

# Admissions Policy

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**2022/23**

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This Policy is accurate at the point of publication **2 December 2021**. However, as the Policy is published well in advance of any start date, the University reserves the right to make any amendments that are deemed reasonable and necessary. For the most up-to-date information, we encourage you to visit our website and use this Policy as a source of reference.

# 1. Introduction

This Admissions Policy is for students applying for their course in the admissions cycle for 2022/23. It covers applications from Home and International students across our further education, higher education, undergraduate and postgraduate courses.

The University is committed to making arts, communication and design education an achievable option for everyone. We seek to recruit students from all socio-economic, cultural, international and educational backgrounds and take every possible step to ensure that all prospective students are treated equitably and fairly.

This Admissions Policy is designed to ensure the University provides a professional, fair, equal and transparent admissions service to all applicants. It also aims to help guide prospective students, applicants and agents through the University's admissions process.

The University is committed to an admissions policy that is:

- **Consistent in application and operation.** All staff dealing with admissions will be trained to give consistent and detailed information about the admissions process to applicants and their advisors.
- **Transparent in its procedures and process.** The University is committed to provide clear, accurate and accessible information regarding its courses, relevant entry requirements and associated admissions procedures. Applicants will have access to information about the admissions process via emails throughout the process or via their [UAL Portal](#). There is also relevant content about the admissions process in the [How to Apply](#) section on the University's website. Each applicant will be entitled to a prompt and professional assessment of their application against clearly available criteria. Complaints and appeals will be handled in an independent process.
- **Accountable to all stakeholders.** The University ensures that clear, consistent and accessible information and guidance is available to all stakeholders in the admissions process whether they are applicants, parents, advisers or University staff involved in admissions.
- **Professional in all aspects of its execution.** University admissions is managed centrally for the six colleges by the Head of University Admissions. Staff will be fully trained in all aspects of admissions and, through on-going communication, will share good practice and University initiatives at a local and national level.
- **Compliant with relevant equality and diversity legislation.** The University is committed to ensuring equality of opportunity for all. We recognise that the University community is enriched by a diverse student body. No potential student will be excluded from entry to any University course as a result of discrimination on the grounds of gender reassignment, sex, age, sexual orientation, marital or civil partnership status, disability, nationality, ethnic or national origin, race, religion or belief, or pregnancy or maternity status. The University is committed to diversity in the student population and will make available a range of measures by which

applicants may demonstrate their readiness and commitment to study in higher education.

- **Responsibly administered.** Applications will be assessed on the basis of the evidence provided and within the limitations of the number of available places. The University will use all reasonable efforts to attempt to match applicants' aspirations to a course for which they are prepared.
- **Compliant with QAA requirements.** The University must provide a reliable, fair and inclusive admissions system under the [QAA Code](#).
- **Compliant with the OFS regulatory framework.** The University must ensure that guidance is adhered to and implemented.

## 2. Course requirements

The University's minimum standard entry requirements by level are listed below. However, each course has specific entry requirements which are listed on the course pages on the University's website. Entry requirements are reviewed on an annual basis and are updated if necessary. We advise you to check the website alongside this document to ensure you have the most up-to-date information.

The [Universities and Colleges Admissions Service](#) (UCAS) Tariff system may also be helpful. This universal system provides a method for measuring the relative value of all post-16 qualifications in the UK and is used for entry to higher education courses.

The University is committed to giving full and fair consideration to all entry qualification information presented by individual applicants. We will only offer a place where there is evidence that an applicant is capable of completing their chosen course with a good final classification. As such, we reserve the right to exercise academic judgement and discretion when assessing any prior attainment.

### 2.1 Minimum qualifications

#### Level 3 Certificate

- Successful completion of school education to at least Level 2.

#### Foundation Diploma in Art and Design

- 1 A-level.
- 3 GCSEs (grade 9-4 or A-C).
- Portfolio of work or relevant experience.

## Level 4/Certificate in Higher Education course

- 1 A-level.
- 3 GCSEs (grade 9-4 or A-C).
- Portfolio of work or relevant experience.

## Foundation Degree Award

- 1 A-level (16 new UCAS tariff points/40 old UCAS tariff points, normally one single award).
- 3 GCSEs in other subjects (grade 9-4 or A-C).
- Portfolio of work or relevant experience.

## BA Honours

- 2 A-levels (32 new UCAS tariff points/80 old UCAS tariff points, normally including one single award).
- 3 GCSEs in other subjects (grade 9-4 or A-C).
- Portfolio of work to demonstrate ability in the specialist area (art, design or media).

or

- A Foundation course (or equivalent).
- 1 A-level (16 new UCAS tariff points/40 old UCAS tariff points).
- 3 GCSEs in other subjects (grade 9-4 or A-C).
- Portfolio of work to demonstrate ability in the specialist area (art, design or media).

## Postgraduate Diploma/Certificate

- An Honours degree in a relevant subject or a professional qualification recognised as equivalent to an Honours degree.

## MA/MSc

- An Honours degree in a relevant subject or a professional qualification recognised as equivalent to an Honours degree.

## Research Degree

- A Masters-level degree or evidence of a significant academic contribution to university level research.

## 2.2 Alternative qualifications

You may be considered for a place at the University if you hold different qualifications that are equivalent to the standard minimum entry requirements (as detailed above) or you have equivalent evidence of experiential learning. You can check your qualifications using QAA's [Credit Framework for Higher Education](#).

In some exceptional cases, we may also consider offering you a place even if you do not meet the course entry requirements. This often happens when you can demonstrate additional strengths and alternative evidence through your application and supplementary documents. This might, for example, be demonstrated by:

- related academic or work experience;
- the quality of your personal statement;
- a strong academic or other professional reference;
- evidence of motivation, potential, knowledge and ability to study the course of your choice;

**Or**

- a combination of these factors.

In such cases, the English language entry requirements detailed below in section 2.3 will still apply.

### 2.2.1 Applicants who have non-UK qualifications

We also consider a wide range of international qualifications. Information for International applicants can be found on the [International](#) section of our website. If you are a prospective International student and you wish to discuss whether your qualifications meet the University's entry criteria, please contact the Admissions Service.

### 2.2.2 Accreditation of Prior Learning (APL) and Accreditation of Prior Experiential Learning AP(E)L

If you do not meet the minimum entry requirements for your chosen course, you may still be considered through APL or AP(E)L entry.

APL may be considered if you have completed prior qualifications or training where the award obtained is equivalent.

AP(E)L may be considered if you have equivalent skills, knowledge and abilities gained through life or work experience.

Details of all qualifications currently held, or to be taken, should be included in your application alongside information on your knowledge and skillset. You may also be asked to provide further evidence such as a written statement, CV or additional references. The Admissions team dealing with the application will contact you if further information is required.

### 2.2.3 Admission with academic credit

If you have the appropriate qualifications and experience, you may be allowed to join a course mid-way through the year. AP(E)L will be used to evaluate the experience, knowledge and skills detailed in your application.

### 2.2.4 AP(E)L for advanced learning

You may be considered for advanced learning if you are already on a course and you demonstrate the capability to progress faster than expected.

## 2.3 English language requirements

All courses at the University are taught and assessed in English. If English is not your first language, you will be required to show proof of your English ability prior to enrolment. We advise you to take an English test in your own home country and submit the result with your application. Please check our [website](#) to find out which English language qualifications we accept.

Some courses have a number of exceptions to these English language requirements. Please refer to your chosen course page on our website to find out more. You can also speak to our Admissions team if you have further questions regarding your English language qualifications.

## 3. Admissions process

### 3.1 Applications

There are number of application routes depending on the course that you're applying for. Our [How to Apply](#) page provides full details of the various application routes. Many of our courses have application deadlines and it is the University's policy to give equal consideration to all applicants that apply by the application deadline for that course. Please check your chosen course page to find out the application deadline.

### 3.2 Fee status

Your fee status must be confirmed before we can make you an offer to study with us. To allow us to determine your fee status, you are required to confirm your nationality, country of birth and country of permanent residence as part of your application. In most cases, this information will enable the University to determine your fee status. You will either be eligible to pay Home tuition fees or Overseas tuition fees. If we cannot determine your fee status from the information provided in your application, we will contact you to ask for further information.

If, after receiving an offer, you believe that you have been incorrectly classified, please contact the Admissions Service immediately and prior to accepting your offer. It may be difficult for us to reconsider your fee status after acceptance other than in very exceptional circumstances. Please refer to section 3.6 below for further information.

### **3.3 Selection and initial decision**

Selection processes vary between courses. Please visit your chosen course page on our website to find out the specific process for your course. For a general overview of the selection process at UAL, please visit the [After you Apply](#) page.

Your application will be considered on individual merit against the specific selection criteria of your chosen course. In most cases, this will involve a digital portfolio review and/or an interview either online or in person. In a small number of cases, we can make a decision based on references, portfolios and/or tests without the need for an interview.

The University reserves the right to change the selection process for a course at any point in the recruitment cycle. For example, we may originally include an interview as part of the selection process but then decide to replace it with a portfolio submission instead.

Once the selection process has been concluded, an offer or an unsuccessful decision will be made. The outcome of your application will be communicated to you via email, the UAL Portal and/or via UCAS (UG only).

### **3.4 Offer**

The University is committed to ensuring that offers are made in a clear, easy-to-understand format and remain consistent with the published entry requirements. All offers will provide details of the University's enrolment terms and conditions, which can also be found on our [Enrol](#) page.

Offers made may be Unconditional or Conditional. An Unconditional Offer means you have already met the academic entry requirements and the selection criteria for your chosen course. A Conditional Offer means some of the criteria still needs to be met. For example, you may still be waiting for the results of the qualifications that you're currently studying for.

If you are made an offer but you wish to be considered for a different course, you will need to make a new application directly for that course.

### 3.5 Offer to an alternative course

Offers to alternative courses may be made if a course team think that you are better suited to a different course of study. This often happens if you have been unsuccessful for your chosen course, but your skills and interests are a strong match for an alternative option. You do not have to be considered for an alternative course and can opt out of this process at any point during the admissions cycle.

### 3.6 Accepting an offer

If you have considered the terms of the Student Contract and wish to accept your offer, you must confirm your acceptance by the required deadline. The Student Contract will only come into force when you have accepted your place, following the instructions set out in the offer.

By accepting your offer, you are accepting the enrolment terms and conditions set out in section 3.4. You will also be accepting the University's decision in relation to your fee status and will be liable to pay fees at the confirmed rate. This decision is made on the basis of the available information or evidence provided at the time of application.

Once you have enrolled with the University, it may be difficult for us to reconsider your fee status. In exceptional circumstances, we may be able to change it, but it will only take effect from the next academic year and will not be backdated. These include, but are not limited to, if you are granted refugee status in the UK. They do not include cases where you have been unable to demonstrate ordinary residence in the relevant area at the point this is requested. For further information, please refer to the relevant part of the [UKCISA](#) website.

### 3.7 Unsuccessful applications

Unfortunately we cannot accept applicants who have not met the academic or non-academic entry requirements for their chosen course. We also cannot accept applicants to courses that have reached full capacity following consideration of all applications received by the relevant "equal consideration" deadline.

International students who are required to apply for a student route visa may be withdrawn if they fail to meet UK Visa and Immigration statutory requirements. They also may be withdrawn if making an offer would contravene UK Visa and Immigration Student Route Policy Guidance.

If you applied through [UCAS](#) and your application was unsuccessful, you may be able to secure a place on an alternative course through Extra or Clearing processes. Please go to section 3.10 for further information.

### 3.8 Communication of feedback

As we receive a high number of applications for our courses, we can only provide feedback to unsuccessful applicants who have attended an interview as part of their application. If your application is unsuccessful, you can still apply to us again in the future.

Requests for feedback should be made in writing by yourself or by someone that you have designated in writing to act on your behalf. Requests should be sent to the College Admissions team dealing with your application in the first instance through the [UAL Portal](#). We aim to respond to all requests for feedback within 20 working days.

### 3.9 Confirmation of offer and demonstrating the achievement of conditions

If you accept an offer conditional on exam results, you will need to provide evidence of these results in order to enrol. For most UCAS applicants, the results will be provided through UCAS. Further information about this process can be found on the [UCAS Sending Exam Results](#) page.

For direct applicants and for UCAS applicants who will not receive their results through UCAS, details must be sent directly to the University by the deadline specified in your Offer Letter. This applies to both September/October entry and other entry points. Confirmation after the given date is at the discretion of the individual course. Failure to meet this deadline may result in the University terminating the Student Contract.

If you are a UCAS applicant for September/October entry and you fail to meet the conditions of your offer by the deadline, you may not still be guaranteed a place at the University. It is at the discretion of the individual course team whether they continue to confirm offers after this deadline. The University may be entitled to terminate the Student Contract if the conditions remain outstanding.

For the avoidance of doubt, the University will change your Conditional Offer to Unconditional once you have accepted it and provided evidence that you have met the conditions of your offer by the relevant deadline. Once this has been confirmed, you will automatically be sent information about how to enrol online.

Each year some applicants pass exams with better results than expected. The Adjustment process is for applicants who meet and exceed the conditions of their firm choice. It provides an opportunity for them to reconsider where and what to study. If you exceed the conditions of your accepted offer, you may consider Adjustment if you wish to consider an alternative institution and course. Please see the [UCAS Adjustment](#) page for further details.

### 3.10 Clearing

Clearing is an opportunity for UCAS applicants who do not hold a place at a university following their exam results to be considered by institutions that have vacancies for the following academic year. Details of Clearing can be found on the [UCAS Clearing](#) page.

You can contact the University directly to find out what places are available. We will advertise available places on our website. The consideration of a place is for the recruiting academic year. Applications in Clearing cannot be considered for the following cycle and you can only apply for a course starting in year 1.

If a place is offered to you via Clearing, you will be required to enter into the Student Contract with the University.

### **3.11 Offer acceptance to enrolment period**

During the period between offer acceptance and enrolment at the University, you will be provided with appropriate information to help you enrol and prepare you for your studies.

### **3.12 Discontinued courses/ changes to courses**

In exceptional circumstances, it may be necessary to discontinue or change a course during the application cycle. If so, the following process must be followed:

- The Admissions team dealing with the application must notify you in writing that the course you have applied for has either been discontinued or changed. This communication may include the UCAS discontinued course form where applicable. The University will also take reasonable steps to offer you an alternative course at UAL. However, you also have the right to withdraw yourself from the application process at the University and apply for a course at a different institution if you wish.
- You will be given a date by which to respond. If no response is received by this deadline then your application will be automatically withdrawn from the University.
- If a course is discontinued after you have accepted your offer, the terms of the Student Contract will apply.

### **3.13 Deferred entry**

You are allowed to request to defer your application, if your circumstances change which mean you cannot commence your studies in the forthcoming academic year. If you wish to defer your place to start in 2023/24, you may need to meet the conditions of your offer first before making a deferral request. You must submit your deferral request using your [UAL Portal](#).

We recommend making a deferral request as soon as you have made your decision. Deferral requests are granted on a first-come, first-served basis. For September starters, we will continue to accept deferral requests until all deferral places are filled, or until 5pm (UK time) on Wednesday 31 August 2022, whichever is sooner. For January starters, the same applies but the deadline for deferral requests is 5pm (UK time) on Thursday 15 December. Requests to defer will not be accepted after these dates. If you miss this deadline, you will need to reapply for your course.

You may only defer your place once. If you have already deferred your place on your course in 2021/22 and choose not take up your place in 2022/23, then you will need to reapply if you wish to join the course at a later date.

The University's deferral policy excludes applicants applying in Clearing. Please see section 3.10 for more information.

The University's deferral policy excludes some courses. This is indicated on the relevant course webpage of the University's website.

The University also allows Home applicants to apply for deferred entry to certain courses during their initial application. I.e. you can apply to start a course in 2023/24 during the 2022/23 admissions cycle. This applies to undergraduate courses only and if the course allows it.

If you wish to make a deferral request after you have accepted your offer, the terms of your Student Contract will apply.

For more information on the impact of deferment on your tuition fees, please see section K of the [Fees Policy](#).

### **3.14 Reapplication**

In some cases, you may wish to reapply to the University. The terms for reapplication are as follows:

- If you decline an offer and are not given a deferred place, you must reapply in the next or subsequent rounds of application. Please note, reapplication will not guarantee you an automatic offer in the next or subsequent rounds of application, even if you have already been made an offer in previous cycles.
- If you have been rejected and wish to reapply, you may do so. However please note, you will not necessarily be successful in the next or subsequent rounds of application even if you respond to the feedback given. This is because you will be assessed in the context of a new field of applicants.

### **3.15 Withdrawal of an offer or termination of the Student Contract**

When you apply to a university, you must not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false or misleading information at any point during the application process. This includes after an offer is made. For UCAS applicants, UCAS operates a strict monitoring policy and will alert an institution to any applications found to be fraudulent or misleading via the UCAS Similarity Detection Service.

The offer of a place at the University is made on the basis that your actions and statements made during the application process are honest and accurate. The discovery of false information on your application form, including supporting documents such as your personal statement, your portfolio or your interview, may lead to the offer of a place being withdrawn. If this applies to you after you have already accepted your offer and entered into a Student Contract, the University reserves the right to terminate the contract.

The University has the right to investigate and take disciplinary or other appropriate actions if any allegation of misconduct is made. The Academic Registrar must be consulted at an early

stage in such investigations. If an applicant or student is found guilty of misconduct the Academic Registrar may decide:

- In the case of an applicant, to withdraw the offer and/or bar the applicant from applying for the next academic year.
- In the case of an enrolled student, to expel the student from the University or suspend the student's enrolment, subject at all times to the terms of the Student Contract.

An offer may also be withdrawn if it is no longer possible to accept you onto a course. This can happen if government regulations regarding immigration rules change or if insufficient numbers of applicants to a course mean that it is not commercially viable to run that course. Any withdrawals made in relation to an accepted offer will be managed in accordance with the Student Contract.

The University may also withdraw your offer or terminate the Student Contract, if you do not provide confirmation of your results or any other conditions by the specified deadline.

## **3.16 Previous students**

The University welcomes applications from candidates who have previously studied at the University. However, we do not accept applications from students who have previously been permanently excluded (expelled) from the University for disciplinary reasons.

# **4. Admissions complaints and challenges**

## **4.1 Scope of this Policy**

The admissions process relates to the period from initial enquiry through to the completion of enrolment. The terms of the Student Contract apply to all matters arising after you have accepted your offer. The information in this Policy is applicable if you wish to appeal the decision made on your application prior to accepting your offer. If you have already accepted your offer and wish to appeal a decision, please refer to your Student Contract. If you want to file a complaint after you have completed enrolment, please use the [Student Complaints](#) pages.

The complaints and challenges process covers applicants to all accredited further education, undergraduate and postgraduate courses, including research degrees delivered at the University. The process also covers admissions related to ERASMUS exchanges onto courses at the University as well as the University's Study Abroad programmes.

Courses that are run through franchises will have their own internal processes for handling complaints and challenges but will follow UAL regulations. Collaborative courses with other institutions follow the complaints and challenges process of the lead institution as defined in the contract.

The following is not covered by this Policy:

- Courses delivered by other institutions through the UALAB Awarding Body.
- Short courses delivered by UAL Short Courses.
- Any issues relating to another university department which may be better considered by that department's complaints process.
- Scholarships.
- Pre-application management of enquiries such as open days.

## **4.2 Definition of an admissions complaint or challenge**

### **4.2.1 Complaints**

A complaint is normally a specific concern related to a procedural error, irregularity or administrative error during the application process. Complaints can cover a wide range of issues including the way in which an application has been handled, the outcome of the selection or fees classification, or the way in which an interview has been held. A complaint needs to be dealt with flexibly, quickly and as close as possible to the point in time at which it arises.

### **4.2.2 Challenges**

A challenge to an admissions decision is normally a request for a formal review of the outcome of a selection, the conditions of an offer or a fee assessment decision.

Challenges against academic judgement will not be considered. Academic judgment is defined as a judgement about a matter where only the opinion of an academic expert will suffice.

A challenge will only be considered if:

- there has been an irregularity in the conduct of the application process which was material enough to affect the outcome of the application.
- you believe there was an irregularity in the processing of the Fee Assessment form which may have affected the outcome of your fee status.

## **4.3 Process of making a complaint or challenge**

Concerns about an application can only be raised by a third party on your behalf where you have given written consent for the third party to do so. Written consent must also be provided to the University to allow us to discuss the case with the third party.

## **4.4 Early resolution**

The University aims to resolve complaints or challenges satisfactorily at an early stage.

If you wish to make a complaint or challenge, you must first raise it with the University by telephone or via email. The member of staff initially responding to your issue is responsible for listening to your concerns in full and taking note of all relevant information. If you are not content with the response given by the member of staff, you will be advised to make a formal complaint or challenge. The procedure to make a formal complaint or challenge is as follows:

- Complaints or challenges must be made no more than 20 working days after the communication of the admissions decision or after the cause of the complaint arises or in the case of fee assessments, prior to enrolment in the year in which your course commences.
- A formal complaint or challenge should be made in writing by email to the Head of Admissions at [admissions.complaints@arts.ac.uk](mailto:admissions.complaints@arts.ac.uk).
- The Admissions team will acknowledge receipt of the complaint or challenge within 5 working days.
- The Head of Admissions will ensure that an Admissions Investigator is appointed to investigate the case. The Admissions Investigator designated to deal with the case will have no prior involvement with the case.
- The Admissions Investigator will conduct an initial investigation within 5 working days. If further evidence is required to support the complaint or challenge, you must send it within 10 working days of the request unless there is an exceptional reason as to why the required evidence cannot be provided. The Head of Admissions will consider the case and make a decision based on the facts and evidence provided, whether the complaint or challenge will be upheld and if any further action is needed.
- Once all required evidence has been received, a written response to your complaint will be made formally within 10 working days. This written response will mark the completion of the complaint or challenge and the Head of Admissions will expect not to enter into further communications on the matter.

Not all investigations will be able to meet the deadline. For example, some complaints or challenges are of a complexity which requires a more detailed investigation. There may also have been unavoidable delays in obtaining relevant information to the case. Where there are clear and justifiable reasons for extending the timescale, the Head of Admissions will notify you of such an extension.

If you are not satisfied with the decision reached by the Head of Admissions, an appeal can be made to the Academic Registrar by email to [admissions.complaints@arts.ac.uk](mailto:admissions.complaints@arts.ac.uk) within 10 working days of the decision. The University will only accept a complaint after this period in exceptional circumstances and at the discretion of the Academic Registrar.

This may be allowed, at the discretion of the Academic Registrar, on the following grounds:

- If there is evidence of significant administrative or procedural error in the processing of the complaint.

**and/or**

- If there is new evidence which you were unable to provide as part of the initial complaint process, which may alter the decision. The reasons why this information was not available at the time of application must be given.

The Academic Registrar will normally acknowledge receipt of the appeal within 10 working days. They will typically respond to the appeal within 20 working days of receipt. If for any reason the investigation continues beyond this deadline, you will be informed of the reason for the delay and when you can expect a decision.

Where a complaint is upheld (fully or partially), the Academic Registrar will inform the Admissions Service or the relevant academic department as to any actions to be taken. Any further actions or reconsideration to be taken will be communicated to you directly via the Admissions Services or the relevant academic department within 10 working days of receiving the Academic Registrar's decision.

**The Academic Registrar's decision is final and no further appeal or review is permitted.**

## **5. Admissions staff training**

The University is committed to providing a professional admissions service. We ensure that all admissions staff are fully trained in procedures and are kept aware of any changes in policy. As such, all staff involved in selecting or interviewing will have completed the Fairness and Equality of Selecting Students training. In most cases, interviews will be conducted by 2 members of staff, but in the case of very small courses it is acceptable for 1 member of staff to conduct an interview.

## **6. Associated policies and procedures**

### **6.1 Deposits**

If you are a student with overseas fee status or are joining a course which requires a deposit to be paid, you are required to pay a deposit towards your University tuition fees as a condition of your Student Contract. If you are being sponsored by an official financial sponsor (as defined by the UK Home Office (<https://www.gov.uk/tier-4-general-visa/documents-you-must-provide>)) you may request a deposit waiver. You should upload evidence of the sponsorship via your UAL Portal ([https://sits.arts.ac.uk//urd/sits.urd/run/siw\\_lgn](https://sits.arts.ac.uk//urd/sits.urd/run/siw_lgn)).

This deposit counts towards the full tuition fee owed and is not an additional fee. The deposit is non-refundable except as stated in the Student Contract and [Fees Policy](#).

If you are sponsored on a Student route visa, you must meet UK Visas and Immigration financial requirements, which include course fees and maintenance. Full details can be found on the [UKVI](#) website.

## 6.2 Diversity

The University [Equality and Diversity Framework](#) sets out the steps we take to promote equality in relation to the protected characteristics covered under the Equality Act 2010. This Act requires universities to implement strategies to:

- eliminate discrimination, harassment, victimisation
- advance equality of opportunity between persons who share a protected characteristic and persons who do not share it
- foster good relations between persons who share a protected characteristic and persons who do not share it.

In line with the provisions of the Act, the University will:

- not discriminate (directly or indirectly) against people in the arrangements we make for deciding who to admit or the terms of the admission
- make reasonable adjustments to our admissions practices, services and facilities in respect of disabled applicants
- have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, including considering the needs of people with particular protected characteristics
- make efforts to encourage participation from under-represented groups.

## 6.3 Widening access

The University believes that placing diversity and inclusivity at the core of its recruitment and education for staff and students is essential to realising the University's vision and values. We are committed to developing strong links with selected schools, colleges and adult education organisations to develop awareness of art and design programmes and opportunities in order to improve attainment. This is underpinned by our fair and inclusive recruitment practices within UAL.

Our Contextual Admissions process helps us to identify students with the most creative potential, regardless of their personal background or educational experiences. It helps us gain a better understanding of your personal circumstances so that we can assess your application fairly. If your application is flagged as a Contextual Admissions application, our academics will be mindful and consider every aspect in context. For more information, please visit our [Contextual Admissions](#) page.

UAL Insights is the University's outreach programme, which offers young people access to our Colleges for creative activities and pre-university advice and guidance. For more information, please visit our [Outreach](#) page.

## 6.4 Disabled applicants

The University is committed to inclusion and equality. Our main aim is to remove disabling barriers that students face and support them to work as independently as possible. We make adjustments and provide support, so that disabled and dyslexic students can succeed on their courses. The Disability Service is a designated team of trained individuals who provide advice and guidance for both current and prospective students. For more information, please visit our [Disability Service](#) page.

All staff involved in the admissions process have a responsibility to ensure that applicants feel comfortable about disclosing their disability access needs at any stage in the admissions process. The Disability Service provides advice and support to assist staff in meeting disabled applicants' needs.

If you have a disability, you are invited to disclose your access needs at all stages of the application process (initial application, portfolio review/interview/audition, offer etc). You are encouraged to do so as early as possible in the application process to ensure that necessary support arrangements can be put in place during the admissions cycle and before you arrive at the University. The University is unable to accept responsibility for any delays in providing student support and reasonable adjustment if you do not disclose this information at the point of application.

In rare instances, you may be advised to defer your entry in order to allow the University time to make the necessary adjustments. For example, changes to the fabric of a building. The admitting course should always consult the Disability Service on these cases.

Applications from students disclosing a disability or long-term health condition are judged on the basis of the standard entry criteria for your chosen course and decisions are made purely on these criteria.

The reasons for inquiring about disability access needs are:

- to ensure the necessary arrangements are in place to enable you to attend an online or in person interview
- to ensure that you can access further specialist advice and information from the College or University Disability staff if necessary
- for statistical monitoring purposes.

There may be exceptional circumstances where an individual may be unable to undertake a course for a reason related to their impairment or condition. These will be assessed by the Disability Service and School/Faculty on an individual basis and, where possible, all reasonable adjustments will be made by the University.

You will be contacted by the Disability Service if you disclose that you are disabled and accept an offer to study with us. The Disability Service offers an assessment of your access and support needs. They can also help you to access funding such as the Disabled Students' allowances funding (Home students only) or University funding (for students who are not eligible for DSAs). Unfortunately Non-EU students are not eligible to receive the same, or any level of funding, in relation to their disability from the UK government. In this instance, students are advised to contact the Disability Service to ensure that adequate funding can be obtained.

## 6.5 Minors

If you are under the age of 18 at the point of enrolment, your application will be assessed using the standard entry criteria for each course, irrespective of your age. However, a request to complete information around guardianship may be included in any course offer made. You should also be aware that you are applying to study in an adult environment and there may be a small number of limitations at the University whilst you are under the age of 18.

## 6.6 Criminal convictions

If you have been offered a place to study at the University, you are required to declare any **unspent relevant** criminal convictions upon acceptance of your offer.

### 6.6.1 What has to be declared?

The University will only ask about relevant, unspent criminal convictions.

“Relevant” is defined as ‘unspent convictions for crimes involving drugs; and crimes against the person’.

Convictions that are “spent” (as defined by the Rehabilitation of Offenders Act 1974) or will be spent at the point of starting the course, do not need to be declared. If you are uncertain as to whether your conviction is spent, please seek independent legal advice.

### 6.6.2 Process for handling cases of declared relevant convictions

You must, upon request, provide full details of any convictions which are not ‘protected’ under the amendments of the Exceptions Order 1975 (2013). If you have declared a relevant criminal conviction, the University may contact you to seek further information on the conviction. It may also be necessary to request additional information from third parties such as a probation officer. However, the University will always seek your consent before contacting such parties.

If you have disclosed a relevant criminal conviction, the University needs to balance its duty of care to its staff and students with the duty to consider applicants fairly when considering your application. The University shall apply the following principles in such cases:

- The determination of your individual academic suitability for the course remains the responsibility of the relevant School or course leader.
- The decision of your overall suitability for admission to the University should be taken by a body independent of that which determines academic suitability, but with due consultation.
- The main factor for consideration at this point is whether your admission carries an unacceptable degree of risk to the University community, to yourself or to others with whom you may come into contact with during the course of your studies.
- Information provided by yourself and by others relating to criminal convictions will be treated in strictest confidence, and will only be disclosed to University staff who are directly involved in considering the associated risks. The disclosure of information following admission and enrolment will be based on a 'need-to-know' principle as determined by the Academic Registrar.
- The collection, processing and consideration of information about criminal convictions must be done sensitively with care, and with your knowledge and agreement.

One of the following decisions or actions will be made by the University:

- Request further information from you or a third party.
- Determine that your offer is not made subject to further conditions relating to the criminal conviction. In such cases, the Academic Registrar will advise you accordingly.
- Determine that your offer is made subject to further conditions. For example, relating to access to accommodation services. In such cases, the Academic Registrar will contact you to outline such conditions.
- To withdraw the offer. In this case, the Academic Registrar will contact you to inform you of the decision.

## 6.7 Applicants who have been in care

The University welcomes and supports students who have been in local authority care, including those who are now mature students.

If you have been in care or are currently in care, we encourage you to tick the appropriate box to declare this on our application form. This will enable us to provide you with the best support possible both during your application process and throughout your time as a student at UAL. Our [Student Services](#) team can offer professional support throughout your time at the University.

The [Become](#) charity also provides advice for care leavers thinking of going to University.

## 6.8 Data Protection

Data protection legislation (GDPR and Data Protection Act 2018) places a responsibility on the University to control the processing of personal data, including sensitive personal data of all our staff, students and applicants. The categories of personal data that we hold, the purposes for which we process them and the identities of those to whom we may disclose them to are set out in the University's [Student Privacy Policy](#).

We will use your personal data in accordance with our Privacy Policy. We will not discuss your application to anyone other than yourself unless you have provided written permission for us to do so. We will not share your data with a third party unless necessary for another lawful purpose under GDPR. For example, to comply with a legal obligation.

Further information on data protection can also be found on the [Information Commissioner's website](#).

## 6.9 Freedom of information

Under the Freedom of Information Act 2000, the University is required to have a Publication Scheme. The [University Publication Scheme](#) page provides full details.

## 6.10 Open days

There are a range of opportunities for you to visit the University and the Colleges before and post application in order to help you find out more about the courses and facilities available. This may be in person or a virtual event. Details can be found on the University [Events](#) page.

## 6.11 Terms and conditions

It is important that you and your advisers are aware of the University's enrolment terms and conditions that will be legally binding once you accept your offer of a place at the University. These can be found on the University [Enrol](#) page. The enrolment terms and conditions are incorporated into the Student Contract which will apply to all matters after you have accepted an offer from the University.