



## **Admissions Policy**

### **SCOPE OF POLICY**

This policy applies to admission to all undergraduate and postgraduate programmes at Queen Mary University of London, except specific programmes delivered by Barts and The London School of Medicine and Dentistry, which are subject to separate policies<sup>1</sup>. Programmes delivered within formal partnerships, where the Queen Mary central Admissions team is responsible for administration of the admissions process, are within the scope of this policy.

### **RESPONSIBILITY FOR POLICY**

The Admissions Policy is approved by Senate. Review and monitoring of its implementation is undertaken by the Student Recruitment and Admissions Group, which is chaired by the Vice-Principal (Education) and reports to the Queen Mary Senior Executive.

### **ADMISSIONS PRINCIPLES**

Queen Mary is one of the UK's leading research-focused higher education institutions. We are a university with a proud history of matching excellence in research and teaching with a commitment to welcoming and nurturing the most talented individuals, regardless of background. Our aim is to recruit students and staff of the highest intrinsic talent and potential, and to nurture their careers. We are a diverse and inclusive institution, embedded in our local community while welcoming students from over 160 countries. We welcome students from all backgrounds who have the ability and potential to succeed on our academic programmes.

We are committed to providing a fair, efficient and professional admissions service, which complies with legislative and regulatory requirements, and aligns with sector good practice defined by the Quality Assurance Agency Quality Code<sup>2</sup> and good practice guidance published by *Supporting Professionalism in Admissions*<sup>3</sup>.

### **INFORMATION FOR ENQUIRERS AND APPLICANTS**

Queen Mary is committed to providing comprehensive, accurate and timely information about programmes and entry requirements in printed prospectuses and our course finder: [www.qmul.ac.uk](http://www.qmul.ac.uk).

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 check details of entry requirements on our website before submitting an application.

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<sup>1</sup>Medicine (all MBBS programmes), Dentistry (BDS), undergraduate intercalated programmes in Medicine. Admissions policies for these programmes are published on the Queen Mary website.

<sup>2</sup> <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code>

<sup>3</sup> <https://www.spa.ac.uk/>

## **ENTRY REQUIREMENTS**

All applicants must meet academic and English language entry requirements in order to be admitted to the university. Some programmes also have specific non-academic entry requirements.

### **General entry requirements**

#### Foundation (undergraduate)

Applicants must normally have completed 12 years of education and obtained a good high school qualification to be considered for entry to undergraduate foundation level study.

#### Undergraduate level

Applicants must normally have achieved a minimum of five GCSE passes, including English, and three A level passes or equivalent qualifications to be considered for entry to a Bachelors or integrated Masters programme.

#### Postgraduate taught<sup>4</sup>

Applicants must normally have achieved a minimum of a lower second class honours degree<sup>5</sup> (2.2) or equivalent qualification to be considered for entry to a taught postgraduate programme. Specific provisions exist for postgraduate taught programmes where a medical qualification is required for entry. Entry requirements for postgraduate preparatory programmes, including Graduate Certificates and Graduate Diplomas, will be specified individually at programme level.Postgraduate research

Applicants must normally have achieved a minimum of an upper second class honours degree (2.1) or equivalent qualification to be considered for entry to a postgraduate research programme.

### **Programme level entry requirements**

Programme level entry requirements are approved by the Student Recruitment and Admissions Group on the recommendation of academic Schools and Institutes, and are published annually on the Queen Mary course finder: [www.qmul.ac.uk](http://www.qmul.ac.uk). Specific subjects, qualifications and minimum grades may be specified for individual programmes.

### **Exceptions**

In exceptional cases and on the recommendation of the academic School or Institute, the Dean for Taught Programmes for the relevant Faculty may approve the admission of an undergraduate or taught postgraduate applicant who has not met the general and/or programme level entry requirements. In the case of applications for postgraduate research programmes, approval of such exceptions is the responsibility of the Director of Graduate Studies.

### **English language requirements**

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<sup>4</sup> Includes Masters by Research (MA or MSc by Research) and MRes

<sup>5</sup> We reserve the right not to accept Bachelor's degrees obtained through a combination of study at different institutions, for example, where the final stage was studied on a 'top-up' basis.

In accordance with Queen Mary's *Admissions English language policy*<sup>6</sup>, applicants whose first language is not English will be required to provide evidence that their English language ability is of a sufficiently high standard to cope with the academic demands of the programme for which they have applied. This evidence must be in the form of a recognised, valid English language test or qualification, and must meet or exceed both UKVI and programme English language requirements, whichever are higher.

Programme-specific English language requirements are published on the Queen Mary website<sup>7</sup>. Applicants who fall marginally short of programme English language requirements will normally be permitted to undertake a Queen Mary pre-sessional English programme in order to meet the required English language level.

### **Acceptability and verification of qualifications**

Queen Mary accepts a wide range of academic and English language qualifications from UK and international applicants. Central 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, UK NARIC and other recognised sources. Admissions is responsible for determining international equivalencies; Queen Mary Global Engagement Office staff provide expertise and guidance to support the assessment of international equivalencies.

Queen Mary will verify the result of any relevant qualification declared or submitted by an applicant before permitting them to enrol at the university. Where original qualification documents are not in English, we normally require a certified translation in addition the original language document.

## **MAKING AN APPLICATION**

### **Process and deadlines**

Applications to all undergraduate programmes must be made via UCAS ([www.ucas.com](http://www.ucas.com)).

Applications to taught and research postgraduate programmes, and foundation programmes (undergraduate and pre-Masters), must be made online direct to Queen Mary via 'Apply' links published in individual programme entries in the Queen Mary course finder: [www.qmul.ac.uk](http://www.qmul.ac.uk).

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 Queen Mary website<sup>8</sup>. Deadlines for direct application programmes may vary and details are published on individual programme entries in the Queen Mary course finder: [www.qmul.ac.uk](http://www.qmul.ac.uk). We reserve the right to close a programme before the published deadline, where demand for the programme means no further places can be offered. In such cases we undertake to provide a reasonable period of notice, normally at least one week, of the decision to close.

Scholarship deadlines fall at different points in the admissions cycle. Applicants are responsible for ensuring that scholarship applications are submitted by advertised deadlines.

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<sup>6</sup> <http://www.arcs.qmul.ac.uk/policy/>

<sup>7</sup> <https://www.qmul.ac.uk/international/international-students/englishlanguage/requirements/>

<sup>8</sup> <https://www.qmul.ac.uk/postgraduate/taught/applyfortaughtprogrammes/deadlines/>

Only complete applications that include all required information and relevant supporting evidence will be considered. Admissions will request missing information where applications are incomplete; where applications remain incomplete, they may be rejected by Admissions.

### **Accreditation of Prior Learning**

We will consider applications for advanced entry, for example, to join the second year of an undergraduate programme, or to obtain recognition of relevant credits achieved at another higher education institution as part of a Queen Mary programme on a case-by-case basis. Some programmes do not accept application for advanced entry. Such applications will be considered under the Queen Mary *Accreditation of Prior Learning Policy*.<sup>9</sup>

### **Deferred entry**

Applications for deferred entry will be considered at the point of application. 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. Queen Mary will normally only agree to defer entry for one year. Requests to defer entry for two years will be considered on an individual basis. Offer holders who do not join Queen Mary after receiving permission to defer entry for two successive years will be required to make a new application.

### **Plagiarism and falsified applications**

Queen Mary reserves the right to withdraw an offer of admission where an applicant is found to have supplied false information, including falsified references, or omitted relevant information from their application.

UCAS routinely scans personal statements for plagiarism and Queen Mary 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 the applicant.

No further application will be considered from an applicant who has been found to have supplied false information.

### **Re-admission of students**

Applications from students who have previously withdrawn or been required to withdraw from study at Queen Mary and who are applying for re-admission will be considered in accordance with university regulations<sup>10</sup>.

### **Concurrent studies**

Applications from students who wish to study at Queen Mary at the same time as studying on another programme either at Queen Mary or at another higher education institution will be considered in accordance with university regulations relating to concurrent studies<sup>11</sup>. Permission to undertake concurrent study is not normally permitted and is granted only in specific, exceptional circumstances.

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<sup>9</sup> <http://www.arcs.qmul.ac.uk/policy/>

<sup>10</sup> <http://www.arcs.qmul.ac.uk/policy/>

<sup>11</sup> <http://www.arcs.qmul.ac.uk/policy/>

## **ASSESSMENT AND SELECTION**

### **Regulatory and legislative compliance**

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 Queen Mary<sup>12</sup>.

#### Admission of minors

Queen Mary is an adult environment and our students are normally 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.

Queen Mary will consider applications from students who will be under the age of 18 at the point of first enrolment at the university. Such applications will be considered in line with our *Admissions policy for students under the age of 18 years*<sup>13</sup>.

#### Criminal convictions, fitness to practise and occupational health checks

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. 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 Queen Mary and again prior to enrolment at Queen Mary. For specific programmes, applicants will be required to undergo a *Disclosure and Barring Service (DBS)* check and an occupational health before they are permitted to enrol.

Declarations of criminal convictions by applicants will be considered in line with our *Admissions criminal convictions policy*<sup>14</sup>

#### Applicants requiring a visa to study in the UK

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. Queen Mary will issue Certificates of Acceptance for Studies to applicants requiring a Tier 4 student visa, and any other immigration-related documents, in accordance with the *Admissions policy on student immigration*. Offers of admission are subject to compliance with Home Office immigration policy 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.

### **Selection and offer-making**

Selection decisions, i.e. the decision to offer admission to a programme or not, are made in line with approved entry requirements, which are applied consistently by admissions selectors. Equal consideration is given to all applications received by published deadlines. As demand for some

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<sup>12</sup> <https://www.qmul.ac.uk/prospective/termsandconditions/>

<sup>13</sup> <http://www.arcs.qmul.ac.uk/policy/>

<sup>14</sup> <http://www.arcs.qmul.ac.uk/policy/>

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.

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.

#### Interviews and additional assessments

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.

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. Queen Mary does not routinely use admissions tests as part of its selection process, other than for programmes in the School of Medicine and Dentistry, which are governed by separate admissions policies.

#### Time taken to consider an application

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. 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 wherever possible.

#### Offers of entry

The following types of offer 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. Graduate Diploma instead of Masters) or may have lower entry requirements, is available.

#### Acceptance of offer by the applicant

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. Queen Mary reserves the right to withdraw offers if they are not accepted by the specified deadline.

Where an applicant is holding an offer for more than one programme at Queen Mary, 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)

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 to [admissions@qmul.ac.uk](mailto:admissions@qmul.ac.uk).

#### Feedback

Queen Mary does not routinely provide feedback to applicants where their application has been unsuccessful. Applicants may request feedback by contacting the Admissions team in writing to [admissions@qmul.ac.uk](mailto:admissions@qmul.ac.uk). 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.

### **Consideration of additional information in selection and offer-making**

#### Widening Participation and Fair Access

Queen Mary 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

We routinely assess a number of 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. We publish information for undergraduate applicants about our approach to contextual admissions<sup>15</sup>.

The university is a member of *Realising Opportunities*, a collaboration of leading research intensive universities working together to promote fair access and social mobility of students from groups under-represented in higher education. Queen Mary also participates in the Sutton Trust *Pathways to Law* scheme and runs a number of its own widening participation schemes. Differential offers may be made to students participating in any of these schemes.

#### Applicants with disabilities, specific learning difficulties or mental health issues

The Disability and Dyslexia Service (DDS) offers support for all students with disabilities, specific learning difficulties and mental health issues at Queen Mary. We encourage applicants to disclose their needs at the point of application and to contact the DDS direct to discuss their support requirements during the admissions process. Information about disabilities, specific learning

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<sup>15</sup> <https://www.qmul.ac.uk/undergraduate/entry/contextualised-admissions/>

disabilities or mental health issues disclosed by applicants at the point of application does not influence the academic selection decision, which is made independently.

### **Confirmation of place**

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 university by UCAS, no further evidence will be required.

Queen Mary 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, Queen Mary may exercise discretion and confirm the place in line with agreed minimum thresholds for admission, subject to the availability of places.

### **FEES AND FUNDING**

#### **Fee status**

Fee status determines the level of university 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). Queen Mary does not exercise discretion in the application of legislation and guidance governing fee status assessment.

#### **Fee deposits**

Applicants may be required to pay a fee deposit at the point of acceptance of offer or at the point when their place is confirmed. Where a deposit is required, the applicant will not be permitted to proceed to enrolment.

#### **Scholarships and financial support**

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.

### **APPLICANT DATA**

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 university. Anonymised data is used for the purposes of analysis and monitoring.

Application data forms part of the student record for applicants who are admitted to the university and is transferred to the Registry after their place is confirmed. Personal data for applicants who are not admitted to the university is deleted in accordance with the university's data retention policy.

### **APPEALS AND COMPLAINTS**

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<sup>16</sup>.

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<sup>16</sup> <http://www.arcs.qmul.ac.uk/policy/>

*Approved by: Senate, June 2019*

*Review due: June 2020*

*Implementation of this policy is the responsibility of the Head of Admissions.*