

Admissions Policy

1. Admission Principles

- 1.1. British Institute of Technology has been working with London businesses since 1999 supporting technological innovation and workforce development. Our graduates are working with multinational companies in five continents.

2. Responsibility and Legislative context of Policy

- 2.1. We are committed to provide a fair, efficient and professional admissions service which complies with legislative and regulatory requirements, aligns with sector good practice, and we aim to demonstrate principles consistent with the [Institute UK and Guild HE Fair admissions code of practice](#).
- 2.2. The Admissions Policy is approved by the Academic Board. Review and monitoring of its implementation is undertaken by the Education Quality and Standards Committee, which is chaired by the Head of Quality and reports to the Academic Board.
- 2.3. Programme level entry requirements are approved by the Academic Board and may be amended annually under the oversight of the Education Quality and Standards Committee. Entry requirements are published annually on the Institute course page by the start of the relevant admissions cycle. Specific subjects, qualifications and minimum grades may be specified for individual programmes.

3. Scope of Policy

- 3.1. This policy applies to admission to all undergraduate, postgraduate (taught and research) programmes at Institute.

4. General Information for Enquirers and Applicants

- 4.1. Institute is committed to providing comprehensive, accurate and timely information about programmes and entry requirements are printed in prospectuses and available on our online course pages for:
 - Undergraduate
 - Taught Postgraduate
 - Research Postgraduate

- 4.2. We aim to provide up-to-date information in all our publications, but as printed prospectuses are published long in advance of the start of programmes, we recommend that applicants should check details of entry requirements on our website before submitting an application.

5. Academic Entry Requirements

- 5.1. Institute welcomes applications from students with the academic ability and potential to succeed. All applicants must satisfy academic and English language entry requirements in order to be admitted to the institute. Some programmes have specific non-academic entry requirements and the Institute general entry requirements are published in the undergraduate and postgraduate prospectuses and via our course pages.
- 5.2. All applications are considered in a robust and holistic manner. Satisfying the typical general entry requirement does not automatically guarantee an offer of admission especially on oversubscribed or competitive programmes
- 5.3. Institute operates a centralised admissions process for its programmes and admissions staff are responsible for processing decisions in line with agreed criteria confirmed with the academic schools. For some programmes, admissions staff conduct an initial assessment and refer recommendations to the academic department for a final decision.

6. English Language Requirements

- 6.1. In accordance with the Institute English language policies, alongside meeting the academic entry requirements, all students must also meet the minimum English language entry requirements for their chosen programme in order to study at Institute.
- 6.2. The English language requirements for our programmes are indicated by English bands, and therefore the specific test and score acceptable is based on the band assigned to the academic department within which the course of study is administered.
- 6.3. We accept a range of English tests and qualifications categorised in our English bands for applicants to demonstrate their level of English Language proficiency.
- 6.4. All up to date information on English Language requirements, the tests and qualifications we have approved as acceptable, information on entry to pre-sessional programmes, are published on the website

7. Acceptability and verification of qualifications

- 7.1. Institute accepts a wide range of academic and English language qualifications from UK and international applicants. Admissions assesses the equivalence of international (including European) qualifications to standard UK qualifications at the relevant level in accordance with independent national guidance provided by UCAS, ECCTIS and other recognised sources.

Admissions is responsible for determining international equivalencies; Institute Global Engagement Office staff provide expertise and guidance to support the assessment of international equivalencies.

- 7.2. Institute reserves the right to verify the result of any relevant qualification declared or submitted by an applicant before permitting them to enrol at the institute and at any point of their registration as a student. Where original qualification documents are not in English, we normally require a certified translation in addition to the original language document.

8. Making an application

Process and timelines

- 8.1. Applications made via UCAS are bound by the rules, regulations and deadlines published by UCAS. General guidelines about deadlines for taught postgraduate programmes are published on the Institute website. Deadlines for direct application programmes may vary and details are published on individual programme entries in the Institute course page.
- 8.2. Details on how to apply can be found on our website. Only complete applications that include all required information and relevant supporting evidence will be considered. Admissions will request missing information where applications are incomplete; and where applications remain incomplete, they may be made unsuccessful by Admissions.
- 8.3. We reserve the right to close a programme, where demand for the programme means no further places can be offered. In such cases we will provide adequate notice and/or provide alternative provision where possible.

9. Student Transfer

- 9.1. We may consider applications for advanced entry, for example, to join the second or final year of an undergraduate programme, subject to the policy of the academic programme. Such applications will be considered under the Institute Student Transfer Policy.

10. Accreditation of Prior Learning

- 10.1. We may consider applications for recognition of certificated learning in the form of higher education credits already attained, or experiential learning as part of a Institute programme on a case-by-case basis. Such applications will be considered under the Institute Accreditation of Prior Learning Policy.

11. Deferred Entry

- 11.1. Applicants must normally meet all academic entry requirements in the year of application to be granted deferred entry. Deferred entry offers for postgraduate programmes may include English language conditions. Applicants holding an offer may request to defer their entry. Institute will normally only agree to defer entry for one year.

12. Plagiarism and falsified applications

- 12.1. UCAS routinely scans personal statements for plagiarism and Institute may withdraw offers made to applicants found to have supplied a personal statement with a high percentage similarity according to the UCAS Similarity Detection Service. Depending on the percentage similarity detected, admissions selectors may request a new personal statement from an applicant.
- 12.2. Institute reserves the right to withdraw an offer of admission where an applicant is found to have supplied false information, including falsified references, plagiarised content, or omitted relevant information from their application.
- 12.3. No further applications will be considered from an applicant who has been found to have supplied false information. If an applicant is found to have provided fraudulent documents after the point of enrolment, this could result in being withdrawn from the course.

13. Re-admission of students

- 13.1. Applications from students who have previously withdrawn or been required to withdraw from study at Institute and who are applying for re-admission will be considered in accordance with institute regulations.

14. Concurrent Studies

- 14.1. Applications from students who wish to study at Institute at the same time as studying on another programme either at Institute or at another higher education institution will be considered in accordance with institute regulations relating to concurrent studies. Permission to undertake concurrent study is not normally permitted and is granted only in specific, exceptional circumstances.

15. Assessment and Selection

Regulatory and Legislative compliance

- 15.1. Assessment and selection of applications is carried out in line with all relevant regulatory and legislative requirements, including equal opportunities, data protection and consumer protection legislation. Offers of admission are governed by a set of terms and conditions that are reviewed and published annually by Institute.

Admissions of Minors

- 15.2. Institute is an adult environment, and our students are 18 or above at the time they start their course. We treat all our students as mature individuals and expect them to have the necessary skills to study and live independently alongside people of all ages and from a variety of backgrounds.

Criminal conviction, fitness to practise and occupational health checks

- 15.3. Applicants will be required to declare information about criminal convictions at the point of application where this is relevant to the programme of study for which they are applying.
- 15.4. In other cases, applicants will be asked to declare information about criminal convictions that are relevant and unspent when they firmly accept an offer to study at Institute and again prior to enrolment at Institute.
- 15.5. For specific programmes, applicants will be required to undergo a Disclosure and Barring Service (DBS) check and an occupational health assessment before they are permitted to enrol. Declarations of criminal convictions by applicants will be considered in line with our criminal convictions policy.

Applicants requiring visa to study in the UK

- 15.6. Where applicants require a visa to study in the UK, their application will be assessed in line with Home Office immigration policy in force at the time. Institute will issue Certificates of Acceptance for Studies to applicants requiring a Student Route visa, and any other immigration-related documents, in accordance with the Admissions policy on student immigration.
- 15.7. Offers of admission are subject to compliance with Home Office immigration requirements and may be withdrawn where there is sufficient evidence that an applicant will be unable to obtain a student visa for the programme for which they have applied.

16. Selection and offer making

- 16.1. All applications are processed by central Admissions staff, who receive comprehensive training in policies, procedures, the principles of fair admissions and the legal and regulatory framework that applies to admissions.
- 16.2. Selection decisions, the decision to offer admission to a programme or not, are made in line with approved entry requirements and applied consistently by admissions selectors. Equal consideration is given to all applications received by published deadlines where these exist. As demand for some programmes exceeds the number of places available, we do not guarantee to make an offer to all applicants who have met or are predicted to meet the entry requirements.

Interviews and additional assessments

- 16.3. We may invite applicants to attend an interview, which may take place face-to-face, by telephone or online. Interviews are used for a variety of reasons and we undertake to explain the purpose of the interview at the time of invitation. In some cases, interviews may take place after a conditional offer has been issued.
- 16.4. Additional assessments may be required in individual cases, where the application is not sufficient to assess the applicant's ability and potential. For example, a written piece of work may be requested from the applicant.

Time taken to consider an application

- 16.5. For undergraduate and postgraduate taught course applications, we aim to make a selection decision within a maximum of four weeks of receiving a completed application and within two weeks, where possible. As the volume of applications can be very high at peak periods, such as immediately after major UCAS deadlines, it may take longer to communicate selection decisions to applicants.
- 16.6. For postgraduate research applications and for undergraduate and postgraduate taught applications where an interview is required as part of the selection process or selection involves consideration for scholarship funding, it may take considerably longer than four weeks to make a selection decision. Some programmes may operate a 'gathered field' admissions process, which involves waiting until specified deadlines have passed before selecting from all applications received up to that point. Where there are undue delays in communicating selection decisions, we aim to inform applicants of these wherever possible.

Offers of entry

- 16.7. All offers are subject to our general terms and conditions. The following types of offers may be made:
- *Conditional offer* – the offer includes conditions which the applicant must achieve before their place on the programme is confirmed. Conditions may include achievement of minimum grades, academic qualifications, English language qualifications and scores, and non-academic requirements, such as confirmation of scholarship funding.
 - *Unconditional offer* – there are no academic conditions associated with the offer. If an applicant accepts an unconditional offer, they are guaranteed a place on the programme, subject to meeting any non-academic requirements. These may relate to satisfactory Disclosure and Barring Service (DBS) clearance, health clearance,

immigration permission, payment of a fee deposit, or supplying satisfactory evidence of achieved qualifications.

- *Alternative offer (change of course offer)* – an alternative offer may be made where the applicant is not qualified for the programme for which they applied, but a different course, which may be at a lower level (e.g. Pre-Masters, Foundation) or may have lower entry requirements, is available. This is not offered automatically in all circumstances and offered based on agreed criteria of the programme or at the discretion of the admissions office in consultation with the Head of Admissions or Academic Department.

Acceptance of offer by applicant

- 16.8. Applicants are required to accept their offer by a specified deadline. For undergraduate applicants making their application through UCAS, the relevant UCAS deadline will apply.
- 16.9. Postgraduate offer holders usually have up to 2 months to accept their offer. Institute reserves the right to withdraw offers if they are not accepted by the specified deadline.
- 16.10. Where an applicant is holding an offer for more than one programme at Institute, only one offer may be accepted firmly. All other offers must be declined. Undergraduate applicants making their application through UCAS may also accept an insurance choice.

Applicant's right to withdraw (14-day cancellation period)

- 16.11. Applicants have a legal right to withdraw from an offer they have accepted within 14 days of acceptance of the offer. We will, however, consider cancellation requests once this cancellation period has elapsed, where possible. A request to withdraw from acceptance of offer must be made in writing by email to info@biot.org.uk

Feedback

- 16.12. Institute does not routinely provide feedback to applicants where their application has been unsuccessful. Applicants may request feedback by contacting the Admissions team by e-mail to the admissions team address in their individual communications from Institute Admissions. Feedback will only be provided in writing direct to the applicant. We aim to provide timely responses to feedback requests, but there may be delays during busy periods.

17. Consideration of additional information in selection and offer- making

Widening Participation and Fair Access

- 17.1. Institute has a long-standing commitment to widening participation and fair access. We are a diverse and inclusive community and welcome students from all backgrounds who have the ability and potential to succeed on our academic programmes.

Contextual admissions

- 17.2. We routinely assess several items of contextual data, as well as contextual information relating to individual applicants, as part of our holistic process of considering undergraduate applications. We may, on the basis of contextual data and information, make differential offers, select applicants for interview, and/or make adjustments at the point of confirmation when applicants' results are matched against the conditions of their offer.

Equality and Inclusion Statement

- 17.3. The Institute is committed to being 'the most inclusive Institute of its kind'. We take seriously our obligations under the Equality Act 2010 and the Public Sector Equality Duty, and are committed to promoting equality, diversity and inclusion throughout all aspects of our admissions processes.
- 17.4. Applicants are considered solely on their ability to meet the academic and professional requirements of their chosen programme. No applicant will be treated less favorably on the grounds of any protected characteristic, as defined under the Equality Act 2010. These include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Applicants with Disabilities

- 17.5. Institute welcomes applications from individuals with disabilities, long-term health conditions or specific learning differences. We strongly encourage applicants to disclose this information as early as possible, so that we can provide appropriate advice, explore reasonable adjustments, and ensure access to the support available through our Disability and Dyslexia Service (DDS).

- 17.6. Disclosure of a disability has no bearing on the academic selection decision, which is made independently based on academic merit and programme requirements.
- 17.7. All staff involved in admissions receive training on inclusive and fair admissions practices and are responsible for ensuring that Institute meets its anticipatory duties under the Equality Act, enabling disabled applicants to access their chosen programme.

Confirmation of place

- 17.8. Applicants who are holding conditional offers will be informed of the procedure for submitting evidence that they have met their offer conditions, in the form of qualification documents or other evidence. For undergraduate applicants taking A level and other qualifications, where verified results are supplied direct to the institute by UCAS, no further evidence will be required.
- 17.9. Institute matches the qualifications and grades achieved to the conditions specified in the offer. Where all offer conditions are met, the applicant's place is confirmed. Where the applicant has fallen short of the offer conditions, Institute may exercise discretion and confirm the place in line with agreed minimum thresholds for admission, subject to the availability of places.

18. Fees and Funding

Fee status

- 18.1. Fee status determines the level of institute fee each applicant is required to pay for the programme for which they have applied. Fee status is assessed by trained Admissions staff in accordance with relevant legislation and guidance provided by the UK Council for International Student Affairs (UKCISA). Institute does not exercise discretion in the application of legislation and guidance governing fee status assessment.

Fee deposits

- 18.2. Where a deposit is required, offer holders will not be permitted to proceed to enrolment until payment or alternative evidence of payment (e.g. sponsorship or scholarship letter) has been received.
- 18.3. Fee deposit paid are usually non-refundable and refund requests will be considered in line with internal guidelines and on a case-by-case basis.

Scholarships and financial support

- 18.4. Applicants may be required to provide evidence of scholarships or other financial support they will use to fund their studies before their place is confirmed. For some alternative programmes, applicants may be required to pay tuition fee deposit in lieu of scholarship or financial guarantee documents to secure a place on their programme.

19. Applicant Data

- 19.1. Institute collects and uses applicant data in line with the institute's data protection policy. Data submitted by applicants as part of the application and during the admissions process is used to assess the suitability of applicants for study at the institute. Anonymised data is used for the purposes of analysis and monitoring.
- 19.2. Application data forms part of the student record for applicants who are admitted to the institute and is transferred to Registry Services after their place is confirmed. Personal data for applicants who are not admitted to the institute is deleted in accordance with the institute's records retention schedule.

20. Appeals And Complaints

- 20.1. Institute aims to consider all applications fairly, consistently and in line with this admissions policy. However, we recognise that there may be occasions when applicants wish to make a formal complaint about the admissions process or to appeal against a selection decision. In such cases, applicants should refer to the Institute Admissions Appeals and Complaints Policy.

21. Review

- 21.1. This policy will be reviewed annually or earlier to support regulatory changes.
- 21.2. Minor updates to this policy that do not affect the rules, principles or intent of this policy may be approved by the chair of the Education Quality and Standards Committee on behalf of the Academic Board.