

Admissions Policy

For 2021-22 entry

University of Northampton Degrees

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Committee Approval

Committee	Committee Action	Date
QAEC	Recommended Approval	17 March 2021
Academic Committee	Approved	24 March 2021
Date in force		24 March 2021

This Admissions Policy will be reviewed 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 provide access to the most diverse group of students in the sector. We 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](#).

This Admissions Policy applies to all undergraduate applicants who are seeking admission to Bloomsbury Institute to undertake a University of Northampton degree in the academic year 2021-22. It provides information on the principles and procedures of admissions, as well as outlining the responsibilities of those involved in the admissions process.

2. Context

There has been growing public scrutiny of admissions in higher education. Recent calls for change have centred on a variety of issues, including information available to prospective students, unfair offer-making practices ('conditional unconditional' offers) and a potential shift to post-qualification admissions (PQA).

Bloomsbury Institute's Admissions Policy supports the Vision and Mission of our Institute, with a focus on those with the 'potential to succeed':

Our vision is:

- To offer students from all backgrounds the opportunity to define and pursue success through education

Our mission is to:

- Grow a diverse and dynamic academic community that values curiosity, creativity and critical thinking
- Nurture a culture that rewards kindness, excellence and accountability to each other, our communities and the world
- Inspire and support our students and staff to achieve their full potential and make valuable contributions to society

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 Access¹. The UK Quality Code's Expectations for Quality provide that:

From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.

The UK Quality Code's Core Practices further provide that:

The provider has a reliable, fair and inclusive admissions system.

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.

Our [Access and Participation Plan 2020-21 to 2024-25](#)³ confirms our commitment to the admission of under-represented and disadvantaged applicants.

¹ <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

² Our Equality, Diversity and Inclusion Policy can be accessed from www.bil.ac.uk/qem/policies/

³ Our Access and Participation Plan can be accessed from www.bil.ac.uk/qem/policies

3. Roles and responsibilities

3.1 Our staff

We have explicitly separated the function of student recruitment 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 include email campaigns, open days, offer holder days and taster days. Enquirers are allocated a named member of staff from within the Student Recruitment team before an application to study is submitted.

Once an application is received, the application is processed within our Admissions Department (based within our Quality and Compliance 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 team 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 team 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 met all conditions.

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

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, General Data Protection Regulation (GDPR) training, Disability Awareness training, Unconscious Bias training and ACAS training on Equality and Diversity.

3.2 Student recruitment agents

We may engage in relationships with selected student recruitment agents worldwide.

Such agencies would 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 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 the exact amount of this payment, they may consult the Finance Department: financequeries@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 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 Communications ensures that, in accordance with our [Information Control Procedures](#)⁴, all our promotional materials are accurate, relevant, current and accessible; and our Head of Quality and Compliance ensures that we are compliant with relevant legislative and regulatory

⁴ Our Information Control Procedures can be accessed from www.bil.ac.uk/qem/policies/

provisions (e.g. consumer protection including guidance issued by the Competition and Markets Authority; data protection; equality law; the OfS’s regulatory framework and the Prevent duty).

We hold regular open days and ad hoc visit 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 team, 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. 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**.

Our entry requirements are also available on our website (www.bil.ac.uk/foundation) and, for 3-year and 2-year undergraduate degrees, on the UCAS course pages.

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.

Standard Applicants may apply before they have obtained their qualification(s), provided that they expect to obtain the qualification(s) 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.

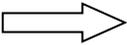
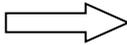
5.1 Entry requirements: Standard Applicant

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 student visa to study in the UK (i.e. for applicants who are not from the UK) 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	5 Ofqual-accredited GCSEs at Grade 4 or above (or Grade C or above under the old grading system) Applicants are required to satisfy the English Language requirements as set out in Section 5.1.2 below

Level of Course on Entry	Course	Level of Course on Completion	Entry requirements for a Standard Applicant
			<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/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 meet 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>All applicants are required to pass an interview with an Academic Tutor</p>

5.1.1 Other 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 4 or above (or Grade C or above under the old grading system).

The following qualifications are deemed to be satisfactory for entry on our 4-year courses:

- The applicant has a qualification or qualifications that is/are published in Section 1 of the UCAS Tariff Table Jan 2020 (UK Benchmark Qualifications) and which has/have UCAS Tariff Points of 32 or higher
- The applicant has a qualification at Level 3 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 ENIC as being at least equivalent to:
 - 5 Ofqual-accredited GCSEs at Grade 4 or above (or Grade C or above under the old grading system); or
 - A qualification or qualifications that is/are published in Section 1 of the UCAS Tariff Table Jan 2020 (UK Benchmark Qualifications) and which has/have UCAS Tariff Points of 32 or higher; or
 - A qualification at Level 3 or higher (minimum 60 credits), awarded by a UK body with degree awarding powers

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 4 or above (or Grade C or above under the old 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 ENIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade 4 or above (or Grade C or above under the old 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 English Language test taken on campus or online, and an 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 4 or above (or Grade C or above under the old 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 ENIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade 4 or above (or Grade C or above under the old grading system); or
- The applicant passes the Bloomsbury Institute Numeracy Assessment (a numeracy test taken on campus or online)

5.1.4 UCAS Tariff Points: BA/LLB 3-year and 2-year accelerated degrees

The minimum UCAS Tariff Points required for entry to a 3-year or 2-year BA/LLB degree will be published on our website.

5.1.5 Interview with an Academic Tutor: 2-year accelerated degrees and Top-up degrees

All applicants for a 2-year accelerated degree or 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 will be held face-to-face or online.

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**. Non-Standard applications may be subject to approval by the University of Northampton.

Additional requirements for international applicants who require a student visa to study in the UK (i.e. for applicants who are not from the UK) 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 4 or above (or Grade C or above under the old 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 ENIC as being at least equivalent to an Ofqual-accredited GCSE in English Language at Grade 4 or above (or Grade C or above under the old 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. This comprises an English Language test and an interview with an Academic Tutor. This may be conducted on campus, or electronically.

Mathematics

For our 4-year Accounting degree, applicants must have an Ofqual-accredited GCSE in 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 ENIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade 4 or above (or Grade C or above under the old grading system); or
- The applicant passes the Bloomsbury Institute Numeracy Assessment (a numeracy test taken on campus or online).

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 or online.

English language

For all our 3-year and 2-year degrees, applicants must have an Ofqual-accredited GCSE in English Language at Grade 4 or above (or Grade C or above under the old 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 ENIC 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 English Language test taken on campus or online, and an interview with an Academic Tutor)

Mathematics

For all our 3-year and 2-year Accounting degrees, applicants must have an Ofqual-accredited Grade 4 or above (or Grade C or above under the old 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 ENIC as being at least equivalent to an Ofqual-accredited GCSE in Mathematics at Grade 4 or above (or Grade C or above under the old grading system); or
- The applicant passes the Bloomsbury Institute Numeracy Assessment (a numeracy test taken on campus or online)

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 may be held face-to-face or online.

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 may be held face-to-face or online.

This section should be read in conjunction with our [Safeguarding Policy](#)⁵.

5.4 Additional requirements for international applicants

There are additional requirements for international applicants who require a student visa to study in the UK (i.e. for applicants who are not from the UK). 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 student visa. These additional requirements, which may be amended to ensure our full compliance with the UK Home Office requirements, include the following:

⁵ Our Safeguarding Policy can be accessed at: <https://www.bil.ac.uk/qem/policies/>

- 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 5.5 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
- 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, online, 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.

Further details of procedures with regards to students requiring a visa are articulated in our International Student Policy and Compliance Procedures and International Sponsored Student Guide. These are available on our website: <https://www.bil.ac.uk/qem/>

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 student visa can be obtained from our Compliance Manager by emailing visa.compliance@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

Subject to course availability, 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 current procedures 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 Office 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 Office will discuss the options with the applicant. Applicants are welcome to contact our Disability Office to discuss the support we can provide prior to making an application.

The Disability Office 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.

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 with associated documentation.

The following documentation is also required prior to the 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.

6.4 Psychometric testing

We are trialling the use of psychometric testing during the assessment process prior to the interview stage. Psychometric tests are tests which can be systematically scored and administered, which are used to measure individual differences. Testing can be divided into two categories:

- ability tests to assess a candidate's specific ability at verbal, numerical or abstract reasoning skills; and
- personality assessment to give a more rounded profile of the candidate

The results from the testing will help inform supplementary questions to be asked at interview in order to ensure the applicant's suitability for their chosen programme of study. The quality of the conversation is critical, and the test will inform a wider conversation that serves to create familiarity and build the relationship between interviewer and applicant.

The psychometric test does not form part of our entry criteria. This pilot scheme is conducted on an 'opt in' basis. Applicants will be given comprehensive information about the test process and its purpose together with a copy of our [Psychometric Testing Policy](#)⁶.

7. Offer and acceptance

We will apply the entry requirements set out in **Section 5** above to decide whether or not to make 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 meet 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 meeting the conditions.

7.2 Unconditional offer

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

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 met. If the conditions are not met by any deadline which is set out in the applicant's offer, the conditional offer (and any acceptance) will be automatically withdrawn.

⁶ Our Psychometric Testing Policy can be accessed at: <https://www.bil.ac.uk/gem/policies/>

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.

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

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 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.

Our [Terms and Conditions](#) and [Student Protection Plan](#) are available on our website⁷.

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 apply 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.

If an applicant defers their place, this deferral is subject to Sections 7.7, 7.8 and 7.9 below.

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.

7.7 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.

⁷ <https://www.bil.ac.uk/qem/policies/>

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 and are proud supporters of [Unlock](#).

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.

The decision about whether 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](#)⁸ 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 Student sponsor status with a track record of compliance 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 Quality and Compliance Division.

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

Further details of procedures with regards to international students are articulated in our [International Student Policy and Compliance Procedures](#) and [International Sponsored Student Guide](#)⁹.

Guidance on the issuing of a CAS and how to apply for a student visa can be obtained from our Compliance Manager by emailing visa.compliance@bil.ac.uk or telephoning 020 7078 8790 [International: +44 20 7078 8790].

⁸ Our Student Disciplinary Policy and Procedures can be accessed at: <https://www.bil.ac.uk/qem/policies/>

⁹ The International Student Policy and Compliance Procedures and the International Sponsored Student Guide can be accessed at: <https://www.bil.ac.uk/qem/policies/>

10. Data Protection

We will handle all data and information in compliance with our [Privacy Notice](#)¹⁰ and [Data Protection Policy](#)¹¹ 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

All parties with access 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](#)¹².

The Terms and Conditions, as well as a copy of this Policy, can 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, complaints 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

¹⁰ Our Privacy Notice can be accessed at: <https://www.bil.ac.uk/qem/policies/>

¹¹ Our Data Protection Policy can be accessed at: <https://www.bil.ac.uk/qem/policies/>

¹² Our Terms and Conditions can be accessed at: <https://www.bil.ac.uk/terms-and-conditions/>

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 Complaints

Where an applicant believes there are valid reasons for complaining about how their application has been dealt with, the applicant should make a complaint to the Head of Quality and Compliance using the [Admissions Complaint Form](#)¹³.

The completed form should be emailed to the 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). The Head of Quality and Compliance will not have any involvement in the appeal process.

12.3 Appeals

If an applicant is not satisfied with the response received following their complaint, they 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 Plan
- Engagement Policy
- Disability Policy
- Equality, Diversity and Inclusion Policy
- Information Control Procedures
- Privacy Notice

¹³ The Admissions Complaint Form can be accessed online at <https://www.bil.ac.uk/how-to-apply/> or can be requested by emailing Admissions@bil.ac.uk

- International Student Policy and Compliance Procedures
- International Sponsored Student Guide
- Safeguarding Policy
- Student Disciplinary Policy and Procedures
- Student Protection Plan
- Terms and Conditions
- Withdrawal, Study Break and Deferral Policy

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.