**Cardiff Metropolitan University**

**Admissions Process for Wales-based Collaborative Partners**

1. It is important to ensure that the admissions processes for entry onto collaborative provision programmes are consistent with the standards applied for on-campus entry; that they are fair, clear, and explicit; and that Cardiff Metropolitan University has a role in the approval of qualifications for admission.
2. In the matter of admissions, Cardiff Metropolitan University follows the guidance available from the Supporting Professionalism in Admissions Programme (which can be accessed at: [www.spa.ac.uk](file:///C:/Users/sm20212/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/4Z746WEK/www.spa.ac.uk)) and this is reflected in the admissions processes for collaborative partners. In particular, the University follows the 5 principles of fair admissions contained in the 2004 Schwartz report, namely:
   1. A fair admissions system should be transparent.
   2. A fair admissions system should enable institutions to select students who are able to complete the course as judged by their achievements and their potential.
   3. A fair admissions system should strive to use assessment methods that are reliable and valid.
   4. A fair admissions system should seek to minimise barriers for applicants.
   5. A fair admissions system should be professional in every respect and underpinned by appropriate institutional structures and processes.
3. In addition to the above, Cardiff Metropolitan in all admissions matters follows the code of practise contained within Chapter B2 of the UK Quality Code for Higher Education (2011) which can be accessed at:

<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/Quality-Code-Chapter-B2.pdf>

1. Each Wales based partner institution will be provided with an individual admissions process which reflects the above points. The admissions requirements will be clearly stated and be subject to regular review by the Partnership Office, programme Link Tutors and/or Moderators as applicable. Such processes will include academic entry requirements, English language requirements and details of how the admissions process itself will be conducted. The admissions processes will conform to certain minimum criteria as detailed below.
2. For UCAS applicants\*\*:

* Students will apply via UCAS;
* The partner institution will check that applicants meet the requisite entry criteria and hold proof of qualifications and arrange any necessary interviews;
* The partner institution will inform Cardiff Metropolitan University of the decision for each candidate – via the UCAS web site;
* The partner institution will follow up any pending results before the student starts at the college;
* Cardiff Metropolitan University will issue offer letters via the UCAS system once decisions have been made by the partner institution;
* Accepted student enrolment details will be sent to Cardiff Metropolitan University;
* The partner institution will send all enrolment details to Cardiff Metropolitan University’s Collaborative Provision Office for processing. These should be submitted at the same time as the enrolment information. Any RPL forms should be included where relevant;
* The Moderator and/or Partnership Office will review a sample of applications during each visit to the partner institution.

1. For Non-UCAS applicants:

* The partner institution undertakes its own application and admission process ensuring that students complete a Cardiff Metropolitan University application form and that the entry requirements agreed at validation are met in each case. The partner institution will arrange any necessary interviews with students ;
* The partner institution will follow up any pending results before the student starts at the college;
* The partner institution will send all enrolment details to Cardiff Metropolitan University’s Partnership Office for processing, together with details of the entry qualifications for each student. These will include certified copies of certificates which have been stamped by the partner institution to confirm that a staff member has verified the original. These should be submitted at the same time as the enrolment information. Any RPL forms should be included where relevant;
* A proforma should confirm that the agreed entry requirements have been met for all standard and non-standard applications.
* The Moderator and/or Partnership Office will review a sample of applications during each visit to the partner institution.

1. The partner institution will inform prospective students at the earliest opportunity of any significant changes to a programme prior to registration in line with Chapter B2 of the UK Quality Code for Higher Education (2011) and in line with UK consumer protection legislation.

1. Entry requirements must be met in advance of entry onto the programme.
2. Any Recognised Prior Learning (RPL) should be submitted by the Partner institution to the Partnership Office for consideration at application stage and an RPL form should be completed at the same time as the Cardiff Metropolitan University enrolment form. This can be accessed at:

<http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_09.doc>

1. Full records must be kept by partners, including details of any students not accepted onto the programme.
2. Application forms available from Cardiff Metropolitan University can be amended following agreement with Cardiff Metropolitan University.
3. The University Admissions Policy includes details of the complaints procedures for students: who are not admitted to the programme of study; who have complaints regarding the application process; or who wish to appeal against an admissions decision. The University Admissions Policy can be accessed at:

<http://www.cardiffmet.ac.uk/study/adviceforapplicants/Pages/Admissions-Policy.aspx>

**Appendix 1**

Programmes that apply via UCAS are\*\*:

Full-time programmes in:

**Cardiff and Vale College**

FdA in Contemporary Textile Practice

FdA in Graphic Communication

FdA in Ceramics

HND Sports Coaching

**Bridgend College:**

BA (Hons) Photographic Practice

BSc (Hons) Social Work

HND Design for Digital Media

HNC/D Sport Performance and Coaching

HNC/D Hospitality and Events

HNC/D Tourism, Hospitality and Events

**Appendix 2**

**Proforma**

Institution Name:

Programme of Entry:

Student Name(s):

Student Qualifications:

Intake Date:

I hereby confirm that this applicant has satisfied the agreed entry criteria for admission to the above programme.

Signed:

Programme Director

Copies of certificates for above qualifications should be attached to this form.