UCL Academic Manual
2020-21

Chapter 1: Student Recruitment and Admissions Framework

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

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 and summer school 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 Affairs) 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 Affairs) 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 has a policy of not recruiting students to degree or degree level programmes through commercial, commission-based relationships with agents. UCL's due diligence in relation to the Bribery Act was predicated on this position. An exception is made for the UCL Centre for Languages and International Education, which does use 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 is 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. Faculties and Departments are able to request research reports on the likely market for proposed new programmes. The research uses in-depth UK-wide data and, where possible, complementary international education data to produce an overview of any existing competition, market trends and also identifies key countries or regions for recruitment to such programmes.

5. Often quantitative analysis requires accompanying qualitative or additional, bespoke quantitative research, especially when programmes are completely new and/or unique to the market. In instances such as these, advice and support can be provided on how best to approach qualitative market research, and external companies can be recommended where appropriate.

6. Policies and procedures related to student recruitment market research are laid out in Annex 1.1.1 Market Research Policies and Procedures.

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.
- In 2020 no printed version is planned due to the impact of the COVID-19 pandemic.
- 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 of 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 <u>Annex 1.1.5 Study Abroad at UCL and Summer Schools Publications</u>.

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 <u>Student Recruitment Communications, para 1.3.3</u> 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 <u>Annex 1.1.6 Good Practice for Student Recruitment Content on Departmental Websites</u>.

1.3.6   Video content

- Communications and Marketing is responsible for producing video content to support UCL's Widening Participation activities. 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 <u>Annex 1.1.7 Good Practice in the Production of Student Recruitment Video Content</u>.

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 responds to queries from prospective students.
- Further information is available at <u>Annex 1.1.8 Student Recruitment Good Practice</u>.

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 three 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). In 2020, these events are being delivered virtually due to the COVID-19 pandemic.

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. A 'Representing UCL' booklet is produced by SRM for use by UCL staff when participating in student recruitment activity.

5. Student recruitment activities are reinforced by the collection of enquirer data to facilitate an enhanced prospective experience via the delivery of tailored information.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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 <u>Guiding Principles, para 1.1.7</u> 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 <u>Annex 1.1.9 Student Recruitment Communications and the CRM Policy and Procedure</u>.

2   Entrance Requirements

2.1   Undergraduate Entrance Requirements

2.1.1   A Levels

1. UCL's entry requirement range is A*A*A–ABB.
2. 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.
3. The requirements for individual programmes are set out in the Prospectus.
4. 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.
5. Applicants will not be admitted below the benchmark level without the advance approval of the Vice-Provost (Education & Student Affairs) and cases for consideration should be submitted by Faculty Tutors to the Vice-Provost (Education & Student Affairs), via Admissions in Student & Registry Services.
6. For further information about the acceptability of A Level subjects see Preferred A Level Subjects.

2.1.2   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.

2.1.3   Modern Foreign Language

> ***The Modern Foreign Language Requirement has been suspended with effect from 23 February 2021***

1. 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.
2. 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).
3. Students who are unable to offer a foreign language on entry will be required to undertake at least a 15-credit module 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.
4. Students whose chosen programme of study does not accommodate a 15-credit module 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.

2.1.4   Admissions Tests

1. In addition to making an application via UCAS, all applicants for the UCL MBBS programme must take the Biomedical Admissions Test (BMAT).

2. In addition to making an application via UCAS, all applicants for UCL undergraduate Law programmes must take the [National Admission Test for Law (LNAT)](#).

2.1.5 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 must meet two out of the three following criteria:
   - Attended a UK state school for either GCSE or A level which is performing below the national average in that level of qualification for one of the last two years (based on information available at the beginning of the admissions cycle each year)
   - Home postcode in the lowest POLAR quintile (a measure of higher education participation)
   - Home postcode in bottom 20% of Indices of Multiple Deprivation (Official governmental statistics on relative deprivation in small areas in England)
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 at least 13 weeks since age 14. The weeks do not have 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. Successful applicants will receive a dual offer: a standard UCL offer and a lower offer of up to two grades.
3. To access the lower offer, applicants must complete an online skills module.
4. If an applicant does not access the lower offer through the above criteria, the higher UCL offer will still stand.
5. In addition to Access UCL, applicants who meet one of the eligibility criteria in 2.1.5 (3) will be flagged to assist Admissions Selectors in their consideration of an application, and an individual may be given additional consideration. Admissions Selectors should not systematically adjust grades in offers of admission, to favour these applicants.

2.2 Taught Postgraduate Entrance Requirements

2.2.1 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. Applicants' qualifications must satisfy the specific degree programme entry requirements which are outlined in the programme descriptions given in the [Prospectus](#) for the year of application.
3. 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 examination before being registered for the degree programme.
4. Applicants must meet any entry conditions set by UCL by the start of the academic year in which they expect to begin their studies.
5. 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.

2.2.2 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. Applicants' qualifications must satisfy the specific degree programme entry requirements which are outlined in the programme descriptions given in the Prospectus for the year of application.

2.3 Other Qualifications

2.3.1 Undergraduate Programmes

1. UCL specifies and recognises a range of other UK and international qualifications for entry to its undergraduate programmes. These requirements for these qualifications are listed 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.

2.3.2 Taught Postgraduate Programmes

1. UCL will consider a wide variety of international qualifications for entry to its taught postgraduate programmes, and these are provided at programme level on the Prospectus.
2. Applicants should be aware that, 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.

2.4 Suspension of Regulations

2.4.1 General

1. 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). In certain instances, the Vice Provost delegates his authority to suspend regulations to the Director of Access and Admissions.

2.4.2 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 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.

2.4.3 Admission to Taught Postgraduate Programmes via Special Entrance, a Qualifying Examination or Qualifying Year

1. Application for a suspension of regulations should be submitted via Admissions. Requests to suspend regulations to admit students with a third-class honours degree will not normally be approved nor will requests to suspend the English language requirements.
2. In the case of graduate candidates, and subject to the approval of the Vice Provost (Education and Student Affairs), candidates who do not satisfy UCL's minimum entrance requirements or programme specific entrance requirements may be admitted subject to the satisfactory completion of either a qualifying examination or a qualifying year. Approval of the admission of a graduate candidate on the basis of a qualifying examination/year should be sought via Admissions. All qualifying examinations are set by the admitting Department. Wherever possible the assessment of a qualifying examination should include external moderation. In accordance with UCL regulations, a qualifying 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 Vice Provost (Education and Student Affairs). 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 examination or qualifying year.
3. Any student admitted through suspension of regulations who has not met the English proficiency requirement will be required to undertake an in-sessional language course at the Centre for Languages and International Education. It will be the responsibility of the admitting department to pay the cost of the in-sessional course.

2.5 English Language Requirements

2.5.1 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.

2.5.2 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.

2.5.3 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. Completed a minimum of eighteen months of work experience no more than two years prior to the proposed date of enrolment, evidenced by a letter from the employer including start and end dates and language of business, in one of the following countries:

    Antigua and Barbuda, Australia, Barbados, Belize, Botswana, Canada, Caribbean / West Indies (English-speaking Caribbean Commonwealth territories), Dominica, Gambia, Ghana, Grenada , Guyana, Ireland, Ireland, Jamaica, Kenya, Malawi, 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, Uganda, United Kingdom, United States of America, Zambia, or Zimbabwe.

4. 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/Reifeprufung, 2 (gut) in English when both written and oral examinations have been taken.
Belgium	Diploma van Secundair or the Certificat d'Enseignement Secondaire Superieur, the equivalent of 8/80%/grote onderscheiding/avec grande distinction in English.
Brunei	Brunei-Cambridge GCE O Level English at grade C in English.
Denmark	Studentereksamen, 10 in English.
European Baccalaureate	A8 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 co-efficient 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, 45 (bien) in English.
Netherlands	Voorbereidend Wetenschappelijk Onderwijs (VWO) diploma, 7 (ruim voldoende) in English.
Norway	Vitnemal - videregaende opplaering, 5 in English.

Sweden	Avgangsbetyg, VG (val godkant) in English.
Switzerland	Maturitatzeugnis/Certificat de Maturite/Attestato di Maturita federal maturity certificate or the federally-recognised cantonal maturity certificate, 5 (gut/bien/bene) in English.

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

Test	Scores Required
AQA Level 2 Certificate in English Language (8705) Speaking and listening must be separately endorsed on the certificate	*Standard level:* Pass at grade C. *Good level:* Pass at grade C. *Advanced level:* Pass at grade B.
Cambridge English: C1 Advanced (Certificate of Advanced English)	*Standard level:* Overall score of 176 with 169 in all subtests. *Good level:* Overall score of 185 with 176 in all subtests. *Advanced level:* Overall score of 191 with 176 in all subtests
Cambridge English: C2 Proficiency (Certificate of Proficiency in English)	*Standard level:* Overall score of 176 with 169 in all subtests. *Good level:* Overall score of 185 with 176 in all subtests. *Advanced level:* Overall score of 191 with 176 in all subtests.
Cambridge English Language 1119	*Standard level:* Pass at grade C or 6. *Good level:* Pass at grade C or 6. *Advanced level:* Pass at grade B or 4.
Cambridge Assessment International Education (formerly Cambridge International Examinations CIE) GCE Ordinary Level in English Language	*Standard level:* Pass at grade C. *Good level:* Pass at grade C. *Advanced level:* Pass at grade B.
Duolingo English test	*Standard level:* Overall score of 115 *Good level:* Overall score of 125 *Advanced level:* Overall score of 135
GCSE English Language	*Standard level:* Pass at grade C or 5. *Good level:* Pass at grade C or 5. *Advanced level:* Pass at grade B or 6.
Hong Kong Certificate of Education English Language (Standards-Referenced Reporting Scheme)	*Standard level:* Pass at grade 3. *Good level:* Pass at grade 3. *Advanced level:* Pass at grade 4.
IGCSE * Indicates that speaking and Listening must be separately endorsed on the certificate **Cambridge Assessment International Education (formerly Cambridge International Examinations)** • Cambridge IGCSE English - First Language (0500)* or (0990)* • Cambridge IGCSE English - First Language (UK) (0522) • Cambridge IGCSE English - First Language (UK) (0627)* • Cambridge IGCSE English - First Language (US) (0524)*	*Standard level:* Pass at grade C or grade 5. *Good level:* Pass at grade C or grade 5. *Advanced level:* Pass at grade B or grade 4.

Test	Scores Required
• 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) • Cambridge English as a Second Language (US) (0526)* **Pearson Edexcel** • Edexcel IGCSE English as a Second Language (ESL) (4ESO/01)* • Edexcel IGCSE English as a Second Language (4ES1)* • Edexcel IGCSE English Language A (4EA0) or (4EA1)* **Oxford International AQA Examinations** • Oxford AQA IGCSE English Language (9270)* • Oxford AQA IGCSE English as a Second Language (9280)	
International Baccalaureate (IB)	For native or near-native speakers *Standard level:* IB English Language A: Literature or Language and Literature or Literature and Performance at either higher or standard level - grade 4. *Good level:* IB English Language A: Literature or Language and Literature or Literature and Performance at either higher or standard level - grade 4. *Advanced level:* IB English Language A: Literature or Language and Literature or Literature and Performance at either higher or standard level - grade 5. For non-native speakers *Standard level:* IB Language B at higher level - grade 4; IB Language B at standard level - grade 6. *Good level:* IB Language B at higher level - grade 4; IB Language B at standard level - grade 6. *Advanced level:* IB Language B at higher level - grade 5; IB Language B at standard level - grade 7.
International English Language Testing System (IELTS) Academic	*Standard level:* Overall grade of 6.5 with a minimum of 6.0 in each of the subtests. *Good level:* Overall grade of 7.0 with a minimum of 6.5 in each of the subtests. *Advanced level:* Overall grade of 7.5 with a minimum of 6.5 in each of the subtests

Test	Scores Required
Malaysian Certificate of Education English Language Communicational (122)	*Standard level:* Pass at grade 6 or C. *Good level:* Pass at grade 6 or C. *Advanced level:* Pass at grade 4 or B.
Pearson Test of English (Academic)	*UCL Standard level:* 62 overall, with a minimum of 59 in each communicative skills component *UCL Good level:* 69 overall, with a minimum of 62 in each communicative skills component *UCL Advanced level:* 75 overall, with a minimum of 62 in each communicative skills component
Test of English as Foreign Language (TOEFL) iBT	*Standard level:* Overall score of 92 with 24/30 in reading and writing and 20/30 in speaking and listening. *Good level:* Overall score of 100 with 24/30 in reading and writing and 20/30 in speaking and listening. *Advanced level:* Overall score of 109 with 24/30 in reading and writing and 20/30 in speaking and listening
Trinity Integrated Skills in English level III (Trinity ISE III)	*Standard level:* Successful completion of ISE III with a 'pass' in all components *Good level:* Successful completion of ISE III with a 'merit' in all components *Advanced level:* Successful completion of ISE III with a 'distinction' in all components
UCL Centre for Languages and International Education - Diploma in English for Academic Purposes with Academic Research Skills	*Standard level:* Overall mark of 65% with at least 60% in each of the four subtests. *Good level:* Overall mark of 70% with at least 65% in each of the four subtests. *Advanced level:* Overall mark of 75% with at least 70% in each of the four subtests.
UCL Centre for Languages and International Education - Pre-Sessional English Language Courses	*Standard level:* Mark of 65%, with at least 60% in each of the subtests. *Good level:* Mark of 70%, with at least 65% in each of the subtests. *Advanced level:* Mark of 75%, with at least 70% in each of the subtests.
UCL Centre for Languages and International Education – Undergraduate Preparatory Certificates (Academic English)	*Standard level:* Overall mark of 65% with at least 60% in each of the sub-tests. *Good level:* Overall mark of 70% with at least 65% in each of the sub-tests. *Advanced level:* Overall mark of 75% with at least 65% in each of the sub-tests.

2.6 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 undertaking the Primary or Secondary PGCE, including those on the School Direct route, must pass the required Skills Tests prior to the start of the programme. Applicants who do not pass the Skills Tests before the start of the programme will not be permitted to enrol.
3. 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. The applicant is responsible for applying for and bearing the cost of obtaining this disclosure and the process will be undertaken via Admissions.

2.7 University Preparatory Certificate

2.7.1 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).

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

2.8.1 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 *may* 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.

2.8.2 Core Principles

1. The acceptance of RPL is entirely at the discretion of UCL.
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.

2.8.3 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.

2.8.4 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

4. 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).

5. 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.

6. Credits for Modules awarded through APL are included in the total number of credits for the Qualification.

7. 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.

2.8.5 Experiential Prior Learning for Advanced Entry to Taught Programmes

1. Experiential Prior Learning (EPL) *may* be considered for advanced entry to a UCL taught Programme or Research Masters, 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 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 learning is at an appropriate Level and in an appropriate discipline, and
   g) The learning has been completed within the last five years.

2. 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.

2.8.6   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 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.

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　Undergraduate Applications

1. All full-time undergraduate applications to study at UCL, except for the Intercalated BSc, affiliate, and Medical students transferring from Oxford, must be submitted through UCAS and not directly to UCL. Applicants should complete their UCAS submission by the deadlines specified by UCAS.

Further guidance

1. Regardless of where applicants are applying from, they must submit their UCAS application by the dates published by UCAS.
2. Applications made after the deadline cannot be guaranteed equal consideration by UCL.
3. Applicants for Medicine, Fine Art and Law programmes should see the additional criteria for special admissions by reference to the Prospectus for the intended year of entry. Applicants for Integrated BSc degrees should reference the UCL iBSc webpages.
4. Applications for part-time study should be made directly to UCL, via Admissions in Student & Registry Services.

3.3.2　Taught Postgraduate Applications

1. Applications for taught postgraduate programmes are made directly to UCL, with the exception of programmes listed on the Prospective Students website.

Further guidance

1. There are two options for applications that are made directly to UCL:
   - i)　Apply Online
   - ii)　Downloadable Application Form
2. There is a standard application fee of £90 for online applications made directly to UCL and £115 for a hard copy application. Higher application fees apply to some programmes.

3. For hard copy applications the information on the Disability and Ethnic Origin Monitoring form is recorded for monitoring purposes, but not submitted to the admissions selector.
4. For further information see the [Prospective Students website](#).

PGT Application Deadlines

1. The Friday of the last week in July is UCL's general deadline for the receipt of applications for taught postgraduate programmes, however earlier programme specific deadlines may apply.
2. For programmes starting at times other than September, different deadlines may apply.

Further guidance

1. For further information see the Programme Specific Application Deadlines on the [Prospective Students website](#).
2. Registration and enrolment must be completed by the deadlines outlined in Chapter 3, Section 1.2: Enrolment and Re-enrolment.

3.3.3 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 to seek to defer the place to the following year. Agreement to defer is considered on a case-by-case basis and approved or not by the admitting department/division.
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](#).

3.3.4 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.

3.3.5 Applicants with Disabilities

1. Applicants who have a disability should inform UCL of this on their application. This will ensure that any special 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.

3.3.6 Applicants under the Age of 18

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/guardian to study at UCL, provide two emergency contacts and also have a nominated local guardian living in the Greater London area.
3. In considering such applications Departments must adhere to the UCL Children and Vulnerable Adults Safeguarding Policy for Applicants and Current Students.

3.3.7 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). However students admitted via the Erasmus programme are not required to satisfy UCL's English Language Requirements (see Section 2.5).

    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.

3.3.8 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.

3.3.9 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 Undergraduate Applications and Section 3.3.2 Taught Postgraduate Applications.

   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.

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 Affairs).
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.
6. 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).

3.5   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 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.
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 Affairs) (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 15th January UCAS deadline, 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 15th January UCAS 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 Affairs).
2. 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.
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 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.
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 UCLSelect. 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 15 October/15 January deadlines will receive a decision via UCAS by 31 March 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 31 August in the calendar year when the programme starts for the individual concerned.

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 31 August 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.
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.

3.10   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.

Further guidance

1. For all undergraduate applicants, in the first instance complaints concerning an undergraduate application should be addressed to the Director of Access and Admissions unless the complaint concerns the Bartlett School of Architecture of the Faculty of Laws where it should be addressed to the Faculty Tutor of the Faculty concerned. If the complaint is against the Director of Access and Admissions or the Faculty Tutor, it should be addressed to the Vice-Provost (Education & Student Affairs) or another senior member of administrative or academic staff, should there be any conflict of interest.
2. For all taught postgraduate applicants, in the first instance any complaint concerning a taught postgraduate application should be addressed to the Director of Access and Admissions. If the complaint is against the Director of Access and Admissions, it should be addressed to the Vice-Provost (Education & Student Affairs) or another senior member of administrative or academic staff, should there be any conflict of interest.
3. 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.
4. 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.
5. If the Registrar decides the evidence is not sufficient to justify a formal investigation, he/she will inform the complainant accordingly.
6. 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.
7. The Registrar will inform the complainant of the decision to refer the complaint to the panel.
8. 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.
9. 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.

10. 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.

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

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 present (in person or by post) the original copy of 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 present (in person or by post) the original copy of an accepted form of identification for verification 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 31 August. 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 by telephone 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 31 August in the year of application.

Further guidance

1. The A level results are received by UCL from the qualifications awarding bodies via UCAS usually on 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 31 August 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 Affairs).

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 Affairs) 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 participate in Clearing activities and consideration should not be given to candidates approaching UCL after 30 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).

4.6 Student Accommodation Deadlines

1. Applicants should be aware of the deadline both for applying for student accommodation and firm acceptance of an offer of admission in order to guarantee the allocation of a room.
2. Applicants should note that only those who have an offer of a place to study at UCL can apply sfor accommodation.

3.   Further information about applying for student accommodation can be found on the [Prospective Students website](#).