body and UCL will contribute (to varying degrees) to the tuition fees and the maintenance costs of the students. Following approval by the Head of Student Funding, and referral to Legal Services, the agreements are approved by the Student Recruitment, Admissions and Funding Committee (StRAFC) and signed-off by the Chair. Academic Schools are represented on StRAFC at Dean and Faculty Tutor level. Once approved by StRAFC, there is no mechanism for faculties to opt out of the shared scholarship agreements.
9. All staff working centrally in student recruitment are required to read and comply with [UCL's anti-corruption and bribery policy](#). Staff are required to familiarise themselves with the Bribery Act 2010 and its relevance to student recruitment.

1.5 Quality Control

1. In line with the guiding principles surrounding UCL's student recruitment activities, and to maintain compliance with CMA advice with regard to provision of content for use in student recruitment-focused marketing materials, all student recruitment communications, across all channels, must be produced in accordance with the guidelines for quality control as set out in Guiding Principles, para 1.1.7 of this document.
2. The Student Recruitment team is responsible for ensuring that high standards in student recruitment are maintained and that UCL's recruitment policies are adhered to. In instances of uncertainty and/or where clarification of policy is required, these should be referred to the Director of Student Recruitment.

1.6 General Data Protection Regulation (GDPR)

1. Prospective student data should be collected, stored, and processed in compliance with general data protection regulations. For further information, see Annex 1.1.9 Student Recruitment Communications and the CRM Policy and Procedure.

2 Entrance Requirements

2.1 Entrance Requirements

2.1.1 General

1. Applicants' qualifications must satisfy the specific degree programme requirements which are outlined in the programme descriptions given in the Prospectus for the year of application.
2. The requirements for individual programmes are set out in the Prospectus.
3. Applicants will not be admitted below the benchmark level without the advance approval of the Vice-Provost (Education & Student Experience) and cases for consideration should be submitted by Faculty Tutors to the Vice-Provost (Education & Student Experience), via Admissions in Student & Registry Services

2.1.2 Admissions Tests

1. Competitive programmes may use appropriate selection methods, such as admissions tests, as approved by the Director of Access and Admissions.
2. Where a programme requires a test, test requirements are set out in the Prospectus.

2.2 Undergraduate Entrance Requirements

2.2.1 A Levels

1. UCL's entry requirement range is A*A*A–ABB.
2. UCL has a benchmark entry level of ABB at GCE A level and does not make offers of admission with any grades lower than B.
3. For further information about the acceptability of A Level subjects see [Preferred A Level Subjects](#).

2.2.2 GCSE and Equivalent Qualifications

1. All UCL programmes require GCSE or equivalent passes in English Language and Mathematics at grade 5 / C or higher.
2. Some programmes require additional GCSE passes in specific subjects or higher grades than 5 / C in English Language and/or Mathematics, as outlined in the programme descriptions given in the [Prospectus](#) for the year of application.

2.2.3 Access UCL and Contextual Data

1. The Access UCL scheme is aimed at UK domiciled applicants who are from underrepresented groups, including students from areas of low progression to higher education and those from less advantaged backgrounds including those from low performing schools.
2. Eligible applicants will be automatically flagged when UCL receives the application from UCAS.
3. Applicants must be UK domiciled and be attending/have attended a state school for post-16 study and meet one of the following criteria:
 - Home postcode in the lowest POLAR quintile
 - Home postcode in bottom 20% of Indices of Multiple Deprivation (IMD)
 - Home postcode in Acorn groups L,M,O, P or Q
4. Care leavers, estranged students and young carers are automatically eligible, provided they are attending or attended a state school for post 16 study. A care leaver is a person aged 25 or under who has been looked after by a local authority for three months in their life. The months do not need to be consecutive.

Further guidance

1. Access UCL is not a guaranteed offer scheme. All subject specific requirements, personal statements and additional entry tests will be still assessed when making offers.

2.3 Taught Postgraduate Entrance Requirements

2.3.1 Postgraduate Certificate, Postgraduate Diploma, Taught Masters and Graduate Diplomas/Certificates

1. UCL requires a UK Bachelor's degree in an appropriate subject, awarded with first or second-class Honours, or an overseas qualification of an equivalent standard from a university or educational institution of university rank.
2. For some taught programmes, an applicant whose qualifications, although otherwise acceptable, are of lower standard may be admitted if evidence of an adequate academic background and experience in an appropriate field can be shown. In certain instances, applicants may be required to pursue the programme over an extended period of time (including a qualifying year) and/or pass a qualifying essay or examination before being registered for the degree programme.
3. Applicants must meet any entry conditions set by UCL by the start of the academic year in which they expect to begin their studies.
4. Some programmes take into account individual professional and work experience for admissions purposes. Please refer to the [Prospectus](#) or relevant [Department/ Division](#) for details of specific entry requirements.

2.3.1 Research Masters (MRes)

1. A UK Bachelor's degree in an appropriate subject, awarded with first or upper second-class Honours, or an overseas qualification of an equivalent standard from a university or educational institution of university rank is required.

2.4 Other Qualifications

1. UCL will consider a wide variety of UK and international qualifications for entry to its taught programmes. The requirements for these qualifications are provided at programme level on the Prospectus.
2. It should be noted that some programmes require specific subject knowledge, and each application is considered on a case-by-case basis.
3. In addition to the required grades, the acceptability of qualifications can be dependent on the type, content and length of the degree programme studied as well as the institution attended.

2.5 Suspension of Regulations

2.5.1 Admission to Undergraduate Programmes via Special Entrance

1. 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.

2. 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 Director of Access and Admissions via Admissions for consideration. The decision of the Director of Access and Admissions in such matters is final.

2.5.2 Admission to Taught Postgraduate Programmes & Postgraduate Research Programmes via Special Entrance, a Qualifying Essay, Examination or Qualifying Year

1. The term "special entrance" is applied to applicants seeking admission who hold qualifications which do not satisfy UCL's benchmark or programme-specific entry requirements. Application for a suspension of regulations should be submitted via Admissions. Requests to suspend English Language regulations will not normally be approved.
2. Candidates who do not satisfy UCL's minimum or programme specific entrance requirements may be admitted subject to the approval of the Director of Access and Admissions and satisfactory completion of a qualifying essay, examination or a qualifying year. Approval should be sought via Admissions. All qualifying essays and examinations are set by the admitting Department. Wherever possible the assessment of a qualifying essay or examination should include external moderation. In accordance with UCL regulations, a qualifying essay or examination need not necessarily be restricted to a formal written examination. The structure of a qualifying year is determined by the admitting Department having regard to the candidate's academic background and subject to the approval of the Director of Access and Admissions. All qualifying examinations/years must be completed and assessed prior to a candidate embarking upon the relevant Master's or research programme. Candidates will not normally be permitted to retake a qualifying essay, examination or qualifying year.
3. Alternatively, 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 present evidence of one of the following:
 - a third-class honours degree (or international equivalent) would be required to hold at least one year of relevant full-time work experience for a suspension of regulation request to be considered.
 - PGR applicants holding a lower second-class honours degree (or international equivalent) would be required to hold at least one year of relevant full-time work experience for a suspension of regulation request to be considered.
 - a recognised degree with below a third-class honours (or international equivalent) would be required to hold at least three years of relevant full-time work experience for a suspension of regulation request to be considered.
 - an awarded qualification equivalent to a UK bachelors honours degree by a university, or institution of similar status, recognised by ENIC, but not currently accepted by UCL for entry.
 - 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 a field of public service, and at least one year of relevant work experience within the relevant field.
 - an applicant does not hold a formal qualification but has at least five years of relevant work experience.

2.6 English Language Requirements

2.6.1 General

1. All students seeking admission to UCL (including EU and Overseas), who are not a national of a United Kingdom Home Office "majority English speaking" country, are required to provide recent evidence that their command of spoken and written English is adequate for the programme of study for which they have applied.

2. UCL specifies the need for its undergraduate and graduate students to have adequate English in order to ensure that their academic progress is not hindered by language difficulties and that students are able to integrate socially whilst studying at UCL and living in this country.
3. UCL's English language proficiency policy has been approved by the relevant committees of UCL's Academic Committee. This policy places responsibility on faculty and departmental admissions tutors in deciding, to at least UCL's minimum standard level requirement, the level of English language proficiency that their students must meet.
4. UCL considers all applicants who meet its English language requirements to meet or exceed the Common European Framework of Reference for Languages (CEFR) B2 level in reading, writing, speaking and listening. UCL makes use of the CEFR to benchmark its English language requirements framework.
5. EU exchange students and EU students entering UCL on a partnership agreement can satisfy UCL's English language requirements by meeting CEFR B2 level, subject to departmental approval.

2.6.2 Programme Specific English Language Requirements

1. All applicants are advised to check any programme specific English Language requirements by consulting the [Prospectus](#).
2. Applicants should be aware that UCL reserves the right to ask for higher English Language requirements in individual cases.

2.6.3 Evidence of meeting UCL English language requirements

1. A national of one of the following countries, which the UK Home Office lists as 'majority English speaking':
Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom or United States of America.
2. Completed a minimum of twelve months academic education leading to an awarded qualification, no more than two years prior to the proposed date of enrolment (or the summer two years prior to enrolment if starting in September), in one of the following countries:

Antigua and Barbuda, Australia, Barbados, Belize, Botswana, Cameroon (only if the qualification is taught in English), Canada, Caribbean / West Indies (English-speaking Caribbean Commonwealth territories), Dominica, Fiji, Gambia, Ghana, Grenada, Guyana, Ireland, Ireland, Jamaica, Kenya, Malawi, Malta (only if the qualification is taught in English), Mauritius, New Zealand, Nigeria, Singapore, South Africa, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Swaziland, Tanzania, The Bahamas, Trinidad and Tobago, The Netherlands (where the degree is taught entirely in English), Uganda, United Kingdom, United States of America, Zambia, or Zimbabwe.

English language courses and study preparation courses such as pre-Masters are not acceptable. All qualifications must have been studied in the country of the awarding institution.

3. Taken English language as part of one of the following school leaving qualifications, no more than the summer two years prior to the proposed date of enrolment:

Country	Requirement
Austria	Matura/Reifeprüfung, 2 (gut) in English when both written and oral examinations have been taken.
Belgium	Diploma van Secundair or the Certificat d'Enseignement Secondaire Supérieur, the equivalent of 8.5/85% grote onderscheiding/avec grande distinction in English.
Brunei	Brunei-Cambridge GCE O Level English at grade C in English.
Denmark	Studentereksamen, 7/12 in English.
European Baccalaureate	7.5 in English as either an Obligatory Subject (Language I or II) or as a Full Option (Language III or IV).

Finland	Ylioppilastutkinto/Studentexamen matriculation examination, 5 (magna cum laude approbatur) in English.
France	Baccalaureat General or OIB, 13 (assez bien) in English, where the coefficient applied to the subject is greater than 1.
Germany	Abitur, 12 (gut) in English when taken as an achievement/main/intensive course.
Iceland	Studentsprof matriculation examination, 8 in English when taken as a compulsory modern language.
Luxembourg	Examen de Fin d'Etudes Secondaires, 46/60 (bien) in English.
Netherlands	Voorbereidend Wetenschappelijk Onderwijs (VWO) diploma, 7 (ruim voldoende) in English.
Norway	Vitnemal - videregående opplæring, 4/6 in English.
Sweden	Avgangsbetyg, VG (val godkant) in English.
Switzerland	Maturitatzzeugnis/Certificat de Maturite/Attestato de Maturita federal maturity certificate or the federally-recognised cantonal maturity certificate, 4.5 in English.

4. Taken one of the following tests no more than two years prior to the proposed date of enrolment:

Test	Scores Required
Cambridge English: C1 Advanced (Certificate of Advanced English)	<p>Level 1: Overall score of 176 with 169 in all subtests</p> <p>Level 2: Overall score of 180 with 172 in all subtests</p> <p>Level 3: Overall score of 185 with 180 in all subtests</p> <p>Level 4: Overall score of 191 with 180 in all subtests</p> <p>Level 5: Overall score of 210 with 200 in all subtests</p>
Cambridge English: C2 Proficiency (Certificate of Proficiency in English)	<p>Level 1: Overall score of 176 with 169 in all subtests</p> <p>Level 2: Overall score of 180 with 172 in all subtests</p> <p>Level 3: Overall score of 185 with 180 in all subtests</p> <p>Level 4: Overall score of 191 with 180 in all subtests</p> <p>Level 5: Overall score of 210 with 200 in all subtests</p>
Cambridge Assessment International Education (formerly Cambridge International Examinations CIE) GCE Ordinary Level in English Language (1120, 1227,1228)	<p>Level 1: Pass at grade C.</p> <p>Level 2: Pass at grade C.</p> <p>Level 3: Pass at grade B.</p> <p>Level 4: Pass at grade B.</p> <p>Level 5: Pass at grade A.</p>

GCSE English Language	<p>Level 1: Pass at grade C or 5 with Merit in spoken component (where applicable).</p> <p>Level 2: Pass at grade C or 5 with Merit in spoken component (where applicable).</p> <p>Level 3: Pass at grade B or 6 with Distinction in spoken component (where applicable).</p> <p>Level 4: Pass at grade B or 6 with Distinction in spoken component (where applicable).</p> <p>Level 5: Pass at grade A or 7 with Distinction in spoken component (where applicable).</p>
<p>IGCSE * Indicates that speaking and Listening must be separately endorsed on the certificate and the required grade achieved.</p> <p>Cambridge Assessment International Education (formerly Cambridge International Examinations)</p> <ul style="list-style-type: none"> Cambridge IGCSE English - First Language (0500)* or (0990)* Cambridge IGCSE English - First Language (US) (0524)* 	<p>Level 1: Pass at grade C or 5 with Merit/grade 2 in speaking and listening endorsement.</p> <p>Level 2: Pass at grade C or 5 with Merit/grade 2 in speaking and listening endorsement.</p> <p>Level 3: Pass at grade B or 6 with Distinction/grade 1 in speaking and listening endorsement.</p> <p>Level 4: Pass at grade B or 6 with Distinction/grade 1 in speaking and listening endorsement.</p> <p>Level 5: Pass at grade A or 7 with Distinction/grade 1 in speaking and listening endorsement.</p>
<p>Cambridge Assessment International Education (formerly Cambridge International Examinations)</p> <ul style="list-style-type: none"> Cambridge IGCSE English as a Second Language (Speaking endorsement) (0510)* or (0993)* Cambridge IGCSE English as a Second Language (Count-in speaking) (0511) or (0991) 	<p>Level 1: Pass at grade C or 5 with Merit/grade 2 in speaking and listening endorsement (where applicable).</p> <p>Level 2: Pass at grade B or 6 with Merit/ grade 2 in speaking and listening endorsement (where applicable).</p> <p>Level 3, Level 4 and Level 5: Not acceptable</p>
<p>Pearson Edexcel</p> <ul style="list-style-type: none"> Edexcel IGCSE English Language A (4EA1)* or English Language B (4EB1)* 	<p>Level 1: Pass at grade C or 5 with Merit in speaking and listening endorsement.</p> <p>Level 2: Pass at grade C or 5 with Merit in speaking and listening endorsement.</p> <p>Level 3: Pass at grade B or 6 with Distinction in speaking and listening endorsement.</p> <p>Level 4: Pass at grade B or 6 with Distinction in speaking and listening endorsement.</p> <p>Level 5: Pass at grade A or 7 with Distinction in speaking and listening endorsement.</p>

<p>Pearson Edexcel</p> <ul style="list-style-type: none"> Edexcel IGCSE English as a Second Language (4ES1)* 	<p>Level 1: Pass at 5 (or grade C) with pass in the spoken language component Level 2: Pass at 6 (or grade B) with pass in the spoken language component Level 3: Pass at 7 (or grade A) with pass in the spoken language component Level 4 and Level 5: Not acceptable</p>
<p>Oxford International AQA Examinations</p> <ul style="list-style-type: none"> Oxford AQA IGCSE English Language (9270)* 	<p>Level 1: Pass at grade 5 with Merit in the speaking and listening component Level 2: Pass at grade 6 with Merit in the speaking and listening component Level 3: Pass at grade 7 with Distinction in the speaking and listening component Level 4: Pass at grade 8 with Distinction in speaking and listening component Level 5: Pass at grade 9 with Distinction in speaking and listening component</p>
<p>Oxford International AQA Examinations</p> <ul style="list-style-type: none"> Oxford AQA IGCSE English as a Second Language (9280) 	<p>Level 1: Pass at grade 6 Level 2: Pass at grade 6 Level 3: Pass at grade 9 Level 4 and Level 5: Not acceptable</p>
<p>International Baccalaureate (IB)</p> <ul style="list-style-type: none"> IB English Language A: Literature, IB English Language A: Language and Literature 	<p>Level 1: Grade 5 at either higher or standard level Level 2: Grade 6 at either higher or standard level Level 3: Grade 7 at either higher or standard level Level 4: Grade 7 at either higher or standard level Level 5: Grade 7 at either higher or standard level</p>
<p>International Baccalaureate (IB)</p> <ul style="list-style-type: none"> IB English Language B 	<p>Level 1: Either grade 5 at higher level or grade 6 at standard level Level 2: Either grade 6 at higher level or grade 7 at standard level Level 3: Either grade 7 at higher level (not acceptable at standard level) Level 4: Either grade 7 at higher level (not acceptable at standard level) Level 5: Not acceptable</p>

<p>International Baccalaureate (IB)</p> <ul style="list-style-type: none"> IB English Language A: Literature and Performance (standard level only) 	<p>Level 1: Grade 5 Level 2 and above: Not acceptable</p>
<p>International English Language Testing System (IELTS) Academic</p>	<p>Level 1: Overall score of 6.5 and a minimum of 6.0 in each component Level 2: Overall score of 7.0 and a minimum of 6.5 in each component Level 3: Overall score of 7.0 and a minimum of 7.0 in each component Level 4: Overall score of 7.5 and a minimum of 7.0 in each component Level 5: Overall score of 8.0 and a minimum of 8.0 in each component</p>
<p>Occupational English Test (OET) for healthcare professionals to graduate study</p>	<p>Level 1: Minimum 300 (C+) numerical score overall, and a minimum of a 250 (C) in each component Level 2: Minimum 350 (B) numerical score overall, and a minimum of 300 (C+) in each component Level 3: Minimum 350 (B) numerical score overall, and a minimum of 350 (B) in each component Level 4: Minimum 400 (B) numerical score overall, and a minimum of 350 (B) in each component Level 5: Minimum 450 (A) numerical score overall, and a minimum of 450 (A) in each component</p>
<p>Pearson Test of English (Academic)</p>	<p>Level 1: Overall score of 75 with a minimum of 67 in each Communicative Skill Level 2: Overall score of 76 with a minimum of 75 in each Communicative Skill Level 3: Overall score of 76 with a minimum of 76 in each Level 4: Overall score of 80 with a minimum of 76 each Communicative Skill Level 5: Overall score of 88 with a minimum of 80 in each Communicative Skill</p>
<p>Test of English as Foreign Language (TOEFL) iBT</p>	<p>Level 1: Overall score of 92 with 24/30 in reading and writing and 20/30 in speaking and listening</p>

	<p>Level 2: Overall score of 96 with 24/30 in reading and writing and 22/30 in speaking and listening</p> <p>Level 3: Overall score of 100 with 25/30 in reading and writing and 23/30 in speaking and listening.</p> <p>Level 4: Overall score of 109 with 27/30 in reading and writing and 23/30 in speaking and listening.</p> <p>Level 5: Overall score of 110 with 29/30 in reading and writing and 23 in in speaking and listening.</p>
Trinity Integrated Skills in English level II (Trinity ISE II)	<p>Level 1: Successful completion with a 'merit' in all components</p> <p>Level 2: Successful completion with a 'distinction' in all components</p> <p>Level 3: Not accepted</p> <p>Level 4: Not accepted</p> <p>Level 5: Not accepted</p>
Trinity Integrated Skills in English level III (Trinity ISE III)	<p>Level 1: Successful completion with a 'pass' in all components</p> <p>Level 2: Successful completion with a 'pass' in all components</p> <p>Level 3: Successful completion with 'pass' in all components</p> <p>Level 4: Successful completion with 'distinction' in all components</p> <p>Level 5: Not accepted</p>
Trinity Integrated Skills in English level IV (Trinity ISE IV)	<p>Level 1: Successful completion with a 'pass' in all components</p> <p>Level 2: Successful completion with a 'pass' in all components</p> <p>Level 3: Successful completion with a 'pass' in all components</p> <p>Level 4: Successful completion with a 'pass' in all components</p> <p>Level 5: Successful completion with a 'pass' in all components</p>
UCL Centre for Languages and International Education - Diploma in English for Academic Purposes with Academic Research Skills	<p>Level 1: Overall score of 65% and a minimum of 60% in each component</p> <p>Level 2: Overall score of 70% and a minimum of 65% in each component</p> <p>Level 3: Overall score of 70% and a minimum of 70% in each component</p> <p>Level 4: Overall score of 75% and a minimum of 70% in each component</p> <p>Level 5: Overall score of 80% and a minimum of 80% in each component</p>

UCL Centre for Languages and International Education - Pre-Sessional English Language Courses	<p>Level 1: Overall score of 65% and a minimum of 60% in each component</p> <p>Level 2: Overall score of 70% and a minimum of 65% in each component</p> <p>Level 3: Overall score of 70% and a minimum of 70% in each component</p> <p>Level 4: Overall score of 75% and a minimum of 70% in each component</p> <p>Level 5: Overall score of 80% and a minimum of 80% in each component</p>
UCL Centre for Languages and International Education – Undergraduate Preparatory Certificates (Academic English)	<p>Level 1: Overall score of 65% and a minimum of 60% in each component</p> <p>Level 2: Overall score of 70% and a minimum of 65% in each component</p> <p>Level 3: Overall score of 70% and a minimum of 70% in each component</p> <p>Level 4: Overall score of 75% and a minimum of 70% in each component</p> <p>Level 5: Overall score of 80% and a minimum of 80% in each component</p>

2.7 Additional requirements for entry to courses of Initial Teacher Education

General

1. Applicants undertaking any course of initial teacher education must meet the Secretary of State's requirements for physical and mental fitness to teach. This will be assessed by an (or UCL's) Occupational Health Provider through completion of a health questionnaire and, if necessary, a face-to-face assessment. Applicants are responsible for bearing the cost of this assessment.
2. Applicants who accept an offer of a place on an initial teacher education course must be in possession of satisfactory clearance from the Disclosure and Barring Service prior to the start of the programme, and must also comply with any additional safeguarding requirements in operation at the time of the programme.

2.8 University Preparatory Certificate

2.8.1 University Preparatory Certificate for Science & Engineering and University Preparatory Certificate for Humanities

1. International applicants whose secondary education qualifications are not suitable for direct admission to leading UK universities may apply for a one-year programme for Science and Engineering or Humanities offered by UCL.
2. Successful completion of the one-year programme may be used to apply for an undergraduate programme of study at UCL or other university.
3. Entrance requirements by country can be obtained from the [Centre for Languages and International Education \(CLIE\)](#).
4. All applicants are required to take an entrance test and further information can be obtained from the [CLIE](#).

2.9 Recognition of Prior Learning (RPL) for Entry to UCL

Please note that there are separate regulations and an initial assessment template for Degree Apprenticeship programmes – see [Chapter 11, Section 6.1: Apprentice Support and Success/Initial Assessment](#)

2.9.1 Definitions

1. The following regulations define the types and quantities of prior learning that may be considered for entry to a UCL Programme.
2. Applicants wishing to apply for RPL should contact [Admissions in Student & Registry Services](#).
3. The Recognition of Prior Learning encompasses the following terms:

Term	Definition
Recognition of Prior Learning (RPL)	RPL is the overarching term for a process which allows students to apply for exemption from particular entry requirements, or from some parts of a Programme of Study, by recognition of their learning from previous experiences and achievements.
Accredited Prior Learning (APL)	A sub-set of RPL. APL is prior learning that has been formally assessed and certificated by a recognised institution.
Experiential Prior Learning (EPL)	A sub-set of RPL. EPL is the non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which is capable of being evaluated.

4. There are three main ways in which RPL can be applied:

Term	Definition
Initial Entry	For initial entry to a UCL Programme, where a student does not hold the precise entry requirements specified by UCL.
Advanced Entry	For advanced entry to a UCL Programme, where a student has already completed certified learning of a standard judged to be equitable with the UCL Programme to which the student is applying.
Internal Transfers	It <i>may</i> also be necessary to use RPL for transfers within UCL, where a student wishes to transfer to another Programme that has a significantly different structure.

2.9.2 Core Principles

1. The acceptance of RPL is at the discretion of the admissions programme tutor and the Director of Access and Admissions in the first instance.
2. Applicants are responsible for demonstrating to UCL that the prior learning evidences the required skills and knowledge, and that the learning is still current. UCL *must* be satisfied that, by successfully completing the remaining part of the Programme, the applicant will have had the opportunity to fulfil the Programme objectives and attain the standards required for the Qualification.
3. If agreed, RPL becomes part of the agreement between UCL and the student.
4. Modules for which RPL is granted and any variation in the student's Programme of Study *should* be clearly defined when the offer of admission is made.
5. RPL *should* neither advantage nor disadvantage a student over other students on a Programme.
6. RPL cannot be used as an Extenuating Circumstance for underachievement in subsequent assessments.

2.9.3 Initial Entry

1. RPL *may* be considered for initial entry to a UCL taught or research Programme where a student does not meet the standard entry requirements as defined in Section 2: Entrance Requirements and Chapter 5: Research Degrees Framework e.g. a student holds an international Qualification that could be judged equivalent to the standard entry requirements, or a student has significant, evidenced industry experience that could be judged equivalent to the standard entry requirements.
2. RPL for initial entry *may* be 'certified' (APL) or 'experiential' (EPL).
3. Applications for RPL for initial entry *may* be considered, at the discretion of UCL, where:
 - a) UCL is satisfied that the student is at least as well qualified as candidates who are able to satisfy the standard entrance requirements, and
 - b) UCL is satisfied that the candidate's general education, scholarship, training and experience are suitable for the Programme which they wish to follow, and
 - c) The applicant is able to provide (accredited or experiential) evidence of their background and experience that satisfies UCL as to their fitness to follow the Programme, and
 - d) The applicant satisfies UCL's English Language proficiency requirements.
4. Where UCL deems it necessary, an applicant *may* also be required to pass a qualifying examination or to meet other appropriate qualifying conditions prescribed by the UCL department.

2.9.4 Accredited Prior Learning for Advanced Entry to Taught Programmes

1. Accredited Prior Learning (APL) may be considered for advanced entry to a UCL taught Programme or Research Masters where a student has already completed accredited learning of a standard judged equitable with the UCL Programme concerned e.g. a student who has completed the first year of a cognate Honours degree at another HEI and wishes to transfer to a UCL Honours degree, or a student who has completed a PG Cert and wishes to enrol on a UCL Masters.
2. Applications for APL for advanced entry *may* be considered, at the discretion of UCL, where:
 - a) There is space for additional students on the UCL Programme concerned, and
 - b) UCL is satisfied that the student is at least as well qualified as students who were able to satisfy the standard entrance requirements at initial entry, and
 - c) UCL is satisfied that the learning can adequately replace the UCL Modules concerned, and
 - d) The applicant is able to provide certified evidence of their background and experience that satisfies UCL as to their fitness to follow the Programme, and
 - e) The applicant satisfies UCL's English Language proficiency requirements, and
 - f) The credit has been earned at and certified by a recognised degree-awarding body whose academic standards are judged by UCL to be at least consistent with those set out in the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ), and
 - g) The credit has been earned at the appropriate academic Level and in an appropriate Field of Study, and
 - h) The learning has been completed within the last five years, and
 - i) The student has achieved the full pass mark for all Modules concerned and credit has not been achieved via a condoned (compensated) pass.
3. The following table specifies the maximum number of APL credits for which a student *may* apply for each group of UCL Qualifications:

UCL Qualification	Maximum APL
Certificate of Higher Education	Up to 30 credits
Diploma of Higher Education	Up to 60 credits
Foundation Degree	Up to 60 credits
Bachelors with Honours Degree	Up to 120 credits
Integrated Masters with Honours Degree	Up to 120 credits
Graduate Certificate	Up to 20 credits

Graduate Diploma	Up to 40 credits
Postgraduate Certificate	Up to 30 credits
Postgraduate Diploma	Up to 60 credits
Taught Masters	Up to 90 credits
Research Masters	Up to 90 credits

- Applicants who have already completed a Qualification *may* only use those credits to apply for advanced entry to a UCL Programme where the original Qualification is surrendered, unless the previous Qualification is a constituent part of a student's professional accreditation (e.g. Qualified Teacher Status).
- Where the surrender of the previous Qualification would result in forfeiture of professional accreditation students *may* be permitted to retain their previous Qualification in addition to their UCL Qualification, at the discretion of UCL. The UCL transcript *must* clearly demonstrate which credits have been awarded directly by UCL.
- Credits for Modules awarded through APL are included in the total number of credits for the Qualification.
- Credits awarded via APL from any institution other than UCL will be excluded from the calculation of the classification. Credits accrued at UCL and awarded via APL will be included in the calculation of the classification.
- Where a student has left UCL with an interim qualification and asks to re-join the same programme at a later date, this is not APL, it is re-opening a closed record. Please see Chapter 3, Section 1.7 Closing and Re-Opening Records for further details.

2.9.5 Experiential Prior Learning for Advanced Entry to Taught Programmes

- Experiential Prior Learning (EPL) *may* be considered for advanced entry to a UCL taught Programme or Research Masters, at the discretion of UCL, where:
 - There is space for additional students on the UCL Programme concerned, and
 - UCL is satisfied that the student is at least as well qualified as students who were able to satisfy the standard entrance requirements at initial entry, and
 - UCL is satisfied that the learning can adequately replace the UCL Modules concerned, and
 - The applicant is able to provide evidence of their background and experience that satisfies UCL as to their fitness to follow the Programme, and
 - The applicant satisfies UCL's English Language proficiency requirements, and
 - The learning is at an appropriate Level and in an appropriate discipline, and
 - The learning has been completed within the last five years.
- The following table specifies the maximum number of EPL credits for which a student can apply for each group of UCL Qualifications:

UCL Qualification	Maximum EPL
Certificate of Higher Education	Up to 30 credits
Diploma of Higher Education	Up to 30 credits
Foundation Degree	Up to 30 credits
Bachelors with Honours Degree	Up to 30 credits
Integrated Masters with Honours Degree	Up to 30 credits
Graduate Certificate	Up to 20 credits
Graduate Diploma	Up to 30 credits
Postgraduate Certificate	Up to 20 credits
Postgraduate Diploma	Up to 30 credits

Taught Masters	Up to 30 credits
Research Masters	Up to 30 credits

3. Where UCL deems it necessary, an applicant for EPL *may* be required to pass a qualifying examination or to meet other appropriate qualifying conditions prescribed by the UCL department.
4. Credits for Modules awarded through EPL are included in the total number of credits for the Qualification (and, where applicable, are treated as 'complete') but are not graded nor included in the classification calculation.

2.9.6 Advanced Entry to Research Programmes

1. Recognised Prior Learning (RPL) *may* be considered for advanced entry to a UCL research Programme where a student has already completed learning of a standard judged equitable with the UCL Programme concerned e.g. a student has commenced a PhD at another Higher Education Institution and wishes to transfer to a UCL PhD.
2. RPL is not permitted for advanced entry to Completing Research Status (CRS).
3. Applications for RPL for advanced entry to research Programmes *may* be considered, at the discretion of UCL, where:
 - a) A UCL supervisor is available in the appropriate Field of Study, and
 - b) The learning is formally recognised by a Higher Education Institution whose academic standards are judged by UCL to be at least consistent with those set out in the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ), and
 - c) The learning is at the appropriate academic Level and in an appropriate field, and
 - d) The learning can adequately replace the learning from the UCL Programme concerned, and
 - e) The learning has been completed within the last five years, and
 - f) The student has received research supervision for a minimum of one year.
4. UCL will determine the appropriate point of entry to the Programme, taking the following into consideration:
 - a) The number of months of study completed on the previous Programme, and
 - b) Whether or not the student has successfully upgraded to PhD, and
 - c) Any other evidence of progress such as a research log.
5. Once RPL is agreed, the supervisor and student *must* agree an upgrade and examination timetable.

3 Admissions and Selection

3.1 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. 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 an Inclusion Lead who disseminates information on good practice and training.

3.2 Authority to Admit Students

1. 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.

3.3 Making an Application to Study at UCL

3.3.1 General

1. All applicants must apply via the appropriate application route.
2. Applicants should submit their application by the deadline specified and pay for any associated fees that are due.
3. All information provided by the applicant must be true to the best of their knowledge.

3.3.2 Applications for Deferred Entry

Undergraduate Applicants

1. UCL will consider applications for deferred entry from undergraduate applicants intending to spend a pre-university year in a constructive activity.

Taught Postgraduate Applicants

2. UCL will not accept applications for deferred entry to taught postgraduate programmes. Applicants must apply in the admissions cycle for which they seek entry.
3. However, once an offer of admission has been made, applicants may seek to defer the place to the following year. Agreement to defer is considered on a case-by-case basis and must meet one of the following criteria:
 - The serious illness of the offer holder or the serious illness of a parent, guardian, partner or child of the offer holder.
 - The death of a parent, guardian, partner or child of the offer holder.
 - The need to take parental or adoption leave during the next 12 months.
 - Where the offer holder is directly and severely affected by a natural or human-made disaster (i.e., war, earthquakes or flooding).
 - The offer holder has been awarded a UCL scholarship (including UCL partnership agreements and Faculty awards); or a full scholarship (tuition fee and maintenance support)

from a recognised funding body - for study in the following academic year. (A 'scholarship' does not include student loans. The UCL Student Funding office can confirm the standing of a funding body or partnership as required).

4. Applicants holding an offer of admission may only apply for deferral for one year of entry. Applicants wishing to take a further year prior to admittance will be required to re-apply for admission and be considered in competition with other applicants.

Further guidance

1. Undergraduate applicants should state their reasons for wishing to defer entry on their UCAS application and they will then be considered a year ahead of the normal application timetable.
2. All undergraduate applicants considering applying for deferred entry are advised to check with [Admissions in Student & Registry Services](#) about the acceptability of deferred entry application for the degree programme for which they are applying.
3. The Slade School of Fine Art does not consider applications for deferred entry.
4. Further information about deferred entry is available on the [Prospective Students website](#).

3.3.3 Applications for Part-Time Study

Undergraduate Applicants

1. Applications for undergraduate admission on a part-time basis will only be considered for a small number of undergraduate degree programmes. At UCL undergraduate degree programmes are mostly taught during the day.

Further guidance

1. All applicants considering applying for part-time study are advised to refer to the [Prospectus](#) or contact [Admissions in Student & Registry Services](#) about the availability of this option for the degree programme for which they are applying.
2. Applications for admission on a part-time basis should be submitted directly to UCL using the appropriate part-time application form.

Taught Postgraduate Applicants

3. Applications for taught postgraduate admission on a part-time basis will be considered for programmes that offer a part time or modular/flexible option.

3.3.4 Applicants with Disabilities

1. Applicants who have a disability should inform UCL of this on their application. This will ensure that any additional requirements can be put in place.

Further guidance

1. Applicants with disabilities should contact [the Disability, Mental Health and Wellbeing team in Student Support and Wellbeing \(SSW\)](#) if they have any general queries about facilities at UCL before submitting their application.
2. UCL endeavours to ensure equal access to all facilities and to make reasonable adjustments to UCL buildings if required when and where possible.

3.3.5 Applicants under the Age of 18 (Young applicant/young student)

1. UCL will consider for admission to its undergraduate programmes applicants who will reach the age of 18 during or after their expected period of attendance. If a young applicant is offered a place, UCL has procedures to support / safeguard young applicants and young students and the arrangements prescribed will be put in place prior to them enrolling at UCL as a 'young student'.
2. Applicants that are under 18 at enrolment must have the written consent of their parent(s)/ legal guardian(s) to study at UCL, provide two emergency contacts and also have a nominated local guardian living in the Greater London area/UCL approved commutable area.
3. In considering such applications Departments must adhere to the [UCL Children and Vulnerable Adults Safeguarding Policy for Applicants and Current Students](#).
4. The deadline to provide a suitable nominated local guardian is 1 August in the admissions cycle of the application.
5. Applicants who cannot nominate a suitable local guardian may be able to defer their entry to the following year.

3.3.6 Affiliate Applicants (Students Registered at Other Higher Education Institutions)

1. Affiliate students are students registered at other Higher Education Institutions.
2. Signed agreements between UCL and participating JYA, Exchange or Erasmus institutions must be in place before an offer is made.
3. The regulations covering the registration of affiliate students at UCL are located in [Chapter 3: Registration Framework for Taught Programmes](#).
4. Further information and guidance for affiliate student applications is available from [Admissions in Student & Registry Services](#).

Undergraduate Affiliate Applicants

5. Undergraduate affiliate applicants must be students registered at other Higher Education Institutions.
6. Undergraduate affiliate applicants should have completed at least two years' study at university and be fully enrolled at their home institution by the time they come to UCL.
7. Undergraduate affiliate applicants are expected to present an average of no less than 2.2 or equivalent in their current study.
8. During their period of affiliation, affiliate students do not qualify for a UCL Degree.

Further guidance

- i) In this context an undergraduate affiliate student is a student from another university who has accepted an offer by UCL to enrol on an undergraduate affiliate programme and register on modules that are academically assessed.
- ii) Undergraduate affiliate students usually study on a full-time basis and can register to study for an academic year or, if appropriate, for the term or terms in which the modules they are undertaking are offered.
- iii) Departments/Divisions may, at their discretion, accept an undergraduate affiliate student who has not completed at least two year's study at a university.

Taught Postgraduate Affiliate Applicants

9. Applicants registered for taught postgraduate level qualifications in other Higher Education Institutions may apply to study at UCL for academic credits.
10. Taught postgraduate affiliate applicants are required to meet the graduate entry requirements detailed in [Section 3.2 Authority to Admit Students](#).
11. Taught postgraduate affiliate applicants should be enrolled on a programme in their home institution that is equivalent to the QAA Framework for Higher Education Qualifications (FHEQ) level 7.

Further guidance

- i) Academic credits are awarded for the successful completion of assessed modules.

Affiliate Student English Language Requirements

12. Affiliate students should satisfy UCL's English Language Requirements ([see Section 2.5](#)). EU students admitted via an exchange or EU partnership agreement can satisfy UCL's English language requirements by meeting CEFR B2 level, subject to departmental approval.

Exemption from Dual Registration Regulations - Affiliate Students and Joint/Double/Dual Degree Students

13. Affiliate students and students registered on joint, double/dual degrees are exempt from UCL's Dual Registration regulations (see [Chapter 3: Registration Framework for Taught Programmes](#)).

Further guidance

- i) Students can accept an offer of a place from UCL when they are still formally registered with another Higher Education Institution, or if they are re-sitting examinations. However, they may not formally register with UCL until they are no longer registered with another institution, having graduated or left.

3.3.7 Erasmus Programme Applications

1. In the first instance applicants wishing to study at UCL as an Erasmus Programme exchange student must ensure that there is an appropriate institutional link in operation.

Further guidance

1. Erasmus Programme exchange applicants should contact the relevant Erasmus Co-ordinator and/or International Relations Office at their home university.
2. Submitted Socrates-Erasmus application forms must include an official institutional stamp and the signature of the Erasmus Co-ordinator at the applicant's home institution.
3. Successful selection by an applicant's home institution is not a guarantee of being accepted by UCL.
4. If successfully selected by their home institution, Erasmus applicants need to complete and submit the [online application form](#)
5. Successful applicants will be registered at UCL as visiting Erasmus students (known as affiliates) and as such will not be eligible for the award of any UCL degree or other qualification.
6. Further information about the Erasmus Programme is available from the [Erasmus Programme web pages](#) and the [British Council website](#).

3.3.8 Applicants Transferring from Other Higher Education Institutions

1. All applicants studying at another higher education institution, including those who wish to transfer to a full-time degree programme at UCL, whether to commence a new programme of study, or to enter direct into the second year of a degree programme, must apply through the channels described in [Section 3.3.1 General](#).

Further guidance

1. All applicants studying at another higher education institution who wish to transfer to UCL should also refer to the regulations relating to Dual Registration (see [Chapter 3: Registration Framework for Taught Programmes](#)).

3.4 Accuracy of Applicant Information

1. Information provided by applicants is expected to be accurate and complete. UCL reserves the right to refuse admission or, if already registered, terminate registration if information provided by an applicant is inaccurate or incomplete.
2. If fraud is suspected, UCL will, as appropriate, liaise with relevant external bodies (including the police, local education authorities, Student Loans Company, UCAS, UK Visas and Immigration).
3. UCL reserves the right to use third party verification services to check claims made by applicants.

Further guidance

1. 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:
 - i. Selection of candidates for admission
 - ii. Assessment of accepted candidates' fees status
 - iii. Verification of the qualifications of students admitted
 - iv. Enrolment of students
 - v. Issuing of maintenance allowances to enrolled students and the processing of student loan applications
 - vi. Issuing of certificates of student attendance
 - vii. Monitoring of the attendance of students.
2. 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.

3. 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 Experience).
4. The Director of Access and Admissions will communicate immediately in writing the decision to the applicant.
5. An applicant to UCL does not have the right of appeal against the decision.

3.5 Plagiarism in Undergraduate Personal Statements

General

1. 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.
2. 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.
3. 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.
4. 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 Experience) for review and endorsement before the processing of the application can continue. Once endorsed by the Vice-Provost (Education and Student Experience), 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.
5. 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 Experience) (or nominee).
6. 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.

3.6 Revising UCAS Applications Following Submission

General

1. 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.
2. 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 the UCAS equal consideration date, whichever is earlier.
3. 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 UCAS Equal Consideration deadline, whichever is earlier.
4. 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.

3.7 Assessment Templates

General

1. An admissions criteria template must be completed for each admitting programme of study. The template should be defined and agreed by the Department and will then be used by the admissions selector to assess the qualifications, statement and reference of candidates. Departments must be able to demonstrate that their selection process is appropriate, consistent and fair.

3.8 Interviewing

General

1. UCL does not standardly interview its applicants. Departments seeking to interview applicants must have permission of the Vice-Provost (Education and Student Experience).
2. An interview is a meeting with an applicant for admission as a student that takes place 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.
3. Interviews should be conducted by a minimum of two members of staff, both of whom have been trained in interviewing and equal opportunity awareness.
4. If it is deemed that an interview is required, then the interview may be conducted in person or online.
5. 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.
6. Interviews should be assessed against predetermined criteria which are consistently applied throughout the whole admissions cycle.
7. 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 the admissions system. Under the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR), access to interview notes must be given to applicants who request it.

3.9 Application Decisions

3.9.1 Offer of an Undergraduate Place

1. UCL endeavours to ensure that all applicants who have applied by the October or January equal consideration deadline will receive a decision via UCAS by the end of April in the calendar year of proposed entry, or a calendar year ahead for deferred entry applicants.
2. In addition to the UCAS decision, a formal UCL offer letter and notification of the applicant's fee classification will be made available by [Admissions in Student & Registry Services](#) or the relevant Faculty Tutor, via the UCL Applicant Portal. This will also include UCL's Terms and Conditions.

Further guidance

1. Applicants can follow the progress of their application via the [UCAS Online Application Tracking Facility](#) or via [UCL's Applicant Portal](#).
2. Applicants are advised to consult UCAS for any changes in the deadline for the release of application decisions.
3. 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.

3.9.2 Offer of a Taught Postgraduate Place

1. Upon receipt of a complete application, applicants are invited to join [UCL's Applicant Portal](#) where they can follow the progress of their application.
2. Where there is a specific deadline for a programme of study, decisions may be notified after the closing date has passed.

3. Upon the recommendation of the relevant department/division, a formal UCL offer will be made to the applicant by [Admissions in Student & Registry Services](#).

Further guidance

1. If unclear, applicants should contact [Admissions in Student & Registry Services](#) to clarify the likely decision date.
2. Departmental/divisional recommendations for the offer of a place are checked and authorised by [Admissions in Student & Registry Services](#).
3. Departments offering applicants fully-funded places at UCL are responsible for ensuring that funding is available for the duration of the programme.

3.9.3 Conditional Offers

1. Conditional offers based on future examination performance may be issued by UCL. In such circumstances, all conditions must be fulfilled by the specific deadline(s) stipulated in the offer letter.

Further guidance

1. Applicants are advised to note [Section 4.3 Declining Examination Results](#). Applicants who have requested re-marking of an A level paper should be aware that, irrespective of the outcome, if the re-mark is not available by the date given in the Results Day FAQs which are published on GCE A level results day in the year of entry, they will not be eligible for admission.

3.9.4 Feedback to Undergraduate Applicants

1. Feedback on decisions will be provided via UCAS to all unsuccessful applicants who have applied for entry to a full-time undergraduate degree programme.
2. 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 may be created.
3. 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.
4. Additional feedback should only be provided in response to a request made in writing by the applicant.
5. Under the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR), UCL cannot respond to requests from schools, parents/guardians or advisors for feedback on unsuccessful applications, unless that request is made in writing and is accompanied by a written statement from the applicant giving consent to the discussion of their application with the named third party.
6. 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.
7. 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.
8. Decisions on the admission of applicants are final and there is no right of appeal against such decisions except as outlined in [Section 3.10 Appeal of Entry Decisions](#).
9. 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.

3.9.5 Feedback to Postgraduate Applicants

1. UCL does not require Admissions, any of its academic departments or faculties to provide further feedback beyond that given with the initial rejection.

3.10 Appeal of Entry Decisions

1. UCL decisions on applications are final, and there is no right of appeal against them. UCL will consider a complaint against any decision only if there is substantive evidence of an irregularity in the processing of the application in question.

3.11 Applicant Behaviour

1. UCL aims to ensure that staff, students, applicants, visitors and all others associated with the university are treated with dignity, respect and equity. If an applicant displays behaviours that are in contravention of UCL's [Equality and Diversity Policy](#), we reserve the right to reject the application or withdraw any offer of admission made and terminate our contract with the applicant.
2. Hostile, aggressive or otherwise, inappropriate behaviour or language, whether expressed verbally, in writing or on social media, will not be tolerated. Where the university becomes aware of such behaviour, it will act to address this.

4 Offer Holders

4.1 Accepting an Offer

4.1.1 Undergraduate Applicants

1. All applicants for full-time undergraduate degree programmes will be informed by UCAS of the date by which they have to make a formal response to the offers they have received, either accepting them firmly, or on an insurance basis, or declining them.

Undergraduate Affiliate Applicants

2. For programmes starting in September/October, affiliate applicants have until 31 July in the calendar year of a programme to accept their offers formally.
3. For programmes starting in January, affiliate applicants have until 30 November of the preceding calendar year to accept their offers formally.

Further guidance

- i) Affiliate applicants confirm or decline their acceptance of an offer of a place to study at UCL via the Applicant Portal.

Undergraduate Part-Time Applicants

4. Applicants for undergraduate part-time study should confirm their acceptance of an offer from UCL in writing directly to [Admissions in Student & Registry Services](#).

Further guidance

- i) Part time study applicants confirm or decline their acceptance of an offer of a place to study at UCL by completing the Offer Reply Form sent to them with their offer letter.

4.1.2 University Preparatory Certificate Applicants

1. Applicants for the [University Preparatory Certificates for Science & Engineering and Humanities Programmes](#) have until 7 July in the calendar year of a programme starting in September/October to decide upon their offers.

Further guidance

1. Applicants accepting the offer of a place on these programmes return the acceptance form provided with their offer to the [UCL Centre for Languages and International Education](#).

4.1.3 Taught Postgraduate Applicants

1. All applicants for taught postgraduate degree programmes will be informed by UCL of the date by which they have to make a formal response to the offer they have received, either accepting the offer firmly or declining the offer via the Applicant Portal.
2. Successful applicants to selected postgraduate programmes are required to pay a tuition fee deposit. Following enrolment, any tuition fee deposit payment will be counted towards the tuition fees payable for the programme of study. Payment of the deposit allows applicants to demonstrate their commitment to attending their chosen programme of study at UCL and aids UCL in its student number planning. Once a successful applicant is enrolled on their programme of study, the deposit will form part of the total tuition fee, as quoted on the offer of admission. A list of postgraduate programmes requiring a tuition fee deposit and the tuition fee deposit policy can be accessed at <https://www.ucl.ac.uk/prospective-students/graduate/taught-degrees/fees-and-funding/tuition-fee-deposits>

Taught Postgraduate Affiliate Applicants

3. For programmes starting in September/October, affiliate applicants have until 31 July in the calendar year of a programme to accept their offer formally.
4. For programmes starting in January, affiliate applicants have until 30 November of the preceding calendar year to accept their offer formally.

Further guidance

1. Affiliate applicants confirm or decline their acceptance of an offer of a place to study at UCL via the Applicant Portal.

4.2 Proof of Identity

General

1. All students are required to provide an accepted form of identification, as determined by UCL, for verification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.

4.2.1 UK/EU/EEA-Based Students

1. Students based in the United Kingdom, European Union or European Economic Area are required to provide an accepted form of identification before they can be enrolled. In the absence of this verification, enrolment will not be confirmed.
2. UCL's preferred form of identification is a valid passport. However, in the absence of a valid passport, the following will be accepted forms of identification for students who do not require a visa to study in the UK:
 - i) A UK photo driving licence, Armed Forces Identity Card or a European National Identity Card, or
 - ii) An original Birth Certificate, Adoption Certificate, Deed Poll Certificate or Certificate of Naturalisation.
3. If the family name or other personal details are different from those on the document provided, proof of the reason for any differences will be required at enrolment. This should be in the form of a marriage certificate/civil partnership certificate, divorce document, deed poll, adoption certificate or statutory declaration.
4. No other forms of identification are acceptable.

4.2.2 Students Who Require a Visa to Study in the UK

1. Under UK immigration requirements all students who require a visa to study in the UK must provide a passport and the appropriate visa, as no other form of identification is acceptable.
2. Enrolment will not take place without presentation of a valid passport and an appropriate visa.

Further guidance

1. Further information about the UK Points-Based Immigration System is available on the [Immigration and Visa](#) webpages.
2. UCL will only assign a Confirmation of Acceptance for Studies once an applicant has met all conditions of their offer and provided evidence of meeting the requirements for the relevant programme. More information on UCL's CAS issuing policy can be found on the [Immigration and Visa](#) webpages.

4.3 Declining Examination Results

1. Applicants who have accepted a place at UCL and who subsequently decline any of their A level results or Bachelor Degree results (i.e. appeal against their marks) may render themselves ineligible to take up a place on a degree programme at UCL or, if they have already enrolled, liable for deregistration from UCL.

Further guidance

1. Undergraduate applicants should be aware that if they decline any of their A level results, i.e. appeal against their marks, this might mean that they will be unable to meet UCL entry criteria and that any offers would be invalid, including re-marking completed after the deadline given in the Results Day FAQs which are published on GCE A level results day. Applicants are advised to check with [Admissions in Student & Registry Services](#) before declining any of their A level results.
2. Taught Postgraduate Applicants should be aware that if they decline any of their Bachelor Degree results or results obtained for an equivalent qualification (i.e. appeal against their marks), this may mean that they will be unable to meet UCL entry criteria and that any offers would be invalid.

4.4 Confirmation of Offer

4.4.1 General

1. Applicants who firmly accept an offer of a place at UCL have their places confirmed by UCL as and when any conditions attached to the offer are satisfied.
2. If any conditions of any offer have not been met, applicants should contact [Admissions in Student & Registry Services](#) as soon as possible to ascertain whether they may still gain admission.

4.4.2 Confirmation of Undergraduate Offer via UCAS

1. UCAS applicants will receive notification of their place being confirmed via UCAS, once any conditions attached to the offer are satisfied.
2. All offer conditions must be met by the deadline(s) given in the Offer Letter in the year of application.

Further guidance

1. The A level results are usually received by UCL from the qualifications awarding bodies via UCAS typically in the second weekend in August.
2. Where results are not provided by UCAS, applicants will be informed in June and asked to upload these onto the Applicant Portal no later than the deadlines(s) given in the Offer Letter in the year of application.
3. Admissions Selectors pass the recommendation made on the basis of these results to [Admissions in Student & Registry Services](#) and these are processed through UCAS after discussion with the Vice-Provost (Education & Student Experience).

4.4.3 Confirmation of Undergraduate Offer: Non-UCAS

1. Applicants successfully applying for the University Preparatory Certificate, part-time students, affiliate students and Integrated BSc students who have received an offer of a place directly from UCL should confirm their acceptance in writing.

Further guidance

1. Applicants should also refer to [Section 4.2 Proof of Identity](#).

4.5 Undergraduate Student Number Management

General

1. When reviewing the examination results of conditional offer holders Admissions will mark up applications where the conditions have been missed and Department and Faculties can request to confirm these applicants where they believe there is room on the programme.
2. No final decision is taken on near miss candidates that faculties would like to accept until the Vice-Provost (Education and Student Experience) has agreed the overall strategy with the Director of Access and Admissions. The number of near misses that can be admitted will then be confirmed. This takes place on the Monday following the release of A level results.
3. UCL does not expect to participate in Clearing activities and consideration should not be given to candidates approaching UCL after 30 June UCAS application deadline. Should UCL seek to consider applicants after 30 June, it will be via UCAS Clearing Plus.