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# CRITERIA FOR THE ADMISSION OF STUDENTS ONTO TAUGHT PROGRAMMES

# CARDIFF METROPOLITAN UNIVERSITY

## CRITERIA FOR THE ADMISSION OF STUDENTS ONTO TAUGHT PROGRAMMES

### 1 Introduction

The following information should be read in conjunction with the University's Admissions Policy, the University and UCAS web pages and the relevant University Prospectus. The University follows the Quality Assurance Agency (QAA - [www.qaa.ac.uk/](http://www.qaa.ac.uk/)) code of practice on Recruitment and Admissions.

#### **Admission of Students**

The Admissions Unit co-ordinates admission to most University undergraduate and postgraduate courses. Each School is responsible for setting its admission criteria and entry requirements in line with the minimum University requirements and in conjunction with the Admissions Unit. For further information please use the below link:

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

It is Cardiff Metropolitan University's policy to check all qualifications prior to enrolment. Please click here to view our policy on verification of qualifications and enrolment.

<http://www.cardiffmet.ac.uk/study/adviceforapplicants/Documents/Verification%20of%20Qualifications%20Policy.pdf>

Admission is contingent upon the information within the application being correct. Applicants who do not follow the relevant application procedures for the University, UCAS and UTT or who make false or fraudulent applications including non-disclosure of information will have their place withdrawn. Please refer to Cardiff Metropolitan's policy on dealing with applications that include false or fraudulent information which can be found via the admissions policy link as per above.

#### **International Students**

Cardiff Metropolitan University welcomes applications from students all across the world, and recognises a wide range of international qualifications. The Global Engagement Directorate co-ordinates admission of international students and further information regarding the process for international students can be found using the below link:

<http://www.cardiffmet.ac.uk/international/study/applying/Pages/default.aspx>

## **Collaborative Provision Institutions Admissions**

Cardiff Metropolitan University works with partner institutions around the world and recognises a wide range of international qualifications. The Partnerships Office works with academic schools to co-ordinate the admission of students studying at partner institutions and initial applications are submitted to the partner institution. Further information regarding the applications process can be found using the below link:

<http://www.cardiffmet.ac.uk/partnerships/Pages/default.aspx>

All students are admitted subject to:

- adhering to the Admissions Policy, International Office Admissions Policy or Collaborative Provision Admissions Policy.
- fulfilling the entry requirements of the course
- a reasonable expectation that the applicant will be able to achieve the learning outcomes of the course and achieve the award as demonstrated through the application process.

### **Offers**

In making offers to prospective students through the UCAS or other systems, including Clearing, such offers shall be made in accordance and in compliance with Cardiff Metropolitan University's Equal Opportunities Policy and shall therefore not be discriminatory beyond the Selection Criteria determined for each programme. Marginal deviations from such Selection Criteria shall only be considered for the purposes of ensuring that a programme meets its required recruitment target number and where further "inclusivity" (with integrity) may be achieved.

Except in the case of Exceptional Entry candidates and where Selection Criteria require performance or other judgement, which can only be made by Programme Team staff, offers will be made by the University's Admissions Unit or the International Office (relating to international students), to levels which attempt to ensure that programmes meet their required recruitment targets.

### **Exceptional Entry**

Candidates for Master's, degree, HND or HNC programmes at Cardiff Metropolitan University who do not possess the Normal Minimum Entry Qualifications are considered on an individual basis. Procedures for assessing the suitability of Exceptional Entry candidates for Master's degree, HND or HNC programmes are the responsibility of Schools. In each case a pro-forma report will be lodged with Registry Services (Student Data and Information Services).

[http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1\\_02.aspx](http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_02.aspx) (02.9 Procedure for Administration of Recognition of Prior Learning (RPL))

### **Advance Standing**

Advance standing is the admission of students to Master's, degree, HND and HNC programmes at stages beyond the beginning of such programmes. For further advice regarding such applications please see Academic Handbook, Vol. 1, Section 2, item 2.2, accessible via below link:

[http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1\\_02\\_02.pdf](http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_02_02.pdf)

### **English Language Minimum Requirements**

Applicants must be able to demonstrate ability to study through the medium of English, for example GCSE grade C or above in English Language. Normally the University requires international and EU undergraduate applicants whose first language is not English to have obtained a minimum score of 6.0 in the IELTS (Cambridge Advanced) examination or equivalent. This minimum score increases to 6.5 for postgraduate applicants. International/Non-EU applicants may also be required to adhere to English language requirements as stipulated by the UK Border Agency as a condition to obtaining the required study visa. Some courses require a higher level of ability as indicated in the specific course requirements. GCSE Welsh Language is not accepted in lieu of GCSE English Language unless the course is taught fully through the medium of Welsh.

<https://tsr.cardiffmet.ac.uk/Units/CMSR/SitePages/EntryReqs.aspx>

### **Disclosure of Information**

Applicants are required to disclose all information requested by the University. If any of the information provided is incomplete or incorrect the University reserves the right to take any appropriate action which may include withdrawal.

### **Equal Opportunities**

Cardiff Metropolitan University (Cardiff Met) recognises that discrimination is unacceptable in any form and is committed to equality of opportunity for staff and students in all aspects of its activities as an employer, a provider of Higher Education and as a community resource.

The University is committed to providing a working and learning environment free from any form of harassment, intimidation, victimisation or discrimination on the grounds of nationality, sex, race, colour, ethnic

or national origin, disability, religion, sexual orientation, age or marital status, language, social origin, political opinion, property and birth or status. All individuals will be treated with dignity, respect and valued for their contribution.

The University fully accepts its statutory responsibilities and is committed to extending the principles laid down in law to any individual or groups, who are discriminated against or treated unfairly.

The University will ensure that it is fully aware of its responsibility towards the promotion of Equal Opportunities and is properly equipped to take account of the diverse needs of particular groups when providing services.

The University's Equal Opportunities Policy can be viewed via the following link:

[http://www.cardiffmet.ac.uk/about/structureandgovernance/equalityanddiversity/Documents/Equal\\_Opportunities\\_Policy%20MB%20Approved%20Dec%202018.pdf](http://www.cardiffmet.ac.uk/about/structureandgovernance/equalityanddiversity/Documents/Equal_Opportunities_Policy%20MB%20Approved%20Dec%202018.pdf)

### **Students with Disabilities**

Cardiff Metropolitan University is committed to the principle of equality of opportunity for disabled people.

The University's Admissions Procedure seeks to ensure that all applications are treated fairly and on the basis of skills, ability and aptitude, in keeping with the provision of the Disability Discrimination Act (1995). This applies to admission for full-time and part-time, undergraduate and post graduate applicants.

It is imperative that applicants who declare a disability are allowed access to advice and guidance at the earliest opportunity, to ensure appropriate support is in place at the commencement of their studies.

Some programmes adhere to external professional body standards. In certain circumstances it may be considered that an applicant is unable to meet the requirements of the course. In this situation it is essential to liaise with the professional body and the Disability Service prior to any decision being made regarding an applicant's suitability.

Advice and guidance can be obtained via the University's Student Wellbeing Team, accessible via link:

<https://www.cardiffmet.ac.uk/study/student-services/wellbeing-service/Pages/Disability-support.aspx>

It remains the applicant's/student's responsibility to provide any documentation requested by the Student Wellbeing Team.

## **Admission of members of staff**

Members of staff of Cardiff Metropolitan University or its partner institutions may not normally be admitted to any module or course with which they are involved in assessment or which are assessed by any board of which they are a member.