

Admissions Policy

2018 - 2019

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Committee Approval

Committee	Committee Action	Date
QAEC	Recommend approval	22 November 2017
Academic Committee	Approved	30 November 2017
Date in force		30 November 2017

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

1. Scope

This Admissions Policy applies to all applicants who are seeking admission to Bloomsbury Institute to undertake a University of Northampton degree.

2. Context

The Schwartz Report ('Fair Admissions to Higher Education: Recommendations for Good Practice')¹ has informed the development and implementation of our Admissions Policy. This Report, which was published in 2004, recommended the adoption of the following five principles of fair admissions:

- A fair admissions system should be transparent
- A fair admissions system should enable institutions to select students who are able to complete the course as judged by their achievements and their potential
- A fair admissions system should strive to use assessment methods that are reliable and valid
- A fair admissions system should seek to minimise barriers for applicants
- A fair admissions system should be professional in every respect and underpinned by appropriate institutional structures and processes

We are committed to providing fair access to higher education for those who demonstrate the ability to succeed on our courses. Through this Admissions Policy, and its application, we focus on those with the 'potential to succeed'.

Our Admissions Policy complies with Chapter B2 of the UK Quality Code for Higher Education. This Policy is clear, fair, explicit and consistently applied.

We admit students onto our courses in accordance with this Policy and in full compliance with the Equality Act 2010 and our own **Equality, Diversity and Inclusion Policy**.

2.1 Access and Participation Statement

Our Access and Participation Statement provides applicants with a clear and transparent account of the ways in which, with regard to under-represented and disadvantaged applicants and students, we:

- Provide fair access to all our courses
- Promote, encourage and develop the potential of students to succeed in their higher education studies and to proceed to graduate-level employment or postgraduate study

Widening access to students who may otherwise struggle to enter higher education and then supporting them to succeed is something that we plan for, implement and then evaluate as part of our overall commitment to social mobility, student wellbeing and success. The diverse nature of our academic community is valued as an important asset to the educational experience we provide. The insights and learning of our graduates, educated in the midst of this diversity, is, we recognise, one of the important contributions we can make to the wider society in which we live.

Our Access and Participation Statement is available at:

www.lsbm.ac.uk/access-and-participation-statement

¹ See: <https://www.spa.ac.uk/sites/default/files/Admissions-review-Schwartz-2004.pdf>

3. Roles and responsibilities

3.1 Our staff

We have explicitly separated the function of student recruitment from the making and administration of offers.

Staff within our Student Recruitment and Marketing Division are responsible for generating applications and organising activities to convert the offers made by our Admissions Department into acceptances. These conversion activities include open days, offer holder days and taster days. Enquirers are allocated a named member of staff from within the Student Recruitment and Marketing Division before an application to study is submitted.

Once an application is received, the application is processed within our Admissions Department (which is based within our Registry Division). The Admissions Department, with academic input as required, makes the decision about whether an offer is made and the terms of such offer. The Student Recruitment and Marketing Division plays no role in the decision about whether an offer is made. As stated above, if an offer is made, staff within the Student Recruitment and Marketing Division are responsible for organising activities to convert offers into acceptances. Once an applicant accepts an offer our Admissions Department becomes the applicant's point of contact until the applicant formally enrolls onto the course. Our Admissions Department is responsible for tracking all conditional offer holders and confirming when an applicant has satisfied all conditions.

Staff within our Academic Division are involved in the admissions process as explained within this Admissions Policy.

We ensure that all our staff who are involved in the recruitment and admission of students are appropriately trained. This includes, for example, the Supporting Professionalism in Admissions Unconscious Bias training and ACAS training on Equality and Diversity.

3.2 Student recruitment agents

We have 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 assist us in the processing of applications and we therefore make a payment to the agent for this service.

This has not resulted in an increase in the fees payable by the student. Due to the help of our agents, we save costs by requiring fewer staff for student recruitment and application processing.

If an applicant or student wishes to know more details about the exact amount of this payment, they may consult the Finance Department: finance@bil.ac.uk.

Agents do **not** have any input into the decision for making an offer. The decision of whether or not 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 in both hard copy and electronic copy. Our Head of Student Recruitment and Marketing ensures that, in accordance with our Information Control Procedures, all our promotional materials are: (i) accurate, relevant, current and accessible; and (ii) are compliant with relevant legislative provisions (e.g. consumer protection; data protection; equal opportunities). In addition, our Head of Communications undertakes a periodic audit of our promotional materials.

We hold regular open days, visit days and offer holder days 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 and Marketing Division, by emailing openday@bil.ac.uk or enquiries@bil.ac.uk, or by telephoning 020 7078 8844 [International: +44 20 7078 8844].

5. Entry requirements: Standard Applicant and Non-Standard Applicant

We deliver University of Northampton undergraduate degrees in Accounting, Business and Law, and postgraduate degrees in Business and Law. Our entry requirements are approved by the University of Northampton.

Guidance on entry requirements can be obtained from our Admissions Department by emailing admissions@bil.ac.uk or by telephoning 020 7078 8790 [International: +44 20 7078 8790].

Applicants are normally admitted onto a degree on the basis of their previous qualifications which meet the entry requirements set out in **Section 5.1** and Table 1 below. Within this Admissions Policy, such an applicant is referred to as a **Standard Applicant**.

The entry requirements for Standard Applicants are set out in **Section 5.1** and Table 1 below. They are also available on our website (www.bil.ac.uk/courses) and, for 3-year and 2-year undergraduate degrees, on the UCAS course pages.

We subscribe to the UK National Recognition Information Centre (UK NARIC) and use their online database to assess whether a non-UK qualification is equivalent to a UK qualification.

Standard Applicants may apply before they have obtained their qualification(s), provided that when an application is made the qualification(s) will be expected to be obtained prior to the enrolment date for the course.

Applicants who do **not** meet the entry requirements set out in **Section 5.1** and Table 1 below may be eligible for admission as a **Non-Standard Applicant**.

The entry requirements for a Standard Applicant and the requirements for a Non-Standard Applicant are set out below.

5.1 Entry Requirements: Standard Applicant

Applicants are normally admitted onto a degree on the basis of their previous qualifications which meet the entry requirements set out in Table 1 below. Within this Admissions Policy, such an applicant is referred to as a **Standard Applicant**.

Additional requirements for international applicants who require a Tier 4 (General) student visa to study in the UK (i.e. for applicants who are not from the UK, the European Union (EU) or the European Economic Area (EEA)) are set out at **Section 5.4** below.

Table 1: Entry requirements for a Standard Applicant

Level of Course on Entry	Course	Level of Course on Completion	Entry requirements for a Standard Applicant
Level 0	BA/LLB [4-year undergraduate degree which incorporates a Level 0 Foundation Year]	Level 6	<p>5 Ofqual-accredited GCSEs at Grade C or above (or Grade 4 or above under the new grading system)</p> <p>Applicants are required to satisfy the English Language requirements as set out in Section 5.1.2 below</p> <p>Applicants for the Accounting degree are required to satisfy the Mathematics requirements as set out in Section 5.1.3 below</p> <p>Applicants must have completed Year 11 (Key Stage 4) Secondary School, or equivalent, at least 2 years prior to the start of the course</p>
Level 4	BA/BSc/LLB [3-year or 2-year undergraduate degree]	Level 6	<p>Ofqual-accredited A-Levels, or equivalent Level 3 qualifications</p> <p>Applicants are required to satisfy the English Language requirements as set out in Section 5.1.2 below</p> <p>Applicants for the Accounting degree are required to satisfy the Mathematics requirements as set out in Section 5.1.3 below</p> <p>Applicants for the 2-year degree will be required to pass an interview with an Academic Tutor</p>
Level 6	BA (Top-up) [1-year undergraduate degree]	Level 6	<p>HND in a relevant discipline, or equivalent Level 5 qualification</p> <p>External applicants are required to pass an interview with an Academic Tutor</p>
Level 7	LLM/MSc	Level 7	<p>Undergraduate UK degree (minimum Second Class Honours), or equivalent Level 6 qualification; for the MSc the degree must be in a relevant discipline</p> <p>Applicants are required to pass an interview with an Academic Tutor</p>
Level 7	Executive MBA	Level 7	<p>Undergraduate UK degree (minimum Second Class Honours) or equivalent Level 6 qualification</p> <p>2-years' relevant managerial/supervisory work experience</p> <p>Applicants are required to pass an interview with an Academic Tutor</p>
Level 7	Executive MBA Top-up	Level 7	<p>Postgraduate Diploma (120 credits) in a relevant discipline, or equivalent Level 6 qualification</p> <p>2-years' relevant managerial/supervisory work experience</p>

Level of Course on Entry	Course	Level of Course on Completion	Entry requirements for a Standard Applicant
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Applicants are required to pass an interview with an Academic Tutor

5.1.1 Equivalent qualifications: 4-year undergraduate degrees which incorporate a Level 0 Foundation Year

The entry requirements for a Standard Applicant are 5 Ofqual-accredited GCSEs at Grade C or above (or Grade 4 or above under the new grading system).

The following qualifications meet the entry requirements (i.e. they are deemed to be equivalent qualifications):

- The applicant has a qualification or qualifications that is/are published in Section 1 of the UCAS Tariff Table 2017 (UK Benchmark Qualifications) and which has/have UCAS Tariff Points of 32 or higher
- The applicant has a qualification at Level 4 or higher (minimum 60 credits), awarded by a UK body with degree awarding powers
- The applicant has an overseas qualification that is recognised by UK NARIC as being at least equivalent to:
 - 5 Ofqual-accredited GCSEs at Grade C or above (or Grade 4 or above under the new grading system); or
 - A qualification or qualifications that is/are published in Section 1 of the UCAS Tariff Table 2017 (UK Benchmark Qualifications) and which has/have UCAS Tariff Points of 32 or higher; or
 - A qualification at Level 4 or higher (minimum 60 credits), awarded by a UK body with degree awarding powers

Our Quality Assurance and Enhancement Committee may approve other qualifications that are deemed to meet the entry requirements (i.e. they are considered to be equivalent qualifications). Any additional qualifications that are deemed to meet the entry requirements shall be published on our website.

5.1.2 English language

For all our undergraduate degrees (excluding the Top-up degrees), applicants must have an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system), or an equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a QAA-recognised Access to Higher Education Diploma; or
- The applicant has the 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); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or

- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant has an Academic IELTS at the minimum score level as set out in **Section 5.4** below, or an equivalent Secure English Test; or
- The applicant passes the Bloomsbury Institute English Language Assessment (an online English Language test taken on-campus at Bloomsbury Institute, and face-to-face interview with an Academic Tutor)

5.1.3 Mathematics

For all our undergraduate Accounting degrees (excluding the Top-up degree), applicants must have an Ofqual-accredited GCSE Mathematics at Grade C or above (or Grade 4 or above under the new grading system), or equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant passes the Bloomsbury Institute Numeracy Assessment (an online numeracy test taken on-campus at Bloomsbury Institute)

5.1.4 Interview with an Academic Tutor: 2-year accelerated degrees, Top-up degrees and Masters' degrees

All applicants for a 2-year accelerated degree or a Master's degree, and external applicants for a Top-up degree, will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

The interview may be held face-to-face, electronically or by telephone.

5.2 Entry Requirements: Non-Standard Applicant

Applicants who do **not** meet the entry requirements set out in **Section 5.1** above may be eligible for admission as a **Non-Standard Applicant**.

The entry requirements for a Non-Standard Applicant are set out below in **Sections 5.2.1 to 5.2.4**.

Additional requirements for international applicants who require a Tier 4 (General) student visa to study in the UK (i.e. for applicants who are not from the UK, the European Union (EU) or the European Economic Area (EEA)) are set out at **Section 5.4** below.

5.2.1 4-year undergraduate degrees which incorporate a Level 0 Foundation Year

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 4-year undergraduate degree which incorporates a Level 0 Foundation Year, a Non-Standard Applicant must have completed Year 11 (Key Stage 4) Secondary School, or equivalent, at least 2 years prior to the start of the course.

English language

For all our 4-year degrees, applicants must have an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system), or an equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has the 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); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or
- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant has an Academic IELTS at the minimum score level as set out in **Section 5.4** below, or an equivalent Secure English Test; or
- The applicant passes the BLOOMSBURY INSTITUTE English Language Assessment (an online English Language test taken on-campus at BLOOMSBURY INSTITUTE, and face-to-face interview with an Academic Tutor)

Mathematics

For all our 4-year Accounting degree, applicants must have an Ofqual-accredited GCSE Mathematics at Grade C or above (or Grade 4 or above under the new grading system), or equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant passes the BLOOMSBURY INSTITUTE Numeracy Assessment (an online numeracy test taken on-campus at BLOOMSBURY INSTITUTE)

5.2.2 3-year and 2-year undergraduate degrees

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 3-year or 2-year undergraduate degree, a Non-Standard Applicant must have a Level 3 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

The interview will be held face-to-face, electronically or by telephone.

English language

For all our 3-year and 2-year degrees, applicants must have an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system), or an equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has the 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); or
- The applicant has a European Baccalaureate with English as a first language; or
- The applicant has an International Baccalaureate with English as a first language at HL4 or SL5; or
- The applicant has a qualification issued by an awarding body established in a majority English-speaking country (as defined by the UK Visas and Immigration), that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant has an Academic IELTS at the minimum score level as set out in **Section 5.4** below, or an equivalent Secure English Test; or
- The applicant passes the BLOOMSBURY INSTITUTE English Language Assessment (an online English Language test taken on-campus at BLOOMSBURY INSTITUTE, and face-to-face interview with an Academic Tutor)

Mathematics

For all our 3-year and 2-year Accounting degrees, applicants must have an Ofqual-accredited GCSE Mathematics at Grade C or above (or Grade 4 or above under the new grading system), or equivalent qualification.

An applicant who does not have such a GCSE will meet this requirement (i.e. will be deemed to have an equivalent qualification) if the applicant satisfies one of the following:

- The applicant has a qualification that is recognised by UK NARIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade C or above (or Grade 4 or above under the new grading system); or
- The applicant passes the BLOOMSBURY INSTITUTE Numeracy Assessment (an online numeracy test taken on-campus at BLOOMSBURY INSTITUTE)

5.2.3 1-year Top-up undergraduate degrees

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a 1-year Top-up undergraduate degree, a Non-Standard Applicant must have a Level 5 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the potential to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

The interview will be held face-to-face, electronically or by telephone.

5.2.4 Postgraduate degrees

If an applicant does not satisfy the entry requirements set out in **Section 5.1** above, the applicant may be considered for admission as a Non-Standard Applicant.

For entry onto a postgraduate degree, a Non-Standard Applicant must have a Level 6 qualification.

A Non-Standard Applicant will be required to demonstrate that through their prior experience (e.g. work experience), supported by their qualifications, they have the ability to succeed on the course.

All Non-Standard Applicants will be required to pass an interview with an Academic Tutor.

This interview will be used to determine an applicant's commitment to the course and their potential to succeed on the course.

The interview will be held face-to-face, electronically or by telephone.

5.3 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 under **Section 5.1** above (i.e. such an applicant will not be eligible for entry as a Non-Standard Applicant under **Section 5.2** above).

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 will be held face-to-face.

This section should be read in conjunction with our **Safeguarding Policy** which is available on our website:

5.4 Additional requirements for international applicants

There are additional requirements for international applicants who require a Tier 4 (General) student visa to study in the UK (i.e. for applicants who are not from the UK, the European Union (EU) or the European Economic Area (EEA)). These additional requirements are in place to enable us to make a decision about issuing a Confirmation of Acceptance for Studies (CAS) which international applicants require before they can apply to the UK Home Office for a Tier 4 (General) student visa. 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 for non-native English speaking applicants:

- 4-year undergraduate degrees which incorporate a Level 0 Foundation Year – Academic IELTS score of 5.5 (with a minimum score of 5.0 in each skill) or equivalent
- 3-year, 2-year and Top-up undergraduate degrees – Academic IELTS score of 6.0 (with a minimum score of 5.5 in each skill) or equivalent
- Postgraduate MBA and MSc degree – Academic IELTS score of 6.5 (with a minimum score of 5.5 in each skill) or equivalent
- Postgraduate LLM degree – Academic IELTS score of 6.5 (with a minimum score of 6.0 in each skill) or equivalent
- To further assess an international applicant's English Language competence, we reserve the right to conduct an interview which may be held face-to-face, electronically or by telephone
- For any qualifications that are not in English, certified transcripts in translation may be required (i.e. the transcript must be certified by a professional translator/body as being a true translated copy (in English) of the original transcript)
- Proof that the applicant has sufficient finances to cover course fees and living expenses (we require a copy of the applicant's most recent bank statements in accordance with UK Visas and Immigration (UKVI) requirements)

Upon enrolment, international students are required to provide us with proof of their UK address.

Full details are available on our website: <https://www.bil.ac.uk/how-to-apply/international-students/>

Guidance on the issuing of a CAS and how to apply for a Tier 4 (General) student visa can be obtained from our International Office by emailing international@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

6. Admissions process

Guidance on how to make an application is found in **Section 6.3** below.

For applicants who apply through our online application system, all correspondence will be sent to the applicant through our online Self Service Centre and by email. For applicants who apply through UCAS, all correspondence will be sent to the applicant through UCAS Track and by email. If these methods of communication are not suitable for the applicant, our Admissions Department can provide an alternative method. The applicant should email admissions@bil.ac.uk or telephone 020 7078 8790 [International: +44 20 7078 8790], for details of alternative methods.

The first assessment of the application will determine whether the applicant has met the entry requirements for the course and can therefore be dealt with as a Standard Applicant in accordance with **Section 5.1** above.

If an applicant does not meet these entry requirements, the second assessment will determine whether the applicant can be dealt with as a Non-Standard Applicant in accordance with **Section 5.2** above.

Undergraduate applications that are received through UCAS 'on time' (in accordance with UCAS application cycle deadlines) are guaranteed equal consideration.

6.1 Accreditation of Prior Learning

We accept applications for admission with academic credit based either on prior certificated learning or prior experiential learning (APCL/APEL). We are required to comply with the University of Northampton's procedures. Any applicant seeking admission with academic credit will be provided with

details of the procedures current at the time of their application. Applications are sent to the University of Northampton for a final decision.

Guidance on the current procedures for admission with academic credit can be obtained from our Admissions Department by emailing admissions@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

6.2 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.

We have a responsibility to ensure that those with a disability, specific learning difficulty or long-term health condition are not prevented from benefitting from educational opportunities. 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. We are committed to going beyond a strict legal application of the 'reasonable adjustments' test.

An applicant with a disability, specific learning difficulty or long-term health condition is protected by the Equality Act 2010. Disclosing a disability, specific learning difficulty or long-term health condition does not impact on the **academic** 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. A disability, specific learning difficulty or long-term health condition will therefore not affect any decision made on academic grounds.

If an applicant has disclosed a disability, specific learning difficulty or long-term health condition, and if an offer is made based on academic merit, details will be forwarded to our Disability Team who will contact the applicant in order to discuss the support we can provide. In very rare situations there may be elements of the course that cannot be delivered even with reasonable adjustments. In these situations, our Disability Team will discuss the options with the applicant.

The Disability Team can be contacted by emailing disability@bil.ac.uk or telephoning 020 7078 8840 [International: +44 20 7078 8840].

6.3 Making an application

Applications for undergraduate courses should be made either through UCAS, using institution code L73, or direct through our online application system: <https://www.bil.ac.uk/how-to-apply/apply-now/>

Applications for postgraduate courses should be made direct through our online application system: <https://www.bil.ac.uk/how-to-apply/apply-now/>

Applications that are made direct through our online application system will only be considered for an offer once we receive a fully completed online application form.

The following documentation is also required prior to the advertised start of the course:

- Evidence of qualifications (e.g. qualification certificates and transcripts) and/or prior experience - the applicant will be required to upload this evidence to our online Self Service Centre
- One reference from a person who can comment on the applicant's suitability to be admitted onto the course (e.g. an academic or an employer)

When applying through our direct online application system, the applicant will be required to provide details of their referee. We will email the applicant's referee to request a reference.

7. Offer and acceptance

Applying the entry requirements set out in **Section 5** above, if an application is approved the applicant will be made an offer. The offer may be conditional or unconditional.

7.1 Conditional offer

A conditional offer will be made if an applicant is required to satisfy specified requirements before enrolling on the course (e.g. the submission of academic certificates and transcripts; proof of funding). If a conditional offer is made, the conditions will be clearly set out together with any deadline for satisfying the conditions.

7.2 Unconditional offer

An unconditional offer will be made if an applicant has satisfied all our requirements at the time the offer is made.

7.2.1 Unconditional Offer Scheme

We also operate an Unconditional Offer Scheme for UK and EU applicants who apply to start an undergraduate degree. This Scheme, which is for our most academically gifted undergraduate applicants, targets those with evidence of exceptional performance in their schooling to date. Eligible applicants may be made an unconditional offer on the basis of exceptional performance in their previous qualifications, without the need for their final exam results. Eligible applicants must be taking A-levels, BTECs or IB (or a combination of these).

Offers made under the Unconditional Offer Scheme will apply to applicants predicted to get at least 120 UCAS Tariff Points from A-levels, BTECs or IB (or a combination of these).

We will ensure that the Unconditional Offer Scheme operates effectively and promotes efficacy in relation to the students admitted under its provisions. The Academic Registrar will present a report to our Senior Management and Leadership Team (SMLT) and Academic Committee setting out a commentary on each applicant to whom an offer has been made under this Unconditional Offer Scheme, and whether such an offer has been accepted. A further report will be presented to the SMLT and Academic Committee at the end of the academic year showing the performance of students who were admitted under the Unconditional Offer Scheme. On the basis of this report, the Academic Committee may amend or withdraw the Unconditional Offer Scheme.

Further information about the Unconditional Offer Scheme can be obtained from our Admissions Department by emailing admissions@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

7.3 Accepting an offer

An applicant who has applied through UCAS for one of our undergraduate courses and who has been made a conditional or unconditional offer of a place can accept the offer through UCAS Track. An applicant who has applied directly through our online application system can accept an offer through our online Self Service Centre.

If an applicant accepts a conditional offer, the applicant's place is only confirmed once all conditions have been satisfied. If the conditions are not satisfied by any deadline which is set out in the applicant's offer, the conditional offer (and any acceptance) will be automatically withdrawn.

7.4 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. An omission will include a failure to disclose courses and qualifications that have been taken but not completed. 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.

If an international applicant supplies any false, inaccurate or misleading information to the UK Home Office to support an application for a Tier 4 (General) student visa, we reserve the right to cancel an application and/or withdraw any offer of a place.

For information relating to any applicable tuition fee charges and refunds, see our current **Terms and Conditions** (see **Section 7.5** below).

7.5 Terms and conditions

An applicant who accepts an offer of a place on one of our courses is required to agree to our current **Terms and Conditions**. They are available on our website: www.lsbm.ac.uk/c-all-policies. They can also be obtained from our Admissions Department in hard copy by emailing admissions@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

7.6 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 prevail at the date the applicant actually starts the course.

A request to make a deferral should be made in writing by emailing admissions@bil.ac.uk.

7.7 Withdrawal of a course

Any offer made to an applicant is subject to the recruitment of sufficient student numbers to make delivery of the course viable from an educational perspective. The minimum number of students for all our courses is set at 12.

If this minimum number of students has not been recruited we have the right to withdraw a course (even after an applicant has accepted an offer and (if applicable) paid a Tuition Fee Deposit), provided the applicant is notified no later than three months prior to the course's published start date.

In these circumstances, we will refund all tuition fees paid. We will accept no responsibility for any other losses which an applicant might incur.

We will seek to make an applicant an offer for an alternative course.

7.8 Our right to change the awarding body

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 of similar standing in place of the University of Northampton for any of our courses. 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, by emailing admissions@bil.ac.uk.

7.9 Our right to make changes to course content and structure

We are entitled to make changes to the published course content or structure. Applicants will be informed of any significant changes to the published course content or structure no later than six months prior to the course's published start date. In these circumstances, an applicant will be entitled to cancel the contract within 14 calendar days of the date we inform the applicant of any significant changes and we will refund all tuition fees paid. The applicant is required to make such cancellation in writing, by emailing admissions@bil.ac.uk.

8. Criminal convictions

In line with our commitment to equality, diversity and inclusion, we fully support the rehabilitation of offenders.

We will not deny an applicant the opportunity to better their life through education on the grounds that the applicant has a criminal conviction.

Therefore, in the interest of social justice and in order not to deter an applicant with a criminal conviction from making an application, we do not require the disclosure of criminal convictions. If an applicant applies through UCAS (where provision of this information is compulsory), any declaration made about criminal convictions will be disregarded.

The decision about whether or not to make an applicant an offer of a place on one of our courses will therefore not be influenced by an applicant's criminal convictions.

It should be noted that once enrolled as a student, our Student Disciplinary Policy and Procedures provide a framework to deal with any cases of student misconduct. These Procedures incorporate the power to suspend or expel a student.

9. Confirmation of Acceptance for Studies (CAS)

We have been conferred Tier 4 Sponsor status by the UK Home Office and can therefore issue our international applicants with a Confirmation of Acceptance for Studies (CAS). The CAS is issued by our Registry Division.

See **Section 5.4** above for further information applicable to international applicants who require a Tier 4 (General) student visa to study in the UK.

Guidance on the issuing of a CAS and how to apply for a Tier 4 (General) student visa can be obtained from our International Office by emailing international@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

10. Data Protection

We will handle all data and information in compliance with our **Data Protection Policy** to ensure we safeguard an applicant's personal data. We may share applicant data with third parties directly involved in the admissions process, including:

- UCAS
- An applicant's referee
- Our academic partners
- An applicant's school/college/previous institution
- An applicant's agent

- The Student Loans Company (if applicable)
- The Higher Education Statistics Agency
- Our recruitment and admissions technology partner (currently Hobsons Plc)

All parties privy to an applicant's information are required to maintain confidentiality at all times.

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, have access.

11. Enrolment

Full details of our enrolment procedures are provided to all applicants who accept an offer.

An applicant may be enrolled provisionally until there is full compliance with all requirements under this Admissions Policy and under our current **Terms and Conditions**. They are available on our website: www.lsbm.ac.uk/c-all-policies. They can also be obtained from our Admissions Department in hard copy by emailing admissions@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

11.1 Attendance Policy

Our **Attendance Policy** stipulates that students are required to attend all timetabled classes unless there are exceptional circumstances that prevent a student from attending a class.

Students register their arrival and departure at classes electronically using their Student ID Card. Students are required to fully participate with the system and as such, applicants are assumed to agree to this system when accepting their offer of a place on one of our courses.

Our **Attendance Policy** provides that if a student fails to engage with their course during the first 6 weeks of the course, we may withdraw the student from the course. If a student is only provisionally enrolled on the course, we may de-register the student.

For information relating to any applicable tuition fee charges and refunds if we withdraw a student from a course, see our current **Terms and Conditions** (see **Section 7.5** above).

Our **Attendance Policy** is available on our website: www.lsbm.ac.uk/c-all-policies. It can also be obtained from our Admissions Department in hard copy by emailing admissions@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

12. Feedback and appeals

12.1 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
 WC1B 3RA

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.

12.2 Appeals

Where an applicant believes there are valid reasons for complaining about how their application has been dealt with (including the outcome of a selection decision), the applicant can submit a written appeal to our Academic Registrar by letter or email to:

Academic Registrar
Bloomsbury Institute
7 Bedford Square
London WC1B 3RA

academic.registrar@bil.ac.uk

The Academic Registrar 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 Academic Registrar. The Academic Registrar, taking into account the written report and any recommendations therein, will make a decision with regard to the appeal. The Academic Registrar will inform the applicant of the decision in writing within 21 calendar days of receipt of the written appeal. The Academic Registrar's decision is final.

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

13. Related regulations, policies and procedures

- Access and Participation Statement
- Attendance Policy
- Data Protection Policy
- Disability Policy
- Equality, Diversity and Inclusion Policy
- Information Control Procedures
- Safeguarding Policy
- Student Disciplinary Policy and Procedures
- Terms and Conditions

14. Review of the Admissions Policy

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