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REGULATIONS FOR THE ADMISSION OF STUDENTS

Regulation 6 - Regulations for the Admission of Students

6.1	General Requirements of Admission	44
6.1.1	Principals of Admission	
6.1.2	Admission to Programmes of Study	
6.2	Entry Qualifications for Admission to Programmes of Study at First Degree, Diploma of Higher Education, Certificate of Higher Education and Graduate Certificate and Diploma Levels	45
6.2.1	General Entrance Requirement for Admission at CertHE Level/International CertHE	
6.2.2	General Entrance Requirement for Admission at DipHE Level <i>General Entrance Requirement for Admission to International DipHE</i>	
6.2.3	General Entrance Requirement for Admission at First Degree Level	
6.2.4	General Entrance Requirement for Admission at Graduate Certificate and Diplomas/International Graduate Diploma	
6.2.5	Programme Requirements	
6.2.6	Programme Requirements and Competitive Entry Standards	
6.3	Entry Qualifications for taught Programmes of Study Leading to Postgraduate Awards	48
6.3.1	Taught Postgraduate Programmes	
6.3.2	Taught Doctoral Programme	
6.4	Other Entry Qualifications	48
6.4.1	Equivalent and other Entry Qualifications	
6.5	Entry Qualifications: Higher Degrees by Research	49
6.6	Entry Qualifications: First Language	49
6.7	Recognition of Prior Learning	49
6.7.1	General Requirements	
6.7.2	Accreditation for Prior Learning (APL)	
6.7.3	Accreditation for Prior Experiential Learning (APEL)	
6.7.4	Recognition for Credit	
6.8	Admission with Prior Learning	53
6.8.1	General Requirements	
6.8.2	Recognition of Access Programmes	
6.9	Re-admission on Completion of Awards	55

6 Regulations for the Admission of Students

6.1 General Requirements for Admission

6.1.1 *Principles of Admission*

- a) There shall be a reasonable expectation that any person admitted to a programme of study will be able to fulfil the educational aims and learning outcomes of the programme and achieve the standard required for the award.
- b) In considering each application for admission to a programme of study, evidence shall be sought of personal, professional and educational qualifications and/or experiences that provide indications of ability to meet the demands of the programme.
- c) Opportunities for study shall be provided without any form of discrimination on non-academic grounds and in accordance with appropriate University policies e.g. the current Equality and Diversity policies and guidance. In particular, no discriminatory test shall be imposed on any person as a condition of being admitted to any programme or programme element leading to any degree, diploma, certificate or other academic award or distinction of the University.
- d) Programmes which provide training for entry into specific professions may be obliged to meet particular requirements on admissions set by Professional, Statutory & Regulatory Bodies (PSRBs) for entry, for example, Protection of Vulnerable Groups where applicable. The University's Initial Teacher Education programmes are required to ensure that all entrants possess the entrance qualifications stipulated in Scottish Government memoranda and that admissions procedures incorporate interviewing of applicants, as requested by the General Teaching Council (Scotland).

Programmes which provide entry into professions which involve a duty of care such as education, nursing and social work may require, as a condition of entry, health checks if this is a stated criterion of the PSRB.

- e) It is essential that students enrol onto modules/programmes as required by the University to ensure access to learning resources, application of the Regulatory Framework, payment of fees and coverage by the University's insurance and health and safety provisions. Applicants holding an offer of a UWS place on a taught or research programme but who are unavoidably delayed in arriving at UWS, or have some other major impediment preventing their enrolment, will normally be allowed up to a maximum of two weeks after the start of trimester to complete enrolment. Thereafter the University will proactively seek to finalise the enrolment process or the student will be required to leave the University.

6.1.2 *Admission to Programmes of Study*

- a) The aim of the University in its admissions policy is the advancement of education and the widening of educational opportunities through the provision of a variety of modes of study and flexible provision.
- b) The range and levels of programmes and modules are such as to provide each student admitted to the University the opportunity to gain the highest level of award of which they are capable.
- c) The University may establish indicative educational criteria for its programmes of study or supervised research and, where competition for places is considered likely, may establish competitive entry requirements. General criteria are given in Regulation 6.2 (below), and Programme Regulations may set specific requirements on a programme by programme basis.
- d) Applicants will be informed of such indicative or competitive requirements, but the University reserves the right in considering individual applications to admit applicants not meeting those requirements, or limit admissions to the number of places available.

6.2 Entry Qualifications for Admission to Programmes of Study at First Degree, Diploma of Higher Education, Certificate of Higher Education and Graduate Certificate and Diploma Levels

6.2.1 *General Entrance Requirement for Admission at CertHE Level/International CertHE*

- a) The University's general requirement for entry to a programme of study leading to an award of a Certificate of HE shall be that an applicant who satisfies one of the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) passes in the Scottish National Qualifications in five subjects including one at Higher Level;
 - ii) passes in the General Certificate of Secondary Education (GCSE) and General Certificate of Education (GCE) in four subjects normally including one at Advanced Level (A level);
 - iii) other academic, vocational or professional qualifications deemed to be equivalent.

6.2.2 *General Entrance Requirement for Admission at DipHE Level*

- a) The University's general requirement for entry to a programme of study leading to the award of a Diploma of HE shall be that an applicant who satisfies one of the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:

- i) passes in the Scottish National Qualifications in five subjects including two at H Level;
- ii) passes in the GCSE/GCE in four subjects including one at A Level;
- iii) other academic, vocational or professional qualifications deemed to be equivalent.
- iv) It may be possible for candidates with an appropriate volume of SCQF credit at level 7 or above or equivalent to be offered direct entry to Level 8.

General Entrance Requirement for Admission to International DipHE

- b) The University's general requirement for entry to a programme of study leading to the award of an International DipHE shall be that an applicant who satisfies the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) A pass in the International CertHE or equivalent
 - ii) It may be possible for candidates with an appropriate volume of SCQF credit at level 7 or above or equivalent to be offered direct entry to Level 8.

6.2.3 *General Entrance Requirement for Admission at First Degree Level*

- a) The University's general requirement for entry to a programme of study leading to the award of a First Degree shall be that an applicant who satisfies one of the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) passes in the Scottish National Qualifications in five subjects including three at H Level;
 - ii) passes in the GCSE/GCE in five subjects including two at 'A' Level or passes in the GCSE/GCE in four subjects including three at 'A' Level;
 - iii) other academic, vocational or professional qualifications deemed to be equivalent.
 - iv) it may be possible for candidates with an appropriate volume of SCQF credit at level 7 or above or equivalent to be offered direct entry at an advanced level through Recognition of Prior Learning (see 6.7).

6.2.4 *General Entrance Requirement for Admission at Graduate Certificate & Diplomas/International Graduate Diploma*

- a) The University's general requirement for entry to a programme of study leading to the award of a graduate certificate or diploma shall be that an applicant who satisfies the following requirements shall be eligible for selection for admission. Competitive entry will stipulate grades for certain subject areas:
 - i) A first degree - graduate certificates and diplomas are typically programmes of study appropriate to graduates which provide specialist subject development at SCQF levels 9 and 10 and therefore assume an ability and aptitude for academic practice at these levels.
 - ii) Other academic, vocational or professional qualifications or experience deemed to be equivalent to the SCQF level of a first degree.
 - iii) In addition to the University's general entrance requirements for programmes of study at graduate certificate/diploma level, the requirements for entry into a particular programme may stipulate specific requirements.
- b) The entrance requirement for Admission to *International Graduate Diploma* shall be the equivalent of a prior programme of study equivalent to at least 240 credits at SCQF levels 7 & 8.

6.2.5 *Programme Requirements*

In addition to the University's general entrance requirements for programmes of study at First Degree, Diploma of Higher Education, Certificate of Higher Education and Graduate Certificate and Diploma Levels, the requirements for entry to a particular programme may stipulate that an interview or passes in certain subjects are essential and that passes in other subjects are recommended.

6.2.6 *Programme Requirements and Competitive Entry Standards*

- a) Details of specific subject requirement and competitive entry requirements for particular programmes are to be found in the University's undergraduate prospectus.
- b) The competition for entry is such that qualifications above the minimum pass requirements are usually necessary to gain admission to programmes of study.

6.3 Entry Qualifications for taught Programmes of Study leading to Postgraduate Awards

6.3.1 Taught Postgraduate Programmes

- a) The University recognises the following set of criteria for admission to a taught postgraduate programme.
 - i) **Degree Entry Stream:** the standard entry requirement is a first degree. For a particular programme the subject range of acceptable degrees may be specified. Some programmes may specify higher entry requirements (for instance an Honours Degree in a named discipline). Direct entry to a Masters programme (as distinct from progression to a Masters on the basis of PgD performance) should require that the entrant holds an Honours Degree or an accepted equivalent.
 - ii) **Non-standard Entry:** entry to a postgraduate programme (other than Masters direct) may be open to holders of an HND or DipHE award in an appropriate discipline, or a professional qualification accepted as of equivalent status. Such candidates must in addition normally have at least two years of relevant professional experience.

Candidates without formal qualifications who possess substantial experience in an appropriate field, and/or who may be judged to have demonstrated exceptional abilities, may also be admitted to a postgraduate programme at the discretion of the Programme/School Admissions Officer.

6.3.2 Taught Doctoral Programme

See Regulation 8.2.1.

6.4 Other Entry Qualifications

- a) All applicants shall be expected to provide evidence of proficiency in Mathematics and the English language, normally at least one of which subjects shall be at Higher Grade or equivalent.
- b) An applicant whose qualifications do not conform to the general entrance requirements but who presents other evidence which indicates an interest in personal educational advancement and an aptitude for academic study at the level concerned may be admitted to a programme of study at the discretion of the University. (Refer to RPL Guidelines.)

6.4.1 Equivalent and other Entry Qualifications

School Admissions Teams, Admissions Staff or Education Guidance Advisors will assess potential entry qualifications and their suitability for individual programmes of study. Guidance on qualifications can be found in UCAS publications on UK and International Qualifications. Students may be offered a programme of study that includes pre-sessional ESOL training in addition to their formal academic programme. The University also subscribes to the

National Academic Recognition Information Centre (NARIC) which provides definitive information on the equivalence of international qualifications in relation to those of the UK. (Refer to RPL Guidelines.)

6.5 Entry Qualifications: Higher Degrees by Research

Applicants for a higher degree by research will normally be expected to hold a first or second class honours degree or equivalent.

6.6 Entry Qualifications: First Language

For applicants where English is not the first language, the following regulations will apply.

6.6.1 For all programmes of the University, except a Foundation programme as detailed in 6.6.2, or for research degrees (see 6.6.3) applicants must be able to satisfy the University of their competence in English with an overall IELTS comparable score of 6.0 or above (with a minimum of 5.5 in each component).

6.6.2 Applicants to the Cert HE (Foundation programme) will be permitted entry to the programme with an IELTS comparable score of 5.0 and a requirement that they reach an IELTS comparable score of 6.0 before proceeding to SCQF level 8.

6.6.3 Applicants for research and doctoral programmes (See Regulation 8) must be able to satisfy the University of their competence in English with an overall IELTS comparable score of 6.5 or above (with a minimum of 6.0 in each component).

6.7 Recognition of Prior Learning (RPL)

6.7.1 Appropriate learning, wherever acquired, provided that it has been subject to reliable and valid methods of assessment may be accepted for the purpose of gaining academic credit by a person towards an award of the University.

This may take the form of:

i) Accreditation of Prior Learning (APL)

APL refers to certificated learning for which there is an agreed, general credit rating or recommendation and may also be given for parts of academic qualifications completed successfully.

ii) Accreditation of Prior Experiential Learning (APEL)

APEL is defined as learning which has its source in experience, for example at work or in the community.

The assessment of APEL shall normally be undertaken by the academic staff of the University.

APEL assessments shall be open to external examination and confirmation by Subject Panels (see Regulation 7) on the same basis as the formal assessment and examination of students.

6.7.2 *Accreditation for Prior Learning (APL)*

- a) Each person claiming APL is required to provide the University with relevant documentation, such as the originals of appropriate certificates, which may be accepted as evidence in support of the claim.
- b) Detailed information on the University's APL arrangements and procedures is available in the University's RPL Guidelines.

6.7.3 *Accreditation for Prior Experiential Learning (APEL)*

- a) Responsibility for making a claim to have acquired knowledge and skills and for supporting that claim with appropriate evidence rests with the applicant concerned.
- b) To assist in achieving this, the applicant will be provided with guidelines outlining the principles of APEL and its assessment, guidance on levels and on constructing statements of learning through systematic reflection on experience and assessment. The applicant will be allocated an academic supervisor with specialist knowledge in the relevant subject area.

All claims for APEL shall be double marked.

- c) The APEL proposal for the award of credit shall be approved by the School Admissions Officer and Programme Leader. Where a claim for credit matches the learning outcomes of the module, the agreement of the Module Co-ordinator will also be sought.
- d) While the University may accept a portfolio of evidence supporting a claim submitted by an applicant in a variety of forms, that evidence shall normally include a written piece of work which provides a guide through the accompanying portfolio of evidence. In all cases the evidence shall demonstrate:
 - i) authenticity: the work shall be the applicant's own work;
 - ii) standard: the work shall be of the standard required for the SCQF level claimed;
 - iii) breadth: a balance between theoretical knowledge and practical application shall be evident;
 - iv) relevance: the learning shall be focused on subject areas offered by the University in programmes of study at degree or postgraduate level;

- v) currency: the learning shall have been kept up-to-date by the applicant;
- e) Detailed information on the University's APEL arrangements and procedures is available in the University's RPL guidelines.

6.7.4 *Recognition for Credit*

- a) Recognition for credit is defined as the process whereby a judgement about the extent to which qualifications or experience may be accepted in partial fulfilment of the University's requirements for a given academic award; two categories of credit are recognised: general credit and specific credit. The distinction between general and specific credit shall be intended to ensure that the proposed programme of study is coherent and does not have any overlap of subject content within it.

Students are expected to build on or broaden prior learning. Recognition for credit up to the maxima stated in 6.7.4b can only be transferred into a programme where that programme broadens or develops the learning that the student has already acquired. This includes prior learning gained through successful completion of UWS programmes and modules. Students may not normally use the same prior credit towards more than one qualification as this would constitute double counting of credit.

The University has an agreed RPL process. This can be found in RPL Guidelines.

- i) *General credit*

General credit, for certificated learning, is arrived at through agreements between awarding bodies and Higher or Further Education Institutions. The amount of general credit is determined by the qualification held e.g. HNC, HND, RGN etc., not by the subject matter of the course of study to be pursued at UWS.

- ii) *Specific credit*

This is the credit given to an individual in the context of a particular programme of study; it may be equal to or less than the general credit to which it is related.

- a) *Undergraduate Awards*

Where credit has been achieved at UWS a current or former student may transfer credit into a programme greater than that allowed below, to allow completion, providing the learning is current, they are continuing on the programme previously studied or, where this is not possible, there is a direct 'fit' between prior and current study.

Where credit has been achieved external to UWS a maximum of half the credit points required at the level at which the applicant wishes to complete the programme of study with an academic award may be awarded through

RPL. Imported specific credit should be directly relevant to the student's proposed programme of study.

i) *Certificate of Higher Education*

60 points at level 7

ii) *Diploma of Higher Education*

120 points at level 7 plus
60 points at level 8

iii) *Degree*

120 points at level 7 plus
120 points at level 8 plus
60 points at level 9

iv) *Honours Degree*

120 points at level 7 plus
120 points at level 8 plus
120 points at level 9

The full 120 points as described in UWS programme specification must be taken at Level 10 (Honours) to secure the award.

As RPL is not graded it cannot be imported into a programme at Honours level.

v) *Graduate Diploma*

60 points at level 9

vi) *Graduate Certificate*

50% of the exiting level or qualification as appropriate.

c) *Postgraduate Awards/Professional Doctorate/DBA*

Normally the following maxima for importing credit to postgraduate awards will apply:

Postgraduate Certificate 30 points at level 11

Postgraduate Diploma 60 points at level 11

Masters Award **120** points at level 11

Doctor of Business Administration **120** points at SCQF level 11

Professional Doctorate **120** points at SCQF level 12

Prior to an admission direct to the dissertation stage of a Masters or MBA programme, the relevant Admissions Officer must give consideration to the following:

- the appropriate research underpinning to undertake the dissertation;
- the equivalence of core modules or learning outcomes;

- the need to consult with relevant subject experts to establish if appropriate underpinning is in place and academic guidance on what additional modules might need to be taken;
- consideration of the title of the UWS award in relation to the prior study taken at another institution;
- the availability of resources for dissertation supervision;
- as prior credit is not graded the Admissions Officer must be satisfied the equivalent level of attainment is reached for progression between PgD and Masters [see Regulation 7.3.5 and 6.8.1(c)(iii)].

6.8 Admission with Prior Learning

- 6.8.1 a) Provided evidence can be submitted or assessed that an applicant has fulfilled some of the progression and assessment requirements of the programme of study for which admission is being sought by means other than registration on the planned programme, and that it is clear that the applicant will be able, by completing the remaining requirements, to fulfil the educational aims and learning outcomes of the programme and attain the standard required for the award, that applicant may be admitted to an appropriate point on the programme.
- b) An applicant who has successfully completed a programme of certificated learning at a recognised SCQF awarding institution shall be considered for admission with specific credit, at an appropriate point on the programme of study for which entry is being sought.
- i) An offer for direct entry to level 8 of a programme will normally be on condition that the applicant holds 120 credit points at Level 7. Applicants holding an HNC of 96 credit points will be admitted with advanced standing.
- ii) Where there is an agreement to admit to level 8 of a programme (and all stipulated grading requirements have been met) an HNC, three Advanced Highers or A Levels will be deemed to be equivalent to level 7 of a programme and 120 points at level 7 will be entered as prior learning into the student's academic transcript.
- iii) Scottish Baccalaureate; International Baccalaureate; European Baccalaureate; DUT or qualifications considered comparable.
- These qualifications vary in volume and level of credit and may fall short of the 120 credit points normally required for entry directly to level 8. Therefore, where there is an agreement to admit to level 8 of a programme, *Next Steps to University* (or equivalent module) may be recommended in order to prepare students for study at SCQF level 8.
- iv) Specific credit awarded for RPL towards a programme of study will be entered onto the student's record.

- v) An offer for direct entry to level 9 of a programme will normally be on condition that the applicant holds 240 points, at least 100 points of which are at level 8 or above.
- c) An applicant who has successfully completed the whole or part of a related degree or other programme of higher education at an institution of higher education in the United Kingdom shall normally be considered for admission with specific credit at an appropriate point on the programme of study for which entry is being sought.
 - i) The maximum specific credit awarded for a first degree towards a subsequent non related degree is 120 points at level 7 plus 60 points at level 8.
 - ii) It is not normally permitted to count credit from a first degree towards a lower level qualification, e.g. DipHE.
 - iii) Specific prior credit when incorporated into a programme of study does not carry a grade or mark. Therefore, award with distinction cannot be granted for awards where credit is transferred in at level 9 or level 11. This must be made clear to applicants by the School/Programme Admissions Officer or Education Guidance Advisors (see Regulation 7.5.2);
 - iv) Credit from a partially completed postgraduate programme of study may be imported in line with the maxima allowed (see Regulation 6.7.4 c). Imported credit should be directly relevant to the student's proposed undergraduate programme.
- d) A student shall be required to reapply for a programme of study if the Progression & Awards Board has not assigned credit to the student for a period of two calendar years. The student will be treated as a new applicant and will go through the University's RPL process to check on the currency of their learning. They will then be offered the most appropriate level of entry based on that learning. (See Regulations 5.3.4 – 5.3.5)

Where credit has been achieved at UWS, a current or former student may transfer credit into a programme, to allow completion, greater than that allowed under 6.7.4b) providing the learning is current, they are continuing on the programme previously studied or, where this is not possible, there is a direct 'fit' between prior and current study.

6.8.2 *Recognition of Access Programmes*

The recognition of Access programmes is the recognition of specified programmes for the purpose of entry into higher education, including the recognition of qualifications validated by other authorities, which is not based on the credit-rating of programmes in terms of comparability with the University's academic awards.

6.9 Re-admission on Completion of Awards

Students who have been deemed eligible for the award from the Progression & Awards Board will not be considered for re-admission to the same award at that level with a view to improving their marks, the eligibility for the award of distinction or the classification of honours.