

Admissions Policy

Birkbeck, University of London Degrees

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Committee Approval

Committee	Committee Action	Date
QAEC	Recommended approval to the Academic Committee	12 February 2025
Academic Committee	Approved	24 March 2025
QAEC	Amended	15 October 2025
	Date in force	25 March 2025

This Admissions Policy will be reviewed periodically (at least annually) by our Quality Assurance and Enhancement Committee. Any amendments require the approval of our Academic Committee.

1. Introduction

At Bloomsbury Institute, we are proud to attract learners that have the potential, attitude and aspiration to succeed. We welcome and support everyone who has these qualities, as set out within our [Strategic Framework](#)¹.

This Admissions Policy applies to all applicants who are seeking admission to Bloomsbury Institute to study a Birkbeck, University of London degree. It provides information on the principles of our admissions function, as well as outlining the responsibilities of those involved in the admissions process.

2. Context

Bloomsbury Institute's Admissions Policy supports the purpose and values of our Institute, with a focus on 'breaking down barriers together'. We are committed to providing a fair, effective and professional admissions service which is consistent with good practice, as defined in the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education - Admissions, Recruitment and Widening Access². We admit students onto our courses in accordance with this Quality Code and in full compliance with the Equality Act 2010 and our own [Equality, Diversity and Inclusion Policy](#)³.

[Access and Participation Plan](#)⁴ confirms our commitment to the admission of under-represented and disadvantaged applicants.

3. Roles and responsibilities

Responsibility for the admissions process is shared between a number of teams, as outlined below. It is mandatory for all staff involved in the recruitment and admission of students to undertake appropriate training. This includes, but is not limited to, UK General Data Protection Regulation (UK-GDPR) training, Disability Awareness training, Unconscious Bias training and training on Equality and Diversity.

Student Recruitment

The function of student recruitment is explicitly separated from the making and administration of offers to applicants.

Staff within our Student Recruitment team are responsible for generating applications and organising activities to convert the offers made by our Admissions Department into acceptances. These conversion activities may include email campaigns, open days, school fairs, UCAS fairs and taster days.

Admissions

The Admissions Department make the decision about whether a conditional or unconditional offer can be made and the terms of such offer. They assess applications, request documentation, arrange interviews and ultimately provide the offer to the applicant.

Academic

Staff within our Academic Division conduct Academic Interviews, where required (see 5.3 below). The Academic Interview is designed to assess the applicant's suitability for / ability to succeed on the course. It will also determine whether any additional support is needed to be provided to the student e.g. learning enhancement sessions.

¹ <https://www.bil.ac.uk/about-us/regulation-quality-and-governance/strategic-plan/>

² <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

³ www.bil.ac.uk/qem/policies/

⁴ www.bil.ac.uk/qem/policies/

Student recruitment agents

We engage in relationships with selected student recruitment agents worldwide. Such agencies help applicants by providing information, advice and guidance on finding an appropriate provider and course and may offer additional assistance to applicants. Agents may assist us in the submission and processing of applications, and we therefore would make a payment to any agents for this service. If an applicant or student wishes to know more details about how we work with agents, they can contact the student recruitment team at sr@bil.ac.uk.

Any agent that we engage with will not have any input into the decision for making an offer. The decision of whether an applicant is made an offer remains solely with Bloomsbury Institute.

4. Information for applicants

We provide comprehensive information to enable applicants to make an informed choice about which is the most suitable course for them. We provide promotional material and our marketing team ensures that, in accordance with our [Information Control Procedures](#)⁵, all our promotional materials are accurate, relevant, current and accessible. Our Director of Admissions, Compliance and Risk Assurance is responsible for ensuring that we comply with relevant legislative and regulatory provisions, including (but not limited to) consumer protection; data protection; equality law and the OfS's regulatory framework.

We hold regular open days and campus tours for applicants. These provide applicants with the opportunity to visit our campus, learn about our facilities and speak to staff and students about our courses. Further information can be obtained from our Student Recruitment team:

Email sr@bil.ac.uk

Telephone 020 7078 8840 [International: +44 20 7078 8840]

5. Entry requirements

We deliver Birkbeck University of London degrees in Accounting, Business and Law. Our entry requirements are approved by Birkbeck, University of London.

Applicants are normally admitted onto a degree on the basis of their previous qualifications which meet the entry requirements set out on our website on each course page and on the [UCAS course pages](#)⁶.

The entry requirements in the table below are intended as a general guide. Each application is considered individually and we welcome Non-Standard applications.

In addition to the academic entry requirements, all applicants whose first language is not English must demonstrate English language proficiency.

Course Level	Entry Requirements
Undergraduate	Applicants require a minimum UCAS Tariff Score of 112. Applicants require an Ofqual-accredited GCSE in English Language (and Mathematics, for Accounting and Finance programmes) at Grade 4 or above, or an equivalent qualification at Level 2. Applicants for whom English is a second language require IELTS at 6.0 (minimum 5.5 in each skill sub-set).

⁵ www.bil.ac.uk/qem/policies/

⁶ <https://www.ucas.com/explore/search>

Top-Up	Applicants require a Pearson or SQA HND in a relevant discipline (i.e. for LLB, it must be in English Law), or an equivalent qualification at Level 5. Applicants for whom English is a second language require IELTS at 6.0 (minimum 5.5 in each skill sub-set) unless the entry qualification was taught and assessed in English and the applicant completed the qualification within three years of entry onto the programme. Applicants may be required to attend (and pass) an academic interview.
Postgraduate	Undergraduate UK degree (minimum Second Class Honours), or equivalent Level 6 qualification. Note: there may be course-specific criteria regarding the discipline area of this degree. For the MBA, applicants are required to have at least 2 years' managerial/supervisory experience.

We subscribe to the UK ENIC (formerly known as UK NARIC) and use their online database to assess whether a non-UK qualification is equivalent to a UK qualification. We also subscribe to Qualification Check to verify qualifications and awards.

Guidance on entry requirements for specific courses can be obtained from our Admissions Department:

Email: admissions@bil.ac.uk

Telephone: 020 7078 8790 [International: +44 20 7078 8790]

5.1 English language

For all our undergraduate degrees (excluding the Top-up degrees), applicants must have an Ofqual-accredited GCSE in English Language at Grade 4 or above, or an equivalent qualification such as:

- QAA-recognised Access to Higher Education Diploma
- Cambridge IGCSE in English Language at Grade C or above (if taken as a first language) or Grade B or above (if taken as a second language)
- European Baccalaureate with English as a first language
- International Baccalaureate with English as a first language at HL4 or SL5
- IELTS at 6.0 (minimum 5.5 in each skill sub-set)

5.2 Mathematics

For our BSc Accounting and Finance degrees (excluding the Top-up degree), applicants must additionally have an Ofqual-accredited GCSE Mathematics at Grade 4 or above, or a qualification that is recognised by UK ENIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade 4 or above.

5.3 Academic Interviews

Staff within our Academic Division conduct Academic Interviews, where required. These are commonly used for non-standard applicants (see 5.4, below), but may also be used in other cases (e.g. applicants under the age of 18). The Academic Interview is designed to assess the applicant's commitment to the course and their potential to succeed on the course. It will also determine whether any additional support is needed to be provided to the student e.g. learning enhancement sessions. The interview may be held face-to-face or online.

5.4 Non-Standard Applicants

If an applicant does not satisfy the entry requirements set out above, the applicant may be considered for admission as a Non-Standard Applicant. All Non-Standard Applicants will be considered on an individual basis. A Non-Standard Applicant must:

- have achieved, as a minimum, a Level 3 qualification, for entry onto a 3-year or 2-year accelerated undergraduate degree.
- demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.
- complete an extended Personal Statement to determine an applicant's commitment to the course and their potential to succeed on the course.
- pass an interview with an Academic Tutor
- provide a professional or academic reference
- satisfy the English language criteria (see above)

5.5 Minimum age

Applicants who will be under 18 years of age on the advertised start date of the course, will only be eligible for entry onto the course as a Standard Applicant. Applicants who will be under 18 years of age on the advertised start date of the course will be required to pass an interview with an Academic Tutor. This interview will be used to determine an applicant's academic maturity, commitment to the course and their potential to succeed on the course. The interview may be held face-to-face or online. This section should be read in conjunction with our [Safeguarding Policy](#)⁷.

5.6 Accreditation of Prior Learning

Subject to course availability, we may accept applications for admission with academic credit based either on prior certificated learning or prior experiential learning. When an applicant, existing or previous student wishes to gain credit towards a Birkbeck, University of London award on the basis that they have prior certified or experiential (normally work-based) learning relevant to the programme concerned, we will apply the Birkbeck, University of London [Accreditation of Prior Learning Policy](#)⁸. Any applicant seeking admission with academic credit will be provided with details of the current procedures at the time of their application. Applications are sent to Birkbeck, University of London for a final decision.

Guidance on the current procedures for admission with academic credit can be obtained from our Admissions Department.

6. Equality, diversity and inclusion

We are committed to admissions practices which positively promote equality, diversity, inclusion and fairness. We do not discriminate directly or indirectly against an applicant. In exercising our decision-making powers, we are not influenced by an applicant's characteristics such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation.

⁷ <https://www.bil.ac.uk/qem/section-3/>

⁸ <https://www.bbk.ac.uk/professional-services/registry-services/student-policies-2025-26/accreditation-of-prior-learning>

In line with our commitment to equality, diversity and inclusion, we fully support the rehabilitation of offenders and are proud supporters of [Unlock](#)⁹.

We welcome applications from applicants with a disability, specific learning difficulty or long-term health condition. Applicants are encouraged to disclose a disability, specific learning difficulty or long-term health condition at the application stage to enable us to make any necessary 'reasonable adjustments' prior to the applicant starting the course.

An applicant with a disability, specific learning difficulty or long-term health condition is protected by the [Equality Act 2010](#)¹⁰. Disclosing a disability, specific learning difficulty or long-term health condition does not impact on the decision about whether to make the applicant an offer. Applications are judged on their academic merits and an applicant's potential ability to meet the requirements for the course.

If an applicant has disclosed a disability, specific learning difficulty or long-term health condition, and if an offer is made, details will be forwarded to our Disability and Wellbeing Manager who will contact the applicant to discuss the support we can provide. In rare situations there may be elements of the course that cannot be delivered even with reasonable adjustments. In these situations, our Disability and Wellbeing Manager will discuss the options with the applicant. Applicants are welcome to contact our Disability and Wellbeing Manager to discuss the support we can provide prior to making an application by emailing disability@bil.ac.uk or telephoning 020 7078 8796 [International: +44 20 7078 8796].

7. Making an application

Applications for a course should be made either through UCAS, or direct through our online application system. The information which may be considered when assessing an application, in addition to educational qualifications, may include, but is not limited, to:

- Academic and/or professional references
- Personal statement
- Relevant work experience

7.1 Offer and acceptance

We will apply the entry requirements set out in **Section 5** above to decide whether to make an offer. The offer may be conditional or unconditional.

A conditional offer will be made once we have made an initial assessment of the application and supporting documentation and determined whether the applicant satisfies or may satisfy the entry requirements. If a conditional offer is made, the conditions of the offer will be clearly set out. If the conditions are not met by any deadline which is set out in the applicant's conditional offer, the conditional offer (and any acceptance) will be automatically withdrawn.

An unconditional offer will be made if an applicant has satisfied all the entry requirements and any required conditions of their offer.

An applicant who has applied through UCAS for one of our courses can accept their offer through UCAS Track. UCAS Applicants whose academic qualification results do not come through UCAS will need to provide evidence of their academic qualifications.

An applicant who has applied directly through our online application system can accept an offer through that portal.

⁹ <https://www.unlock.org.uk/>

¹⁰ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

7.2 False, inaccurate or misleading information

Applicants are required to confirm that all information provided on our online application form or the UCAS application form is true, complete and accurate and that none of the information requested or other material information has been omitted. If an applicant supplies any false, inaccurate or misleading information, we reserve the right to: (i) cancel an application; (ii) withdraw any offer of a place; or (iii) withdraw the applicant from the course if the applicant has started the course.

For information relating to any applicable tuition fee charges and refunds, see our Terms and Conditions (Section 7.3 below).

7.3 Terms and Conditions

An applicant who accepts an offer of a place on one of our courses is required to agree to our [Terms and Conditions](#)¹¹.

Current and prospective students enrol on one of our courses and, subject to our Terms and Conditions, should be able to complete the course as advertised. In other words, throughout the duration of their course, there should be no interruption to their “continuation of study”. Section 2 of our [Student Protection Plan](#)¹² sets out the potential risks that could, if they occur, interrupt the continuation of study of current and/or prospective students and explains how we mitigate against such risks occurring. Both documents can be obtained from our Admissions Department in hard copy upon request.

7.4 Deferral

If an applicant has accepted the offer of a place on one of our courses, the applicant can request a deferral for a maximum period of 12 months. This 12-month period starts from the date of the original advertised start date for the course, as per the original offer. The applicant will be liable to pay the tuition fees which apply at the date the applicant actually starts the course.

A request to make a deferral should be made in writing to the Admissions department.

Note: If a course is regulated by a Professional, Statutory or Regulatory Body (PSRB), we may withdraw a deferral after it has been approved if (i) any admissions criteria set by the PSRB are amended by the PSRB after the deferral has been approved; and (ii) the applicant does not satisfy these amended admissions criteria.

7.5 Withdrawal of a course

In line with our Student Protection Plan, we may make a strategic decision to withdraw a course for academic reasons, in response to student feedback and/or because the course is not financially viable because of low student numbers.

In these circumstances, we will ensure that the applicant is notified no later than three months prior to the course’s published start date and we will refund all tuition fees paid. We will accept no responsibility for any other losses which an applicant might incur, and we will seek to make an applicant an offer for an alternative course.

7.6 Our right to change the awarding body or the course content

Provided an applicant is notified no later than six months prior to the course’s published start date, we are entitled to substitute an alternative awarding body for any of our courses and/or make changes to the course content. We will inform applicants of any changes to the course no later than six months prior to the course published start date where those changes involve significant changes to the published course content or structure.

¹¹ <https://www.bil.ac.uk/qem/section-3/>

¹² <https://www.bil.ac.uk/qem/section-3/>

In these circumstances, the applicant will be entitled to cancel the contract within 14 calendar days of the date we inform the applicant of this change, and we will refund all tuition fees paid. The applicant is required to make such cancellation in writing.

8. Confirmation of Acceptance for Studies (CAS)

We have been conferred Student sponsor status with a track record of compliance by the UK Home Office and can therefore issue our international applicants who require a student visa with a Confirmation of Acceptance for Studies (CAS). The CAS is issued by our Compliance team.

There are additional requirements for international applicants who require a CAS. These additional requirements, which may be amended to ensure our full compliance with the UK Home Office requirements, include the following:

- A copy of the applicant's passport and details of all visits to the UK
- Proof of English Language competence
- Pre-CAS credibility interview (online)
- Proof that the applicant has sufficient finances to cover course fees and living expenses (in accordance with UK Visas and Immigration (UKVI) requirements).
- For any qualifications that are not in English, certified transcripts in translation may be required

As part of our efforts to ensure that only genuine and credible students obtain Student visa sponsorship, applicants are required to pay a deposit. For further information, please contact fees@bil.ac.uk.

Guidance on the issuing of a CAS and how to apply for a student visa can be obtained from our Compliance Team by emailing visa.compliance@bil.ac.uk or telephoning 020 7078 8840 [International: +44 20 7078 8840].

9. Data Protection

We will handle all data and information in compliance with our [Privacy Notice](#)¹³ and [Data Protection and Confidentiality Policy](#)¹⁴ to ensure we safeguard an applicant's personal data. We may share applicant data with third parties directly involved in the admissions process in line with these policies.

All parties with access to an applicant's information are required to always maintain confidentiality. We hold all applicant and student data within a secure server. Although this server is owned by a third party, no one apart from our staff, or those with whom we have a binding contract, has access.

10. Feedback, complaints and appeals

10.1 Feedback

Unsuccessful applicants may be invited to apply for an alternative course. Feedback on individual applications will be provided on request. Requests should be sent to:

Admissions Department
Bloomsbury Institute
7 Bedford Square
London

¹³<https://www.bil.ac.uk/qem/section-3/>

¹⁴ <https://www.bil.ac.uk/qem/section-3/>

Alternatively, you can email your request to admissions@bil.ac.uk

Feedback will only be provided to the applicant and not to a third party, unless written permission has been provided by the applicant.

10.2 Complaints

Where an applicant believes there are valid reasons for complaining about how their application has been dealt with, or how the [Student Protection Plan](#)¹⁵ has been applied, the applicant should make a complaint to the Director of Admissions, Compliance and Risk Assurance by emailing the [Admissions Complaint Form](#)¹⁶ to admissions.complaints@bil.ac.uk.

The complaint must come from the applicant and must be submitted within three months of the conclusion of the admissions process against which the complaint is being made. A response will be provided to the complainant within 21 calendar days of receipt of the complaint. If the applicant is not satisfied with the response they receive, they may appeal this decision (see **Section 12.3** below).

NOTE: Our Student Complaints Policy and Procedures does not apply to applicants.

10.3 Appeals

If an applicant is not satisfied with the response received following their complaint, they can submit a written appeal to the Deputy Chief Operating Officer (Deputy COO) by letter or email to:

Deputy Chief Operating Officer
Bloomsbury Institute
7 Bedford Square
London WC1B 3RA
Email: deputycoo@bil.ac.uk

The Deputy COO will nominate a senior member of Bloomsbury Institute's staff to investigate the applicant's appeal (the 'Investigating Officer'). The Investigating Officer will prepare a written report of: (i) the findings of the investigation; and (ii) any recommendations. The written report will be submitted to the Deputy COO. The Deputy COO, considering the written report and any recommendations therein, will make a decision on the appeal. The Deputy COO will inform the applicant of the decision in writing within 21 calendar days of receipt of the written appeal. The Deputy COO decision is final.

11. Related regulations, policies and procedures

- Access and Participation Plan
- Data Protection and Confidentiality Policy
- Engagement Policy
- Equality, Diversity and Inclusion Policy
- Information Control Procedures
- Privacy Notice

¹⁵ <https://www.bil.ac.uk/qem/section-3/>

¹⁶ <https://www.bil.ac.uk/admissions-feedback-complaints-and-appeals/> or can be requested by emailing admissions@bil.ac.uk

- Safeguarding Policy
- Student Disciplinary Policy and Procedures
- Student Disability Policy
- Student Protection Plan
- Terms and Conditions
- Withdrawal, Study Break/Suspension of Studies and Deferral Policy

12. Review of the Admissions Policy

This Admissions Policy will be reviewed periodically (at least annually) by our Quality Assurance and Enhancement Committee. Any amendments require the approval of our Academic Committee.