

# Admissions

## Policy and Procedures

<b>Quality Assurance Benchmarking</b>		
This policy and procedure maps to the following external quality assurance frameworks: Part B: Assuring and enhancing academic quality, Chapter 2: Recruitment, selection and admission to higher education		
<b>Document History</b>		
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## POLICY STATEMENT

West Dean College, incorporating KLC School of Design (“The College”) is committed to ensuring that students are recruited, selected, taught, assessed and otherwise treated solely on their relevant merits and abilities. The College supports the principle of equal opportunities and therefore no student will receive less favourable treatment on the grounds of disability, religion, race, colour, nationality, ethnic or national origins, political beliefs, age, sexual orientation, gender or marital status.

The Admissions Policy and Procedures apply to all individuals applying to study on a Diploma or Degree Course at West Dean College, at either the West Dean or Chelsea Harbour Campus as well as through Distance Learning, and all staff involved in any aspect of admissions within the College.

### 1. INTRODUCTION

The following principles underpin the Admissions Policy and Procedures:

- The Admissions Policy and Procedures are clearly documented, reviewed on an annual basis and easily accessible for staff and students.
- Applications are processed as quickly and efficiently as possible.
- Applicants are communicated with effectively throughout the admissions process from initial enquiry to enrolment. Applicants are appropriately informed and prepared for their studies at West Dean College.
- The decision to offer an applicant a place of study is based on clearly stated entry criteria, which are applied consistently and fairly. The College ensures that these criteria are fulfilled and that the applicant has the potential to successfully complete a programme of study by:
  - Assessing the information provided in the application form against the entry criteria
  - Assessing any provided references (preferably a recent academic reference)
  - Inviting an applicant to the College for an assessment day (practical and/or interview), portfolio discussion, or equivalent.
- Unsuccessful candidates are provided with feedback on request.
- The Admissions Policy and Procedures will comply with current appropriate legislation and take account of the relevant QAA Higher Education Codes of Practice.
- This policy should be read in conjunction with the College’s Regulatory Framework and Quality Handbook, the Funding Policy and Procedures, and the Student Record Keeping Policy.



## **2. RELIABILITY, VALIDITY AND RELEVANCE**

- The College will ensure that policies and procedures will be informed and guided by good practice.
- The College will monitor and evaluate the relationship between the Admissions Policy and the applicants' performance and feedback and will address any identified issues.
- The assessment methods used for student admission will be reliable and valid.
- The process for assessing applicants will be transparent and the reasons for decisions will be recorded and made available.
- The practical and (portfolio) interviews will be structured and consistent.

## **3. COMMUNICATION**

The College aims to process applications quickly, efficiently and professionally. This will be achieved by:

- Clear lines of responsibilities
- Ongoing training and development of all members of staff involved with the admissions process
- Continuous enhancement of the admissions procedure to ensure best practice
- Consistent application of this policy and admission procedures by all staff involved with the admissions and application process

## **4. THE APPLICATION PROCESS**

### **4.1 Entry and English language requirements**

The entry requirements for each programme of study are available on the College website in the Programme Documents and from the College Admissions Team.

### **4.2 Application deadlines**

The deadlines for applications will be published on the College website. Applications received after the published deadlines will be considered if there is availability on the relevant programmes.

### **4.3 Submitting an application**



All applicants will be required to complete an application form relevant to their chosen programme. Candidates will be able to download forms from the College's website or a hard copy can be obtained from the Admissions Team.

The candidate will be required to fill out the following sections on the application form:

- Personal details
- Disability declaration
- Fee Payments
- Education and Qualifications
- Information on English Language Requirements
- Reasons for wishing to study programme
- References - all applicants must provide at least one satisfactory reference, preferably a recent academic reference

The applicant will need to supply, upon request from the Admissions Team, the following documents:

- Copy of passport
- Copy of qualifications
- Original transcripts
- IELTS certificate, if applicable
- Portfolio of work, where applicable
- Critical Writing/Essay example, where applicable

Universities and Colleges Admissions Service (UCAS); for all undergraduate admissions, applicants are required to submit an application through UCAS, unless they are applying only to West Dean College, whereby applicants can submit a direct application.

#### **4.4 Acknowledgement**

The Admissions team will confirm receipt of the application form by email within 5 working days. The acknowledgement provides information on the next stage of the application process and contact details of the relevant member of staff.

UCAS; The Admissions team will confirm receipt of the application by email within 5 working days and request additional supporting documents to enable initial assessment of the application (see below).



#### **4.5 Initial assessment of application**

All applicants will be assessed as individuals and will be given equal opportunities to provide the relevant information or demonstrate relevant skills and/or experience.

- After the equal consideration deadline or on receipt of the application for applications received after this deadline, the Admissions team will initially assess whether:
  - The application is complete
  - The applicant fulfils the entry and English language requirements
  - An applicant requires a Student Visa for study at the College
  - Submitted diplomas and transcripts are genuine through spot checking
  - If the application is incomplete or more documentation is required to make an assessment, the Admissions team will request the required documentation from the applicant before continuing to process the application
  - If the applicant does not fulfil the entry requirements and/or the English language requirements, the application may be rejected or in exceptional circumstances, following an assessment of practical ability and interview by a subject specialist tutor, a conditional offer may be made. The applicant will receive a communication from the Admissions team explaining why the application was rejected or what conditions need to be met prior to entry.

#### **4.6 Assessment of merit and potential**

The potential to successfully complete a programme of study will normally be an essential criterion for admission to a course that leads to a West Dean College Diploma, or a qualification validated by the University of Sussex.

Prior educational attainment is a key indicator of potential successful retention and completion. However, the College may consider other factors in addition to examination results. Where appropriate, the College will consider a broad range of information in addition, to, or instead of, previous academic achievement. This may include relevant skills and contextual factors, such as work experience.



#### 4.7 Practical<sup>1</sup> and interview day

Candidates who applied for Graduate Diploma or MA Conservation Studies programmes will be required to undertake a practical to assess their standard of practical skills - for example candidates applying for the furniture specialism will be required to demonstrate their woodworking experience by completing a number of exercises including making joints

Applicants will normally receive an invitation to the practical and interview day within 10 working days after their application being assessed/after the equal consideration deadline.

The interview invitation will include information on:

- The date, time and location
- Any documentation the candidate should bring
- A brief outline of the format of the session(s) and expected duration
- Names/job roles of College staff involved with the practical and interview
- Provision of accommodation and meals, if required

#### 4.8 Portfolio<sup>2</sup> and interview day

Candidates who apply for one of the School of Arts or School of Design programmes will be expected to provide a portfolio of work that demonstrates their practical ability, reflects their experience in and commitment to their chosen practice.

FdA students will be asked to present and discuss their portfolio at interview and may be required to complete a practical task in lieu of a portfolio, if they do not have sufficient evidence of their practical ability. Fine Art and Interior Design students will be asked to present and discuss their portfolio.

Where required, provisions will be made during the assessment and interview days for applicants to:

- Be given advice on funding
- Discuss additional learning/disability support
- Visit the student accommodation (West Dean College campus-based programmes only)

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<sup>1</sup> If Applicable

<sup>2</sup> If Applicable



#### 4.9 Video-conference interview

If the applicant is unable to attend an interview at West Dean College, a video-conference interview with appropriate School/Programme staff will be arranged along with a long-distance practical (where applicable) to be supervised where possible in the applicant's own country. All **interviews will be arranged by the Admissions team.**

UCAS; Applications received during Clearing or close to UCAS deadlines, that pass the initial assessment will be offered a distance practical/portfolio submission and video-conference interview where applicable.

#### 5. OUTCOME/OFFER

After the interview, the interview panel will submit their recommendation, with the Principal ultimately responsible for the final decision and applicants will receive one of the following possible outcomes communicated by the Admissions Team:

1. Unconditional offer
2. Conditional offer
3. Rejection

The applicant will be informed of the outcome within 10 working days after the practical and interview day.

**Unconditional offer:** Successful applicants will receive a written offer for a place of study. The applicant is required to accept the offer within 20 working days of the offer being made by returning the signed and completed acceptance form. Applicants will need to state whether they accept the offered place and if, where this is an option, they would like to be a residential or day student. The applicant will be asked to outline how they plan to cover the fees and will be required to pay a deposit. Applicants will have secured their place of study only once they have accepted the offer and a deposit has been paid.

**Conditional offer:** A conditional offer will be issued listing the conditions and the timescale for these conditions to be met. The applicant will be required to accept the offer within 15 working days of the offer being made.

**UCAS:** Offers made through UCAS will be subject to each individual UCAS application in Track – applicants will need to check Track in order to see the deadlines by which they need to reply to offers made.



**14 Day Cancellation Right:** All students accepting the offer of a place of study will be informed of their legal right to cancel their contract to study at the College within 14 days of receiving notification of their acceptance. Students are required to make a clear statement to this effect by email or by post.

**Rejection:** Unsuccessful candidates will be notified of the outcome.

### **Feedback**

- On request, the College will provide feedback to unsuccessful applicants
- Requests for feedback must be made by the applicant in writing to the Admissions team
- The School/Programme staff will provide feedback within 10 working days of receipt of the written request.

*\*Note: In some instances, a conditional offer may be made in advance of the Interview.*

### **Deferral**

Applicants who have accepted a place of study and paid their deposit will have the opportunity to defer their place for one year.

If a candidate would like to defer their place, the Admissions team will confirm in writing that:

- A place of study will be held and guaranteed for the following academic year
- The paid deposit will be held for the following academic year
- The candidate will need to reconfirm by 1 February prior to the start of the academic year that they would still like to take up their place. After that date the College will not be able to guarantee a place of study.

### **Progressing and continuing students**

#### **Students on courses longer than 1 year in duration**

Students on courses longer than one year, which include the FdA, BA(Hons) and MFA Degrees, will automatically progress to the second year following successful completion of the first year of the course.



### **Student wishing to continue onto another course**

Acceptance to continue to a further course at is not automatic. Students, who are making acceptable progress, on receipt of an application will normally receive a conditional offer after mid-year/stage summative assessments. Offers made at this stage will be subject to successful completion of the current course and may include further conditions as defined by the Programme/Course Leader. In the case of students whose attainment is not at the required level at the mid-year/stage assessment point, the decision on an offer may be deferred until later in the academic year in order to give them more time to demonstrate sufficient progress as to indicate their likely success on a higher level or alternative course.

### **Complaints and Appeals**

- Where an applicant wishes to submit a complaint regarding the handling of their application or appeal the decision, the applicant should contact the Admissions team in the first instance.
- If the applicant remains dissatisfied with the outcome of the initial process, they are entitled to submit a formal complaint in line with the current student complaints procedures as outlined in the Student Complaints and Academic Appeals Policy (section 4) as found on the College website.

## **6. KEEPING IN TOUCH**

In the time between acceptance of a place of study and the course start date, the School/Programme staff, Admissions team and other relevant staff such as those responsible for student support/residential services, etc.will remain in touch with students on a regular basis. Students will receive course-specific information, information on term dates, fee payments, funding opportunities, visa requirements, information about forthcoming College events and other relevant information. New students will be invited and encouraged to attend College events prior to the start of their course.

## **7. STUDENT REGISTRATION AND INDUCTION**

Residential students will be required to register on the Sunday evening before term begins, or on the first day of term for non-residential students.

On arrival students will receive an information pack with the induction timetable, College information, student ID card, etc.



Student registration will be followed by an induction programme. This will include a tour of the College facilities, and an introduction to:

- The academic framework
- Assessment requirements and processes
- Key staff and services
- The Student Forum and Association
- Health & Safety and Fire Procedures
- The Library and research facilities
- IT facilities and the Student Intranet

## 8. COLLEGE VISITS AND OPEN DAYS

Open Days: The College will usually organise at least 2 Open Days per year usually in December/February, and prospective students will be invited to the end-of-year exhibition week.

## 9. STUDENT DATA PROTECTION

The College's Student Record Keeping Policy complies with the provisions of GDPR. The Student Record Keeping and Data Management Policy is available on the College website and on the Student VLE.

The College may use student demographic data for recruitment and marketing purposes. However, students' personal details will not be disclosed or shared in line with the Student Record Keeping and Data Management Policy.

## 10. OVERVIEW RESPONSIBILITIES

Review and update	Responsible	Timescale/Notes
Policy review and update	Academic Registrar	Annually - to be approved at the Academic Quality Committee Meeting in November



Review and update application materials and information (application form, interview form, offer letter, etc.)	Admissions Team	Annually - August/September
Review and update visa and funding information	Admissions Team	Annually - August/September
Review and update the practical and interview process	Head of School/ Programme Tutors/ Admissions Team	Annually - August/September
<b>The Application Process</b>		
Dealing with initial enquiries	Recruitment Team	Ongoing
Acknowledging receipt of application	Admissions Team	Within 5 working days after receipt application
Initial assessment of application	Admissions Team	Within 5 working days after receipt of application
Invite applicant for /interview	Admissions Team	Within 10 working days after receipt of application
<b>The Practical /Interview</b>		
Ensuring dates are available on website/programme timetables	Admissions Team	Prior to term
Organising meals/accommodation for applicant if required	Admissions Team	As required



Organising room for interview	Admissions Team	As required
Ensuring a second tutor will be available/present on the interview day	Admissions Team	
Ensuring Tutors have all relevant information for interview	Admissions Team	Tutors will receive information electronically
<b>Video conference interview</b>		
Organising date/time for interview	Admissions Team/ Programme Tutor	Prior to interview
Rescheduling interview (due to technical difficulties) if required	Admissions Team	Prior to interview
Organising long-distance practical	Admissions Team	Prior to interview
<b>The Outcome</b>		
Informing candidate of outcome practical /interview in writing and providing further information about next steps in process (depending on outcome)	Admissions Team	Within 10 working days after interview
Unconditional Offer	Student	20 working days from date of offer to return signed and completed acceptance form
Conditional Offer	Student	15 working days from date of offer to return signed and completed acceptance form
UCAS	Student	Offers made through UCAS will be subject to each individual UCAS application in Track -



		applicants will need to check Track to see deadlines for reply to offer dates.
Feedback to applicant, if requested	Admissions Team/Programme Tutor	Within 10 working days after written request
14 Day Cancellation Right	Student	Student has legal right to cancel contract to study at the College within 14 days of receiving notification of acceptance
<b>Student Registration and Induction</b>		
Organising student arrival and registration Day	Admissions Team	Annually - August/September
Organising Induction Timetable	Academic Team/Admissions Team	Annually - August/September
<b>Deferral</b>		
Opportunity to defer place for one year	Student	To reconfirm that will be taking up place by 1 February prior to the new academic year.
<b>Progressing and continuing students</b>		
Students wishing to continue onto another course	Student	On application. Students may be made a conditional offer following summative assessment in February of first year or later in the academic



		year subject to evidence of sufficient progress.
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