

BPP University – University Policies and Procedures

Admissions Policy



Scope	Applicants, Students, and Staff
Approved Date	July 2025
Approving Authority	Education and Standards Committee
Date Effective	September 2025 (v.3.0)
Review Date	July 2028
Document Owner	Office for University Academic Quality
Purpose	Outlines the University's policies and procedures in relation to admissions.

Regulatory Mapping

BPP University General Academic Regulations
Section B: Admissions

BPP University
University Policies and Procedures
Admissions Policy

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1. Admissions Criteria

General Admissions Criteria

- 1.1. The following categories of entry criteria are used for admission to a programme:
- a) All applicants must meet the general entry requirements as expressed in GARs Part B, Admissions, Section 1., through which applicants may present accepted entry qualifications to fulfil those requirements. As part of this process, and where applicable, applicants may also seek admission with advanced standing where a candidate may be able to gain exemption from part of the programme for which they have applied through the accreditation of prior certificated or experiential learning (APCL and APEL). The APCL and APEL procedures can be found in the Section 6 of this Policy under *Accreditation of Prior Learning*.
 - b) GARs Part B, Admissions, Section 3, permits where demand for places on a programme from appropriately qualified applicants exceeds the number of places available, places shall be assigned on a competitive basis using discretionary criteria specified on the authority of the Dean of the relevant school in advance of the consideration of candidates. Where there are more applicants than places available, candidates meeting minimum general entry requirements and any additional programme specific entry requirements shall be ranked using discretionary criteria and offers made consistent with that ranking, as specified in the programme document.

- c) There may be additional admission requirements for Sponsored Visa Students, in accordance with the UK Visas and Immigration regulations valid at the point of application. Sponsored Visa Students will not only need to demonstrate their English proficiency in reading, writing, listening, and speaking but are also required to pass an Admissions Credibility Interview as outlined in this policy.
- d) Additional programme specific requirements may be set for individual programmes or types of programme by the Dean of the relevant school. Such additional entry requirements shall be published in advance of the admission process commencing. Additional programme specific entry requirements for current programmes are set out in this policy.
- e) It is also important to note that the University shall not make admissions determinations as a result of favouring or not favouring particular expressions of freedom of speech/academic freedom. Where a candidate for admission expresses freedom of speech/academic freedom within the Law, the University shall not seek to impede their admission as a result of disagreement with a candidate's lawful exercise of expression.

Age Requirements

- 1.2. Applicants must normally be at least 18 years of age on admission to the University. For the purpose of this policy the date of admission is defined as the 1st of October in the relevant academic year. The Dean of Academic Quality & Policy may waive this requirement for applicants who will be at least 16 but less than 18 years of age on admission, on an individual basis, provided that a contract of care has been agreed in advance between the University and the parents or guardian of the student as to additional safeguards and other requirements that will be necessary. The contract must also include the acknowledgement that the University will not act *in loco parentis*.

Accepted Entry Qualifications

Undergraduate Programmes

- 1.3. Except for students applying through the APCL or APEL routes, to register on an undergraduate programme applicants should possess one or more than one of the following:
- 1.4. Advanced Level/Advanced Subsidiary/Advanced Vocational Certificate of Education

- a) two six-unit awards¹
 - b) one 12-unit vocational award
- 1.5. A/AS-levels ('old style')
- a) two A-level
 - b) one A-level and two Advanced Supplementary
- 1.6. BTEC National Diploma/HND/HNC/AGNVQ
- A pass in the AGNVQ with Merit will meet the basic University requirement but many programmes will stipulate either a further A-level or six additional units

Other approved qualifications

1.7. Scottish Certificate of Education

As a minimum requirement BPP University will accept passes in three SQA higher grade subjects together with at least three other subjects at Standard grade. Most offers will be framed around four higher-grade passes.

1.8. Irish Leaving Certificate

The Irish Leaving Certificate is acceptable if passes in five approved subjects at the Higher Level have been attained at grade C or above.

1.9. International and European Baccalaureate

The minimum admissions requirement for the International Baccalaureate is a points score of 24 with at least a score of five in subjects to be studied at the higher level.

1.10. Other Approved Qualifications

An approved equivalent United Kingdom or overseas qualification leading to the awards of professional bodies. The level at which students must achieve the award will be specified in the programme admission criteria.

Graduate and Postgraduate Programmes

- 1.11. The minimum entry requirement for a postgraduate programme shall be a lower second-class degree or equivalent from a UK or recognised overseas university, or an equivalent qualification.
- 1.12. Where the proposed postgraduate programme is a third graduate or postgraduate programme (unless the third postgraduate programme is a programme intending to

¹ For matriculation purposes General Studies A level is not accepted, although it may be taken into account in viewing an applicant's overall profile.

qualify the applicant as a solicitor or barrister following completion of a GDL, PGDL or equivalent as a second graduate or postgraduate programme), each applicant must submit a personal statement and undertake an interview with BPP University.

- 1.13. Through the personal statement and interview, the candidate must provide information on the following to the satisfaction of the interviewer:
- a) the amount of time that has elapsed since the applicant last studied, and whether the applicant has sound reasons for returning to, or commencing, formal study of this subject, particularly after any significant gap;
 - b) whether the applicant demonstrates sufficient commitment to the course;
 - c) whether the course represents academic progression;
 - d) the credibility of the applicant's rationale for, knowledge of, and research into the proposed course of study and the sponsoring institution;
 - e) the credibility of the applicant's rationale for, knowledge of, and research into living arrangements in the UK;
 - f) how the circumstances of any dependant may affect the ability or motivation of the applicant to study;
 - g) the relevance of the course to post-study plans in the UK or overseas; and
 - h) whether the applicant intends to comply with the terms of their permission, including the requirement to leave the UK when their permission comes to an end (or, where lawful and appropriate, to apply to extend their permission under the Student route or to switch to another immigration route)

Equivalent Qualifications

- 1.14. The Admissions Officer will consult the UCAS and/or Ecctis databases to ascertain equivalence between international and UK qualifications.
- 1.15. Acceptable professional qualifications must be specified for each programme at the time of validation and must meet the Qualifications Frameworks descriptors for level 6.

Additional Programme Specific Requirements

- 1.16. Entry requirements higher or in addition to the minimum BPP University entry requirements may be set for individual programmes. The additional programme specific entry requirements set shall be appropriate to the learning outcomes and level of study for the programme concerned.

2. English Entry Methods and Requirements

- 2.1. To study at BPP University, applicants will need to provide evidence of their English language ability to meet the entry requirements of their chosen degree programme, demonstrate that they are a credible student, and to comply with UKVI requirements.
- 2.2. Students may be exempt from evidencing their English language ability, where:
- a) they are a national of a majority English speaking country as outlined in Appendix 1 of the [English Entry Methods and Requirements Guidance](#);
 - b) They have completed a degree as a resident taught in a majority English speaking country as outlined in Appendix 1 of the [English Entry Methods and Requirements Guidance](#);
 - c) They have studied at one of the institutions on the medium of instruction vouch list under Appendix 3 of the [English Entry Methods and Requirements Guidance](#). Please also refer specifically to the section of this policy that refers to *Medium of Instruction as an English Entry Method*.
- 2.3. Methods of proving English language proficiency include:
- a) Proof of a degree from a distance learning programme taught and examined in English and delivered from a majority English speaking country as outlined in or an overseas campus of a UK higher education institution, and achieving the required score in an English language speaking test with an ELT (English Language Test) assessor. The applicant must have graduated within five years of the start date of the programme at BPP University.
 - b) Relevant scores in one of the English language qualifications listed in the [English Entry Methods and Requirements Guidance](#) under Accepted SELTs and Required Grades. This must have been completed within two years of the start of the programme at BPP University and all results must be issued on the same certificate.

English Language Testing as an English Entry Method

- 2.4. BPP University will only consider English evidence according to the timelimits specified by BPP University or the issuer of the Secure English Language Test (SELT). Any evidence exceeding the validity period will not be accepted and the applicant will be required to conduct another assessment, either an accepted SELT or BPP University's English Language Test.

- 2.5. The BPP University English Language Test comprises up to four components: Speaking, Listening, Reading, and Writing. The Listening, Reading, and Writing components are taken using a secure examination platform and are invigilated by the University. The Speaking component is undertaken online via web conferencing software with a University English Language Assessor.
- 2.6. The BPP University English Language Test is administered subject to the below rules:
- a) The applicant is eligible to study at BPP University, subject to meeting the English Language requirements of their chosen programme.
 - b) Reasonable adjustments may be made for applicants where requests are made for these adjustments are submitted prior to the test date, and it is expected evidence will be provided to support these requests. Such reasonable adjustments are arranged on a case-by-case basis according to the adjustments required, and are at the discretion of the BPP University Officials arranging the test.
 - c) Strict examination conditions apply, and applicants who fail to comply with the examination conditions or seek to engage in any form of examination misconduct will be barred from continuing with the test, receiving the results, and participating in any further tests in the future.
 - d) One attempt of the BPP University English Language Test comprises the initial test and a retest where eligible. Where a candidate retests one or more components, the highest score will be accepted.
 - e) Applicants will be permitted a maximum of two attempts at the test, and following two failed attempts, the applicant cannot reattempt the test for the same intake, or must wait 6 weeks before undertaking a fresh attempt of the test. Applicants reapplying in this manner cannot carry over any components if it is a fresh attempt for a separate intake.
 - f) If an applicant appeals an interviewer's decision, the English Language Test recording or script will be reviewed independently of the original interviewer by an experienced assessor or the English Testing Lead. If the appeal is successful, the applicant may be issued an amended result or may be offered another chance to sit the relevant component(s).
 - g) Results from the BPP University English Language Test are valid for up to two years from the test result date, should applicants wish to defer to a later intake.
- 2.7. Possible outcomes of the BPP University English Language Test are as follows:

- a) Pass: the applicant meets the minimum component scores and overall scores required for their programme of study.
- b) Full Retest: The applicant is 0.5 below the minimum score for the overall score, and are therefore eligible for a full retest.
- c) Component Retest: The applicant is 0.5 below the minimum score in one component, and are therefore eligible for a retest for that component.
- d) Fail: The applicant does not meet the required overall score or any individual component scores by more than 0.5 on the first attempt, or the applicant fails to meet the entry requirements in a retest.

Medium of Instruction as an English Entry Method

- 2.8. Where applicable, medium of instruction is also used as a method for assessing English Language levels for the purposes of meeting UKVI admissions requirements.
- 2.9. The University maintains a Vouch List of educational institutions from which graduates of those institutions are recognised as meeting the English Language entry requirements for specified programmes. This enables the University to pre-confirm that students from educational institutions on the Vouch List are taught and assessed in English and are able to meet the language requirements on their programme of study without the requirements to provide other evidence of English Language proficiency.
- 2.10. Educational institutions included on the Vouch List have been selected on a quality assurance methodology that includes:
 - a) Research on each educational institution's curriculum and assessment in the Medium of English.
 - b) A review of each educational institution's rating based on the relevant jurisdiction's national accreditation framework.
 - c) A data-driven review of student performance at each educational institution.
 - d) Visits to these educational institutions conducted by the Dean or Deputy Dean of International Higher Education as appropriate.
- 2.11. The Vouch List is reviewed annually using the above quality assurance methodology to ensure that educational institutions remain appropriate for inclusion on the List. The resulting analysis is presented to the Education and Standards Committee for discussion and ratification.

- 2.12. The Dean and Deputy Dean of International Higher Education can propose additions to, or removals from, the Vouch List. Any proposed amendments will be supported using the quality assurance methodology
- 2.13. Policies are reviewed periodically to ensure they remain current and are ratified by the Education Standards Committee. Any changes to, or variations of the application of, policy will be recommended based on:
- a) Jurisdiction and sector intelligence.
 - b) Internal data relating to jurisdiction and student performance.
 - c) Appetite for risk and potential impact on OfS outcomes/BCA metrics.
 - d) Significance of a market/discipline to the University's strategy.
- 2.14. Eligibility criteria for English Language and the processes under which eligibility is determined and tested are routinely reviewed, and where changes are required to these requirements these will be confirmed at the International Higher Education Committee and ratified at the Education and Standards Committee.
- 2.15. The [English Entry Methods and Requirements Guidance](#) outline the accepted SELTs and required grades, additional requirements by programme, alternative accepted English entry methods by nation, and the aforementioned appendices that provide detail on evidencing and meeting the requirements of this policy. The Credibility Validation Policy below outlines the principles and procedures for establishing applicants are credible students and meeting the requirements of this policy. All policy and guidance is recommended by the International Higher Education Committee and approved by the Education and Standards Committee.

3. Credibility Validation for International Applicants

- 3.1. Applicants to the University who require a Confirmation of Acceptance of Studies (CAS) Letter as part of their admission to the University will use a series of methods to assess their credibility as a genuine student. It is key to set out that there is no defined blueprint for assessing credibility provided by the UKVI. The processes to determine this are therefore on the basis of Sponsor discretion. The University has and will continue to implement processes which safeguard against non-genuine students, and as such the University will use the credibility validation process to enforce the Genuine Student Requirements as outlined by the UKVI.

- 3.2. Credibility is assessed prior to and during the CAS request process. The International Admissions team assess the credibility of all students prior to CAS request. When the CAS is requested the Credibility Validation Team further undertake a series of enhanced checks based on the quality of the application and level of risk identified.
- 3.3. The three outcomes of this process are:
- i). Applicant is deemed credible and proceeds to CAS request
 - ii). Applicant is not deemed credible and is rejected
 - iii). Applicant is referred for an enhanced check.
- 3.4. Additionally, a statistical sample of applicants will be referred for an advanced check at the University's discretion based on required confidence levels and any other specific factors which deem an applicant higher risk.

Enhanced Checks

- 3.5. Enhanced Checks are the University's mechanism for implementing an additional assessment of the Genuine Student Requirement where the University requires it. Enhanced Checks are remote interviews and are not mandatory for all applicants. Applicants are referred following the review of the personal statement, statement of purpose, or are part of a random sample.

4. Applicants with Criminal Convictions

- 4.1. The University acknowledges the key role of education in the rehabilitative process but recognises that applicants who may have been cautioned or convicted with respect to certain offences may not be admissible to the University as a result of that caution or conviction. This process therefore supports fair consideration of applicants with criminal convictions as part of the admissions process and is guided by the evaluative principles as set out in the GARs, Part B, Section 4.
- 4.2. Where an applicant has received a police caution or been convicted of a criminal offence, the applicant must declare this in their application. Failure to do so may constitute application fraud, and subsequent discovery of non-disclosure post-application will result in the University withdrawing its offer. Where this is discovered post-registration, the student will be referred to the University Proctor for termination.
- 4.3. Admissions must then make an assessment on whether to admit the candidate on the following basis:

- a) The caution or offence is incompatible with the programme of study applied for, and therefore admission would be inappropriate;
 - b) The caution or offence is not permissible under a programme regulated by a Professional, Statutory, and Regulatory Body (PSRB), and therefore admission would be inappropriate;
 - c) The nature of the caution or offence precludes the applicant from participating in an academic and social setting; or,
 - d) The nature of the caution or offence poses a risk to the safe and neutral environment for students and employees.
- 4.4. Where a decision to refuse admission on the basis of the conditions as outlined under 4.3. a) and/or b) is not clear, or requires advice, Admissions should contact the relevant Dean or nominee, who will make a recommendation on the basis of the evidence provided.
- 4.5. Where a decision to refuse admission on the basis of the conditions as outlined under 4.3. c) and/or d) is not clear, or requires advice, Admissions should contact the University Proctor or nominee, who will make a recommendation on the basis of the evidence provided.

5. Applicants who have a Disability or Long-term Medical Condition

- 5.1. The University welcomes applications from students with disabilities and learning difficulties, and will endeavour to avoid artificial barriers to admission.
- 5.2. Applications from students with disabilities and special needs are considered on the same academic grounds as all others but applicants are asked to discuss their likely requirements with the University in advance. the University, via the Learning Support Office², will provide advice concerning the suitability of the centre, the programme and the equipment and/or support available.
- 5.3. A decision may need to take into account any overriding health and safety concerns, barriers relating to professional requirements, or the University's ability, or inability, to make any necessary adjustments. Such cases will be addressed on an individual basis.

² The Learning Support Office provides a point of reference, advice and guidance for members of staff and students in the University about disability issues and support.

- 5.4. All students are encouraged to disclose their learning difficulty or disability during the admission and registration process to ensure that adjustments and support can be put in place at the start of the programme. However, the University understands that in some instances students will develop health problems or disabilities after registration. In such cases students are encouraged to disclose to their personal tutor or to the Learning Support team as soon as possible to ensure that reasonable adjustments and support needs can be addressed.
- 5.5. The University is strongly committed to equality of opportunity in its provision for all students. The University is committed to providing on-going support with the focus being on providing accessible services and supporting students in completing their programmes as independently as possible.
- 5.6. As part of this commitment, the University believes that admissions processes should be as equitable as possible for all students. All applications from candidates who have disclosed a disability will be considered in the same way as any other application and a decision will be made that is based upon the candidate's academic merit and potential.
- 5.7. Support services will be put in place and reasonable adjustments made at the University to address barriers which disabled students may encounter in the learning, teaching and assessment environment, and which affect performance.
- 5.8. In selecting students, equitable consideration is given to all applicants. On being made an offer a student with a disability shall be invited to discuss the support required to complete the programme with the Learning Support Office to:
- a) ensure that the student is fully aware of the demands of the programme;
 - b) identify any resources or arrangements that the student requires;
 - c) determine whether the University can reasonably provide these and to ensure that, in the case of programmes leading to awards accredited or recognised by professional or statutory bodies, they do not contravene professional or statutory bodies' requirements.
- 5.9. Once the nature of provision is agreed, the University and the student shall be expected to enter into a learning support contract which will outline any reasonable adjustments that have been put in place for the student and detail any additional support that may be available.
- 5.10. In order to make any reasonable adjustments to facilities and resources, teaching, learning methods, and assessments, students are required to provide evidence of their

learning difficulty and/or disability. This is to ensure that BPP University complies with regulatory and exam board requirements.

- 5.11. When inviting applicants for Careers and Information events it is important to ask candidates to inform the University if they have any individual requirements prior to the event. Admissions may want to discuss these with the University's Learning Support Office prior to the candidates' arrival.
- 5.12. BPP is fully committed to social and educational equality and tackling discrimination to ensure equity of access to learning and associated activities for all applicants and students. As part of this commitment, the University's Access and Participation Statement is published on the website and will be updated annually.

6. Accreditation of Prior Learning

Requirements

- 6.1. These policies and procedures derive from the General Academic Regulations, Part B, Admissions. Applicants should consult the General Academic Regulations on the scope and limitations for the granting of Accreditation of Prior Learning (APL).

Definition

- 6.2. APL is use of prior learning for the purposes of granting:
 - a) equivalence with and therefore exemption from admissions criteria; or
 - b) exemptions from a module or stage of a programme.
- 6.3. There are two main categories of APL:
 - a) Accreditation of prior certificated learning (APCL): the use for either of the above purposes of any learning which has been formally assessed and certificated from previous study with a higher education institution, which can include BPP University.
 - b) Accreditation of prior experiential learning (APEL): the use for either of the above purposes of any learning which is acquired through experience (including, but not limited, to formal tuition, training courses, work or professional experience) but for which no formal qualification has been awarded.
- 6.4. Applicants may seek accreditation for one or more purposes, and in one, or both APL categories.

Principles

- 6.5. APL applications for the purposes of gaining exemption from admissions criteria shall be considered prior to the consideration of the full application.
- 6.6. APL applications for the purposes of module or programme stage exemption will only be considered following the applicant being offered a place on the programme.
- 6.7. Credit will only be awarded on the basis of evidence of relevant learning not just experience alone.
- 6.8. Decisions to award specific credit and therefore to exempt students from modules will be based on the identification, description and assessment of equivalence of APL learning outcomes to specified module learning outcomes.
- 6.9. Judgment about the equivalence of APCL and APEL to admissions criteria, module, or stage outcomes will take into account the principles of relevance, level, authenticity, currency and sufficiency.
- 6.10. Students will be assessed with equality and fairness and there shall be transparency in all processes and decisions.
- 6.11. Responsibilities of staff involved in the process will be clearly defined and training shall be given where appropriate.
- 6.12. No module or programme stage exemptions will be granted where these are not permitted by the relevant professional body. Where such restrictions apply, details will be stated in the definitive programme document (DPD).

Procedures for Accreditation of Prior Learning

Application Procedure for APL

- 6.13. Applications shall be made on the prescribed application form. The application form and associated written guidance shall be available from the University's website.
- 6.14. Applications for APL should, wherever possible, be submitted at the same time as the application for a place on a programme of study.
- 6.15. The offer of a place on the programme shall be separate from that concerning APL and this shall be made clear to the applicant in the offer letter.

Documentation and Evidence

- 6.16. In addition to the APL application form, applicants for APCL must include in the application certificated copies of any certificates and curriculum information obtained which form part of the application. Any document not in English should be

accompanied by a certified translation. All documents will be returned to the student following completion of the evaluation process.

6.17. In addition to the APL application form, applicants seeking module exemptions on the basis of APEL shall submit a portfolio which:

- a) Describes in detail the prior learning or experience;
- b) Describes how the prior learning or experience gained is relevant to the credit or exemption applied for;
- c) Describes how the prior learning or experience gained has achieved the learning outcomes and objectives of the module(s) concerned;
- d) Provides satisfactory evidence of the prior learning or experience. This may include:
 - (i) examples of work undertaken,
 - (ii) reflective accounts of learning,
 - (iii) videos of performance,
 - (iv) testimony of employer, colleagues, clients, etc.,
 - (v) narrative account of learning gained.

6.18. The evidence should be supported where appropriate by transcripts, syllabi, references and, where appropriate, the applicant may be required to attend an interview.

6.19. The evidence provided by applicants must meet the criteria detailed below, in accordance with the principles set out above:

- a) *Relevance*. Applicants should be able to demonstrate that the learning for which a claim is made is appropriate to the programme of study.
- b) *Level*. It should also be at the same level as the taught modules.
- c) *Authenticity*. The evidence should be clearly related to the applicant's own efforts and can be verified as such.
- d) *Currency*. In some subject areas the knowledge-base may become out of date. Where the qualification may have been gained more than 5 years ago, some evidence of updating may be required.
- e) *Sufficiency*. That the evidence presented is enough to substantiate the claim for credit.

Advice and Guidance to Applicants

- 6.20. BPP University will provide applicants with clear, accurate and accessible guidance, and the name and contact details of those persons responsible for considering applications and advising on their preparation³.
- 6.21. The application process will be different for APL for exemption from admissions criteria, as defined in 6.19. (a) above, and for APL for module exemptions, as defined in 6.19. (b).

Applications for Exemption from Admissions Criteria

- 6.22. Applications must be addressed to the Admissions Manager.
- 6.23. The locus of authority with respect to exemptions from admissions criteria rests with the relevant School Education and Standards Board. The School Education and Standards Board may delegate authority to an Admissions Tutor or to the University Admissions Manager, as defined below.
- 6.24. Applications may be judged by the relevant Award Leader or Admissions Tutor on behalf of the School Education and Standards Board. Decisions taken by the Admissions Tutor should be reported to the School Education and Standards Board.
- 6.25. Where appropriate and on the basis of prescribed criteria agreed by the relevant School Education and Standards Board, applications may be considered on behalf of the Admissions Tutor by the Admissions Manager, or nominee.
- 6.26. Applicants for APEL may be required to produce a portfolio of evidence of learning, where this is not sufficiently clear from their initial written application.
- 6.27. Applicants will receive a decision in writing, or a request for further information or evidence.
- 6.28. All decisions will be recorded on the student record system by the Admissions Manager, or nominee.

Applications for Exemption from Modules

- 6.29. Applications must be addressed to the Admissions Tutor and will be considered by the Admissions Tutor or Award Leader on behalf of the relevant Board of Examiners.
- 6.30. Advice and guidance will be provided to students by the Admissions Tutor.

³ Contact details and further information is available within [BPP Student Transfer Plan](#) on the BPP website.

- 6.31. Decisions will be based upon evidence that the module learning outcomes are already achieved by the applicant, whether on the basis of prior experiential or certificated learning.
- 6.32. Applicants will receive a decision in writing, or a request for further information or evidence.
- 6.33. If module exemptions are granted, the notification sent to the applicant will include a clear statement of the extent of the credit that has been given and details of the specific modules from which the applicant is exempt. Applicants will be advised of the implications for progression and the classification or grade of a qualification (if any).
- 6.34. Where module exemptions are rejected, students will be provided with clear reasons for the decision and notification of the appeals process.
- 6.35. All decisions will be reported to the Director of University Central Administration, who will record details on the student record system, and to the relevant Board of Examiners.

Senior Status Applicants

- 6.36. Applicants who are applying for a second degree at the same level may apply for 'senior status' which will exempt them from the first stage of the programme.
- 6.37. A list of any programmes for which senior status applications are not accepted will be published.
- 6.38. Any applications for senior status will be considered by the Admissions Tutor on behalf of the relevant School Education and Standards Board.
- 6.39. Applicants will receive a decision in writing, or a request for further information or evidence.
- 6.40. All decisions will be reported to the Student Records Manager, who will record details on the student record system, and to the relevant School Education and Standards Board.

Reporting Decisions

- 6.41. All confirmed decisions on applications for APL for module exemptions must be reported to the relevant board of examiners for that programme for ratification. Specific case examples should be sent with the report to the board.
- 6.42. There should be an annual report to the Education and Standards Committee on the extent of accreditation of prior learning granted.

Appeals

- 6.43. Applicants have the right to appeal the decision only on the following grounds:
- 6.44. The published APL procedure has not been followed; or,
- 6.45. There is good reason to believe that the submitted evidence of prior learning has not been fully recognised.
- 6.46. New or additional evidence not submitted with the original application will not be considered.
- 6.47. Appeals against decisions relating to exemption from admissions criteria should be submitted in accordance with the published Academic Appeal Process.
- 6.48. Appeals against decisions relating to exemption from modules should be submitted in accordance with the published Academic Appeals Process and will be considered by the Academic Appeals Board.

Fees

- 6.49. Fees may be charged per module for the administration of APCL and APEL applications for module exemptions. No fee will normally be charged for consideration of APL applications for exemption from admissions criteria.

7. Admissions Appeals and Complaints Procedure for Applicants

Information

- 7.1. The University makes available through its website and marketing materials the criteria for admission to programmes of study. Before submitting an application for an appeal or complaint, applicants are encouraged to review the general, programme-specific and discretionary criteria applying to admission to the programme for which they have applied.

Scope

- 7.2. An **admissions appeal** is a written request by an applicant for a formal review of an admissions decision or the wording/terms/conditions of an offer.
- 7.3. The outcome of a successful request to appeal would be to reconsider the candidate's application with a view to upholding or changing the original decision.
- 7.4. An admissions appeal shall only be considered where one or both of the following grounds have been met:

- a) there is authoritative and objective evidence of improper conduct or administrative or procedural error in the consideration of the application;
 - b) there is significant new information directly relevant to the admission decision which, for good cause, was not made available in the original application or during the selection process.
- 7.5. An admissions appeal shall not be considered where the applicant does not meet the minimum criteria specified for entry to the programme of study. Applicants may not appeal against admissions decisions based on the academic judgement of University staff about their suitability for entry to a particular programme.
- 7.7. An **admissions complaint** is a specific concern from an applicant related to irregularity or maladministration in the application of the admissions procedures or policies by the University. This would usually include an indication as to the resolution being sought.
- 7.8. A possible outcome, if an admissions complaint were upheld, could be a formal or informal apology or a decision to review procedures. An admissions complaint will not usually lead to the review of an admissions decision.
- 7.9. This policy applies to all applicants, whether submitting their application directly to the University, or via an external body such as the Universities and Colleges Admissions Service (UCAS) or Central Applications Board. However, complaints relating to the activities of external bodies, which have an interest or role in the University's admissions process, cannot be investigated by the University and must be submitted to the relevant body directly.
- 7.10. An admissions appeal or complaint should be made by the applicant. However, admissions appeals or complaints may be lodged on behalf of the applicant by a friend, family member or member of the University providing that the applicant provides the University with written authority to deal directly with the third party. In such cases it shall be for the third party to keep the applicant fully informed. BPP University shall not communicate with both the applicant and the third party. Anonymous applications will not be considered.
- 7.11. Admissions appeals and complaints are handled separately from applications for entry and applicants who make an appeal or complaint in good faith will not be disadvantaged in any way as a result.

Procedure

Informal stage

- 7.12. Where applicants meet the admission requirements stated for a programme of study but have not received an offer of a place, or are dissatisfied with the way in which the application process has been applied, they are entitled to ask for feedback from the University by contacting the Admissions Office. Requests for feedback should be addressed to the Admissions Manager.
- 7.13. Applicants are encouraged to seek feedback before submitting an appeal or complaint and to resolve the matter with the Admissions Office.

Formal Stage

- 7.14. Where applicants are dissatisfied with the feedback from the Admissions Office, they can submit an admissions appeal or complaint. The application for an admissions appeal or complaint must be made in writing on the prescribed form, available from the University website and The Hub (Virtual Learning Environment), together with any evidence relied upon.
- 7.15. The applicant is responsible for ensuring that all supporting evidence is appended to the application form. Any evidence referred to in the application form but not appended to it will not be taken into account.
- 7.16. Documentary evidence appended to an application form may be copies of the original documents but the applicant may be required to produce original documents for inspection on request or subsequently, if offered a place.

Time for Lodging an Admissions Appeal or Complaint Application

- 7.17. Admissions appeals and complaints must be lodged with the Office of Regulation and Compliance (ORC) within 15 working days of receipt of the admissions decision letter. An application will only be considered out of time where the applicant is able to prove to the satisfaction of the ORC that they were mentally or physically incapable of lodging an application, or arranging to have one made on their behalf, within the prescribed timescales.
- 7.18. Upon receipt of an admissions appeal or complaint the ORC will issue the applicant with an acknowledgement of receipt, usually within five working days, which the applicant must retain as proof that an application has been submitted.

Admissions Appeals

- 7.19. The ORC, having investigated with the Admissions Office, will determine whether the information presented by the applicant meets the criteria in this policy for a valid admissions appeal, and will provide a response in writing, usually by email, to the applicant within ten working days of receipt.
- 7.20. The ORC will inform the applicant in writing that either:
- a) the admissions appeal is rejected because it does not satisfy the criteria set out in this policy. The applicant shall also be informed of their right to appeal to the Deputy Vice-Chancellor, or nominee, against this decision; or
 - b) the criteria for the admissions appeal having been met, the appeal is being considered by the Admissions Appeals Panel with an indicated timescale for a decision.

Admissions Appeals Panel

- 7.21. Where the application meets the criteria and grounds for an admissions appeal the ORC shall convene an Admissions Appeals Panel within fifteen working days of receipt of the admissions appeal.
- 7.22. The Admissions Appeals Panel shall comprise the Deputy Vice-Chancellor, or nominee and the Dean, or nominee, of the School to which the applicant has applied. The Deputy Vice-Chancellor, or nominee, shall appoint a secretary to the panel to record the decision and to convey the outcome to the applicant.
- 7.23. The Panel will consider the applicant's case against the relevant evidence.
- 7.24. The Panel shall have the right to undertake such investigation and to invite evidence from such persons as are necessary to establish what action is required on the admissions appeal.
- 7.25. The Panel shall have the power to:
- a) reject the admissions appeal; or
 - b) allow the admissions appeal, in which case, it may: refer the application, together with such recommendations as it sees fit, back to the Admissions Office for reconsideration; or, direct that the Admissions Office initiate action consistent with the Panel's finding that the applicant should be made an offer of admission onto the relevant programme of study.
 - c) The ORC shall inform the applicant and the Admissions Office of the Panel's decision within five working days.

- 7.26. Where the admissions appeal is rejected, the grounds on which the Panel's decision was based shall be set out as fully as possible to provide feedback to the applicant. The applicant shall also be informed that the University's internal procedures have been completed and the Panel's decision is final.

Admission Complaints

- 7.27. A Regulation and Compliance Officer from the ORC will decide the most appropriate procedure to investigate the admissions complaint.
- 7.28. The Regulation and Compliance Officer will inform the applicant in writing, within 28 working days of acknowledgement of receipt, that the admissions complaint has been:
- (a) upheld in whole with a statement as to the remedy; or
 - (b) upheld in part with a statement as to the remedy and an explanation regarding those parts dismissed; or
 - (c) dismissed with a statement as to the reasons.
- 7.29. An applicant who considers that their admissions complaint has not been properly investigated may request a review of the decision by the Deputy Vice-Chancellor, or nominee. There is no right of appeal against the decision of the Deputy Vice-Chancellor, or nominee.
- 7.30. The ORC will be responsible for ensuring that any recommendations or agreed actions arising from admissions complaints are communicated to the relevant University officer(s), and for recording and confirming the action taken.

Monitoring and Review of Admissions Appeals and Complaints Procedure

- 7.31. The Regulation and Compliance Office shall maintain a record of each appeal against an admission decision detailing:
- a) the grounds for the application;
 - b) whether the process was completed in accordance with the regulations and specified timescales;
 - c) the outcome of the admissions appeal;
 - d) the profile by protected characteristics of applicants.
- 7.32. A report on admissions appeals and complaints shall be included in the annual report of the Office of Regulation and Compliance to the Education and Standards Committee and the Academic Council, and shall include:

- a) comments on any identifiable patterns in the admissions appeals and complaints applications;
- b) feedback from applicants on their experience of the admissions appeals and complaints process;
- c) the efficiency with which the processes were administered;
- d) recommendations for changes to the regulations and procedures based upon internal experience and external changes in legislation or best practice guidance;
- e) a comparison of the results of the analysis with those from previous years.

Policy Revision History

Version Number	Description	Author	Reviewed by	Date
1.0	Revised and re-organised following Stage 2 review of GARs and UPPs. Previously the Admissions and Registration UPPs.	Deputy Director (Academic Governance & Policy) & University Proctor	Dean of Academic Quality & Policy	June 2023
1.1	Revisions to English Entry Requirements, and inclusion of Credibility requirements as part of the UPPs for visibility purposes.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	March 2024
2.0	Policy reviewed and streamlined. Section 3 has been revised to remove information not required.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2024
3.0	Updating of Policy to ensure compliance with Freedom of Speech legislation and OfS FoS Guidance.	Director of Academic Governance & Proctor	Dean of Academic Quality & Policy	July 2025