

Degree Apprenticeship Admissions Policy

1. Introduction and values

- 1.1. Queen Mary offers Degree Apprenticeships in collaboration with employers. Degree Apprenticeships involve a combination of study in the relevant academic School at Queen Mary and work undertaken at the employer. Students who successfully complete their academic programme are awarded the Bachelor's or Master's degree relevant to their Degree Apprenticeship.

2. Purpose

- 2.1. The policy sets out the general Degree Apprenticeship admission processes, employers' involvement and the various application outcomes.

3. Scope

- 3.1. This policy is applicable to all Undergraduate and Postgraduate Degree Apprenticeship programmes delivered at Queen Mary University of London.

4. Principles

- 4.1. Applications for Queen Mary Degree Apprenticeships are normally made through the National Apprenticeships Service website:
<https://www.apprenticeships.gov.uk/apprentice/>.
- 4.2. In some cases, the application is made direct to the employer. Candidates shortlisted by the employer for the Degree Apprenticeship will be required to complete an application form on the Queen Mary website. This allows us to make an assessment on eligibility to study on the apprenticeship. If an offer is made, this record will be used to create a student record, which is required in order to enrol, to obtain a student ID card and to use Queen Mary facilities.
- 4.3. 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 Universities UK and Guild HE Fair admissions code of practice.

5. Eligibility for admissions

General

- 5.1. Applicants for a Degree Apprenticeship must meet the eligibility criteria determined by the UK Government. These criteria are published by the Education and Skills Funding Agency in the **Apprenticeship funding rules**. Applicants must also meet the applicable Queen Mary Admissions Policies

Academic qualifications

- 5.2. Applicants for a Degree Apprenticeship must normally meet minimum entry requirements equivalent to those for standard degree programmes offered on site at Queen Mary in the relevant subject. Programme-specific entry requirements are published in the Queen Mary online course finder

Work experience or other relevant qualifications

- 5.3. Applicants for a Degree Apprenticeship may be considered on the basis of a combination of academic qualifications and relevant work experience or another relevant qualification, where this is deemed to be equivalent to the published academic qualifications required for admission. Applicants wishing to be admitted on the basis of work experience will be asked to provide detailed information, together with one or more supporting statements from their employer(s), about their work experience. This will be considered by the academic admissions selector, who will make a recommendation to the Dean for Education in the relevant Faculty at Queen Mary.

6. Selection by employer

- 6.1. In addition to meeting minimum academic requirements (including work experience, where applicable) applicants for Degree Apprenticeships must meet the requirements of the relevant employer for admission to the programme. Assessment normally takes the form of a selection process equivalent to that for one undertaken when seeking employment.

This is likely to include:

- a written application, including a personal statement setting out the applicant's suitability and motivation for the Degree Apprenticeship.
- attendance at an assessment centre, involving completion of several tasks.
- an interview.

This list is not exhaustive and there may be variations in the approach adopted by different employers.

6.2. Receiving an offer

Applicants who meet the minimum entry requirements for the Degree Apprenticeship and are successful in the relevant employer's selection process will receive an offer to join the Degree Apprenticeship and an offer to study at Queen Mary. The Queen Mary offer to study will normally be issued after the employer has made the applicant an offer to join the Degree Apprenticeship.

6.3. Accepting an offer

Applicants who have received an offer to study on a Degree Apprenticeship must accept this firmly by the deadline provided. Applicants who are holding an offer of a Degree Apprenticeship and a standard degree programme delivered on site at Queen Mary (for which they have applied via UCAS) may only accept one offer firmly.

6.4. Confirmation of place

Applicants will receive confirmation that they have a place on the Degree Apprenticeship once they have firmly accepted the offer of place and met any outstanding academic conditions for admission. Places will only be confirmed where an applicant is holding a valid offer from an employer.

Applicants whose grades fall narrowly below the academic conditions of their offer may have their places confirmed, subject to the recommendation of the relevant employer.

It is not usually possible to defer a conditional offer if an applicant chooses to retake their qualifications and improve their grades. However, applicants may apply again in the following recruitment round.

7. Appeals and complaints

- 7.1. Queen Mary aims to consider all applications fairly, consistently and in line with our 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 Queen Mary Admissions Appeals and Complaints Policy.

8. Review

- 8.1. This policy will be reviewed at least every year.
- 8.2. Minor updates to this policy that do not affect the rules, principles or intent of this policy may be approved by Undergraduate Admission Manager on behalf of Policy Scrutiny Group.

Policy Information and Document Control

Policy title	Degree Apprenticeship Admissions Policy
Version number	All related admissions policies are available on the Policy Zone webpages
Related policies and procedures	All related admissions policies are available on the Policy Zone webpages
Approval level	Education and Quality Standards Board.
Approval date	May 2027
Effective date	September 2027 for entry in the academic year September 2027/28
Next review due	May 2030 (<i>and every 3 years thereafter</i>)
Policy owner	Chris Sleeman, Director of Admissions
Policy contact	Sam Coker, Admissions Manager & Lalani Young, Deputy Head of Admissions UG.