



Admissions and Recognition of Prior Learning for Taught Programmes

Policy

This policy applies to:

- All students on the University of the Built Environment taught programmes
- London School of Architecture students

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Admissions and Recognition of Prior Learning

1. Introduction

- 1.1 This document represents University of the Built Environment's overarching policy on the admission of students and the recognition of prior learning for all taught programmes of study including the London School of Architecture provision
- 1.2 In line with the University's core purpose to *'provide truly accessible and cost-effective education, enabling students to enhance careers, increase professionalism and contribute to a sustainable built environment'*, the University seeks to be effective in recognising that potential applicants have to succeed in their chosen programmes of study. This Policy operates to support students in this objective at each stage of the admissions process. The University is committed to delivering a high-quality service to all applicants through admissions processes that are reliable and fair, inclusive, and accessible, transparent, and appropriate, and applied consistently as outlined in the [UK Quality Code for Higher Education \(opens new window\)](#).
- 1.3 The aims of the policy are to ensure that:
- Applicants are treated fairly and consistently;
 - Applicants are reliably supported and guided through the application process;
 - Applicants are able to make appropriate, informed choices;
 - Students who are recruited are capable of succeeding in their chosen programme;
 - University of the Built Environment strategic objectives are recognised.
- 1.4 The University is an Affiliated Research Centre of The Open University (OU). This enables the University to deliver research degrees awarded by the OU. It also means that University research degree students are part of a wider global network of researchers from prestigious research institutes that are specialist in their fields of research and can access resources from both the University and the OU. More information on this arrangement can be found in the [Research Degree Regulations | Student Policies and Regulations | The Open University](#). As such, research degrees are out of scope of this Policy.

2. Widening participation

2.1 Providing accessible education is at the heart of our core purpose and the University is committed to widening participation to achieve this. The University provide a range of flexible learning pathways that seek to attract a broad range of applicants and recognises the value of learning whether it occurs in Further or Higher Education or within the workplace. Full details can be found in our annual [Access and Participation Plan \(opens new window\)](#).

2.2 Contextual Admissions

The University recognise that some students are more likely to face barriers to fulfilling their academic potential at school/college than others, through no fault of their own. Our contextual offer scheme exists to provide fairness and equality of opportunity, by ensuring that adequate steps are taken to address differences between applicants, including differences in their experience of educational opportunities. Full details can be found in our [Contextualised Admissions Policy \(opens new window\)](#).

2.3 All data is applied individually to each applicant ensuring thereby that they are considered on their own merit, and not as part of a wider group.

2.4 There are no quotas for recruiting students from any particular background. (The University does have agreed milestones with the Office for Students (OfS) for the recruitment, retention and performance of students from a range of backgrounds, but these are not employed as quotas in the admissions process.)

2.5 The data is used only to complement and enhance existing selection mechanisms and not to replace these methods.

2.6 Contextual data is used as part of the overall consideration of an applicant and not in isolation. A combination of various items of contextual data are used in order to arrive at a holistic assessment of the applicant's potential for the programme for which they have applied. Contextual data informs but does not overrule the process of professional judgement which ultimately decides whether an offer is made.

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- 2.7 All admissions staff using contextual data in decision making are briefed fully and made aware of the issues surrounding contextual data to ensure that they understand and can interpret and use the data appropriately.

3. Equality and diversity

- 3.1 The University is committed to an inclusive admissions policy by providing transparent, fair, and consistent practice for all individuals. No potential student will be excluded entry to any University programme as a result of discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy, and maternity. For more information, please see the [Equality Diversity and Inclusion Statement \(opens new window\)](#).

4. Disability, neurodiversity and health

- 4.1 Applicants with disabilities, neurodiversity, and physical/mental health conditions are welcomed by the University and are encouraged to share this information with the University in their application. Applicants who choose to share this information will benefit by being contacted by the University Disability and Welfare Team to discuss support requirements and any possible reasonable adjustments.
- 4.2 Applicants who choose not to share their disability or support needs at the application stage can do so at any point during their studies.
- 4.3 Admission decisions and discussion of support needs are taken independently. Support needs do not influence admission decisions. However, if the University is unable to meet additional support needs without compromising genuine competency standards, the University will inform the applicant as soon as is reasonably practicable.

For more information, please see our Neurodiversity Disability and Wellbeing Procedure ([opens new window](#)).

5. Criminal convictions

- 5.1 In line with the University's core purpose to provide truly accessible education, the University support applications from those with current i.e., unspent, convictions, applicants on parole or those serving a sentence. However, applicants will need to consider how they will access learning materials which are delivered to students online via our Virtual Learning Environment. This should be considered in conjunction with the expected workload and contact hours for the programme, as outlined in the relevant Programme Specification.
- 5.2 To ensure the University meets its safeguarding responsibilities to all students, applications from candidates with current convictions or on parole will be processed by a designated Admissions Officer or the Admissions Manager and shared with the Safeguarding Manager or their nominated deputy to undertake a risk assessment. Such applicants must, upon request, provide details of the conviction.
- 5.3 The University reserves the right to refuse entry to any applicant with a current criminal conviction which may jeopardise the security, safety or reputation of the University, or its staff or students.
- 5.4 Where an applicant is currently serving a sentence in prison, they are ineligible to undertake an Apprenticeship.
- 5.5 Applicants should be aware that a criminal conviction can impact their registration with professional bodies which is outside of the University's control. Apprentice applicants on the Chartered Surveyor Degree Apprenticeship programme will be required to submit a Student Member application with the Royal Institution of Chartered Surveyors (RICS) in order to go through their own criminal conviction approval process. RICS will then provide a letter confirming acceptance (or rejection) as a student member. Applicants with unspent convictions at point of application may also need to request an additional letter from RICS confirming that they can become MRICS members without issue at the end of their apprenticeship. An offer will not be made until both of the above have been provided confirming RICS approval and the University reserve the right to defer entry if timeframes do not align for these to be provided before the registration deadline.

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Currently, the other EPA organisations our apprenticeships are accredited with do not have any additional evidence requirements around criminal convictions, but this will be reviewed and updated as new apprenticeships are added.

- 5.6 The University will ensure that any applicant who has disclosed information in relation to a criminal conviction, or is currently serving a sentence, is aware of the advice and support which the University can offer in relation to the proposed programme of study.
- 5.7 Applicants applying for programmes with the London School of Architecture, who declare a criminal conviction, may undergo a more rigorous risk assessment before an offer can be made due to the in-person nature of those programmes.
- 5.8 There may also be additional requirements relating to RIBA and Architects Registration Board (ARB) membership. The specifics are currently being explored and will then be published.

6. Age on entry

- 6.1 It is an institutional decision that applicants must be a minimum of 18 years of age to be offered a place on any of our programmes.

7. Admissions information

- 7.1 The University is committed to providing clear and accessible information to enable applicants to make appropriately informed choices and decisions at relevant stages of the application process. With regards to admissions information the University will:
 - Ensure that key information such as entry requirements, application closing dates, and programme/module fees displayed online are accurate and up to date;
 - Ensure that enquirers and applicants are able to access relevant policies via the University website and on request;

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- Ensure that if any significant changes are made to an advertised programme that the applicant is informed of the change and the options available to them as soon as possible as outlined in the [Information about Higher Education Provision \(opens in new window\)](#).

8. Admissions requirements

- 8.1 Entry requirements are established in accordance with the individual programme requirements and validating and accrediting bodies. Entry requirements for all programmes, including recognition of prior learning, where appropriate, are approved by the University's Academic Board.
- 8.2 The admission of any student will be determined by reference to the standard entry requirements for that particular programme. Standard entry requirements are shown on the relevant programme page on the University website and in the Programme Specification document.
- 8.3 Mature applicants (over 21 years of age for undergraduate programmes or over 25 years of age for postgraduate programmes) who do not meet the standard entry requirements with the qualifications they hold but who are able to demonstrate relevant experience will be considered for non-standard entry. For more information, please see section 14 ([Procedure for the Recognition of Prior Experiential Learning for non-standard admission](#)) below.
- 8.4 Where stipulated as part of the entry requirements, or when using [section 14 Procedure for the Recognition of Prior Experiential Learning for non-standard admission](#), the University may use additional mechanisms to judge the eligibility of an applicant for a programme. This could include, for example, interviews, personal statements, or statements of employer support.
- 8.5 The University welcomes students from all over the world and admits applicants with a wide range of international qualifications. The University will use independently published guidelines and rankings recognised within the United Kingdom higher education sector, such as UK ENIC when considering the equivalence of international qualifications.

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- 8.6 Applicants for Apprenticeship programmes must meet the specific entry and eligibility requirements for the apprenticeship programmes. The Apprenticeship Funding and Eligibility Panel (AFEP) is responsible for the review and approval of apprenticeship applications and for making recommendations upon funding eligibility for the University apprenticeship programmes. The panel ensures that all students admitted to apprenticeship programmes meet the [Department of Education \(DfE\) Funding Rules \(opens new window\)](#).
- The Panel meets once a week during peak periods. Currently Apprenticeships are not available to international students.
- 8.7 All teaching and assessment will take place in English. For this reason, all applicants must be competent in the English language. Applicants for the apprenticeship programme that are 19+ years old are not required to have accepted equivalent Level 2 Maths and English qualifications. However, the DfE will fund functional skills qualifications if deemed necessary by the Employer and apprentice. The employer and apprentice will be informed of their options at point of admission, and they will be required to confirm that they opt out of further Level 2 study to proceed. The academic level of international qualifications that are not listed on the UCAS tariff will be assessed using UK ENIC
- 8.8 There may be supplementary entry requirements in the case of programmes accredited by Professional, Statutory, and Regulatory Bodies.
- 8.9 Where you must supply evidence, verified photocopies only (not originals) should be sent. The University has defined what constitutes a verified photocopy in the [Admissions Document Verification Policy \(opens new window\)](#). Where documents are certified by a person in professional employment (such as a doctor, solicitor, teacher, police officer, Commissioner of Oaths, Manager/director of a company or a member or fellow of a professional body such as RICS, CIOB, CABE, RIBA or a chartered accountant) this must include their professional contact details.

For a list of acceptable professions please see the [Admissions Document Verification Policy \(opens new window\)](#). If an applicant is unable to meet these requirements when requested, then they should e-mail the Admissions Team at admissions@ube.ac.uk to discuss alternative arrangements.

9. Responsibility of applicants

- 9.1 Applicants are expected to ensure they are familiar with this admissions policy.
- 9.2 If an offer is made which the applicant accepts, the applicant is expected to ensure they are familiar with all of the University's student policies, procedures, regulations and terms and conditions.

These are available on the University website and will be signposted to the applicant at the appropriate time.

- 9.3 It is the responsibility of the applicant to provide full and accurate information, with the appropriate supporting documentation, with an application for admission. Failure to provide this information will mean a decision on admission is either delayed or withheld altogether. The University will determine which information it needs to receive prior to making any decision on admission.
- 9.4 Applicants are required to disclose any instances of current or previous higher or further education study. This should be included on the application form and any supporting documents to evidence this should be uploaded to the applicant portal. Applicants currently studying another academic study elsewhere will not be able to proceed on two programmes at the same time.
- 9.5 Applicants are required to notify the Admissions Team of any changes or corrections to their application. In light of additional information not available at the time of selection, an offer may be amended or in some cases withdrawn.
- 9.6 It is the applicant's responsibility to ensure they have reliable access to the internet for the duration of their programme. As the majority of the University's programmes are delivered online, regular internet access is essential for participating in learning activities, attending required sessions, accessing course materials, submitting assessments, and communicating with staff. Applicants who are unable to secure consistent internet access will not be able to fully engage with or successfully complete the programme.

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- 9.7 The University reserves the right to withdraw an offer of a place if it is found at a later stage that the applicant has submitted a fraudulent application.
- 9.8 The University reserves the right to take disciplinary action, in line with the [Academic and Behavioural Conduct documents \(opens new window\)](#), if it is found that an applicant who has become a student at the University submitted a fraudulent application.

10. How to apply

- 10.1 Applications for Full-Time BSc programmes should be made via the [Universities and Colleges Admissions Service \(UCAS\) \(opens new window\)](#).
- 10.2 Applications for standard route (part-time) undergraduate programmes and all postgraduate programmes should be made directly via [University of the Built Environment's online application form \(opens new window\)](#).
- 10.3 Applications for Apprenticeship programmes must be initiated by your employer. Please email admissions@ube.ac.uk for guidance.
- 10.4 Applications for London School of Architecture programmes should be made directly via [London School of Architecture online application form \(opens new window\)](#).

11. Application decisions

- 11.1 The University operates a centralised admissions service to ensure the delivery of consistent outcomes. Admissions decisions will be made on behalf of the University by designated staff within the Admissions Team. These decisions will be based on requirements agreed in consultation with academic staff and the Head of Admissions.
- 11.2 Applications for non-standard entry may be referred to the Programme Leader, or Dean – School of the Built Environment (Academic) for a decision. For more information, please see section 14 ([Procedure for the Recognition of Prior Experiential Learning for non-standard admission](#)) below.

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- 11.3 Applications for non-standard entry to Apprenticeship programmes may be referred to the Apprenticeship Funding and Eligibility Panel (AFEP). The Panel meets once a week for a decision. For more information, please see section 14 ([Procedure for the Recognition of Prior Experiential Learning for non-standard admission](#)) below.
- 11.3.1 Applicants to Apprenticeship programmes that do not hold Level 2 Maths and English qualifications will be advised if they are required to complete any additional Level 2 study before being offered a place on the apprenticeship. This may be a requirement if the applicant has non-standard general entry or if there are other barriers identified through the initial assessment. Apprenticeship applicants without Maths and English but who there are no concerns around general entry will also be offered the opportunity to complete functional skills if they and their employer wish. We will ask for confirmation that they wish to opt in or out from this further study.
- 11.4 If any information provided within a completed application form is absent or unclear, the Admissions Team will seek clarification from the applicant before an application decision is made. This will delay the time between application and offer.
- 11.5 Applicants applying via UCAS will receive their application decision directly from UCAS as well as via email from the Admissions Team. Applicants can monitor the progress of their application via the UCAS Apply and Track service.
- 11.6 Applicants applying to the University directly will receive their application decision from the Admissions Team via email. Any offer of a place will include information on how to respond to the offer and will detail any conditions that must be met and the timescales for meeting these.
- 11.7 The University endeavour to ensure that non-Apprenticeship applicants applying directly, who submit a completed application form with the required supporting documentation, receive their offer decision within 10 working days. The time between application and offer may extend beyond 10 working days if further information is required for a decision to be reached. Apprenticeship application decisions may also extend beyond 10 working days.
- 11.8 Applicants applying via UCAS will receive their decision no later than the relevant "reply by date".

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- 11.9 Where possible, unsuccessful applicants will be considered for suitable alternative programmes and will be informed of any alternative offers in their decision email.

12. Procedure for readmission of withdrawn students

- 12.1 Withdrawal initiated by the University ending of contract is usually permanent. Former students are allowed to reapply; however, this is not an automatic right. Applications will be considered in conjunction with a student's previous record. If offered a place again, exemptions for modules already studied will be considered but are not guaranteed. To reapply, applicants must submit a fresh application in line with the requirements in sections 8 through 11. They must also submit a statement detailing how their circumstances have changed to now allow successful study.
- 12.2 If an applicant's contract is ended, then their registration with the University will end and they will no longer have access to the VLE. Readmittance onto any programme will not normally be permitted unless studies were ended for financial reasons, in which case readmittance will be considered on a case-by-case basis.
- 12.3 All applicants for readmission will be considered by the Recognition of Prior Learning (RPL) Panel. Applicants will be notified that their application is being reviewed by the RPL Panel via email.
- 12.4 The decision of the RPL Panel will be provided to the applicant by the Admissions Team. Applicants will be notified of any conditions or restrictions on their offer including but not limited to requiring an applicant to start on one module or remaining attempts on any previous failed modules.

13. Procedure for recognition of prior learning and credit transfer

- 13.1 Credit transfer is where the University recognises prior learning at higher education level and allows that credit to count towards module exemption on a University of the Built Environment programme.
- The prior learning may either be learning which has led to award of credit at another institution in line with the UK Qualifications Framework or which has not led to credits awarded not in line with the UK Qualifications Framework, such as international qualifications and professional qualifications/ membership.
- 13.2 Programmes currently offered under the London School of Architecture branch do not support any recognition of prior learning or credit transfers.
- 13.3 Applicants wishing to apply for credit transfer must indicate their intention in the exemption section of the application form.
- 13.4 Applicants with qualifications that have been approved for exemption by University of the Built Environment's Academic Board will be offered credit transfer as per the exemption arrangements in place for the intake they are seeking admission to. Exemption arrangements are updated regularly and changes to the exemptions offered to students cannot be applied retrospectively. Applicants can request information on the exemption arrangements in place for their intake by emailing admissions@ube.ac.uk.
- 13.5 Applications for credit transfer based on qualifications that have not been approved for exemption by University of the Built Environment's Academic Board will be assessed on a case-by-case basis by the Programme Leader. In these cases, the prospective student's application must be accompanied by evidence to demonstrate that they have achieved the learning outcomes for the modules against which exemption is being sought. Normally, this evidence should consist of corroborative documentation such as transcripts and/or award certificates. However, the University may request submission of syllabus details for particular modules in order to clarify content and learning outcomes.

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- 13.6 Once assessed by the Programme Leader, applications for credit transfer based on qualifications that have not been approved for exemption by University of the Built Environment's Academic Board must be approved by the Recognition of Prior Learning (RPL) Panel. Decisions regarding credit transfer based on qualifications that have not been approved for exemption by the University's Academic Board cannot be communicated to applicants until approved by the RPL Panel. Applicants will be notified that their application is being reviewed by the RPL Panel via email.
- 13.7 Decisions with regard to applications for exemption generally are delegated to the Admissions Team in consultation with the Programme Leader and/or Dean-School of the Built Environment (Academic), working within the standard entry requirements for the programme. In reaching a decision, reference will be made to specific academic requirements relating to the programme in question, any requirements stipulated by accrediting professional bodies and the documentary evidence provided by the candidate. Exemptions will only be granted when evidence of substantial achievement of modular outcomes is verified.
- 13.8 To ensure learning stays relevant, the University accepts exemptions for prior learning completed within the last 7 years. If your prior learning is over 7 years old, you may still be considered for exemptions if you have been working in a relevant field. In such cases, the RPL Panel will review your application, and you will be required to provide a supporting statement and reference from your employer.
- 13.9 Applications for exemption can only be made for full modules and must be made by the application deadline for the programme. Retrospective exemptions will not be considered once the applicant has commenced their programme of study.
- 13.10 Applications for credit transfer on the degree apprenticeship programmes must be considered on a case-by-case basis as exemptions that result in changes to the duration of the programme could impact funding of the apprenticeship. In some circumstances the number of exemptions an applicant is eligible for could result in the duration of the degree programme being too short to meet apprenticeship requirements.

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- 13.11 The University does not allow exemption where the module(s) concerned contribute(s) to award classification, except for programmes leading to MSc or MBA awards or in the case of an existing University of the Built Environment student transferring to an alternative programme at the University or a previous student who achieved credit but no award. Previous University of the Built Environment students who were awarded may be given the option to return their current award and instead transfer credits to continue studying for a higher award.

In these circumstances at postgraduate level, the credit transfer should not exceed 120 credits (equivalent of Postgraduate Diploma). e.g., a previous University of the Built Environment student who has been awarded a Postgraduate Diploma may be able to return this award and instead transfer their credits to begin studying towards an MSc. Upon return, the lower award would be revoked.

- 13.12 No grades or marks will be associated with the credit awarded through exemption, except in the case of an existing University of the Built Environment student transferring to an alternative programme at the University or a previous student who achieved credit but no award (including exit awards).
- 13.13 Normally at least one-third of any award must be accumulated as a result of learning assessed by the University, subject to any overriding Professional, Statutory and Regulatory Body requirements. Even in exceptional cases all credits upon which award classifications are based should be assessed by the University.

13.13.1 For programmes leading to MSc or MBA awards:

13.12.1.1 At least 100 credits (including the final project module) must be accumulated as a result of learning assessed by the University, and

13.12.1.2 The final project module must be based on work completed while a student is at the University and not before.

- 13.14 Credits may not be used to count towards a second qualification which is both at the same level and in a similar subject to the first e.g., a student who has been awarded a BSc Quantity Surveying would not be able to count credits from this programme towards a second BSc in the field of Construction Management.

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- 13.15 However, credit may be used to count towards a second qualification at a higher level (excluding at postgraduate level) e.g., a student with a Certificate of Higher Education may be able to transfer this credit to study towards a BSc.
- 13.16 Once exemptions have been confirmed the applicants' maximum period of registration will be adjusted to ensure this is consistent and clear to applicants from point of offer.

14. Procedure for the Recognition of Prior Experiential Learning (RPEL) for non-standard admission

- 14.1 Recognition of Prior Experiential Learning (RPEL) is where, for applicants whose qualifications do not quite meet the standard entry requirements for the programme, the University assesses previous learning undertaken through experience or practice.
- 14.2 Students will be notified of the option to apply for RPEL in the entry requirements on the relevant programme page of the University website.
- 14.3 The application will be evaluated with regard to the length and range of relevant experience and the applicant's motivation for undertaking the course of study. This will seek to use evidence to identify their potential to succeed on the course.
- 14.4 The Programme Leader may determine additional mechanisms to judge the eligibility of an applicant for a programme. For example, the applicant may be invited to:
- Provide a written statement summarising their experience, or provide a written submission relating to a particular aspect of the programme content, in order to demonstrate their knowledge, understanding and motivation;
 - Attend an interview (whether face-to-face or online);
 - Complete an assessment to assess their existing knowledge in relevant areas.

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- 14.5 When using these mechanisms, the University will explain to applicants what they entail, why they are being used and the contribution they make to the selection decision. The purpose of these additional mechanisms is to assess the learning the applicant has gained through experience. The experience itself is not assessed.
- 14.6 Decisions with regard to applications for RPEL are generally dealt with by the Programme Leader in consultation with the Admissions Team and, if appropriate, the Disability and Welfare Team for input on reasonable adjustments and/or support needs.
- 14.7 In reaching a decision, reference will be made to specific academic requirements relating to the programme in question, any requirements stipulated by accrediting professional bodies, the documentary evidence provided by the candidate and any other evidence gathered through the application of [12.3](#).

15. Procedure for Recognition of Prior Experiential Learning for award of credit

- 15.1 The University does not currently award credit when recognising prior experiential learning from the majority of programmes. The University will be piloting RPEL on the Master of Business Administration programme, and full details on how to apply and what additional criteria must be met can be found on the [MBA webpage \(opens new window\)](#).

There will be a dedicated RPEL panel that sits a minimum of twice a year to discuss and review these specific applications.

16. Late applications

- 16.1 Applications received after the closing date will be considered on a case-by-case basis. If it is deemed that the late application will have a detrimental effect on the ability of the applicant to complete the programme of study, the applicant will be offered the option to transfer their application to the next available intake.

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17. Deferred applications

- 17.1. Successful applicants may request to defer their offer to the next intake. Applicants can only request to defer an offer once. If an applicant wishes to further postpone their entry to a programme beyond the next available intake, they will be required to re-apply. If a student defers their place, they will be subject to the [Terms and Conditions of Contract \(opens new window\)](#) that apply at the time they accept and register for their chosen programme, including relevant module fees.

18. Feedback

- 18.1 The reason for rejection will normally be communicated to the applicant via email, however additional feedback can be provided on request. To request feedback please contact the Admissions Team at admissions@ube.ac.uk.
- 18.2 Applicants who are unsuccessful in their application for recognition of prior learning can also request additional feedback from the Admissions Team by emailing admissions@ube.ac.uk.
- 18.3 Requests for feedback should be made to the Admissions Team within 28 days of the application or exemption decision. The University makes a commitment to provide feedback to students within 21 days of their request.

19. Complaints and appeals

- 19.1 If an applicant is unhappy with any aspect of the service received, they can make a complaint. For more information, please see the [Student Complaints Procedure \(opens new window\)](#).
- 19.2 An applicant may appeal their application or exemption decision if they have valid grounds to do so. These grounds are outlined in the [Student Appeals Procedure \(opens new window\)](#). In the first instance the appeal should be made to appeals@ube.ac.uk, within 10 working days of receiving their application decision.

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20. Data protection

- 20.1 All personal information held by the University will be treated in confidence, in line with the Data Protection Act 2018 and General Data Protection Regulation (GDPR). The University's [Data Protection Policy \(opens new window\)](#) and [Privacy Policy \(opens new window\)](#) set out the type of information the University collect and how it can be used.

21. Employee development

- 21.1 The University ensures that all employees involved in the admissions process are informed of their responsibilities and receive the necessary training and development and resources to ensure they are effective in their roles.
- 21.2 All employees with the responsibility for setting admission requirements, decision making and/or assessing recognition of prior learning applications will receive regular updates on relevant internal and external policy, procedure, and guidelines. Employees with support responsibilities will be informed of admissions policies and procedures.
- 21.3 The University seeks to ensure that all academic and administrative staff concerned with admissions, including those responsible for assessing recognition of prior learning, are informed of changes and updates to policies and procedures throughout Higher Education relating to admissions, by way of dissemination of information and training of staff as and when appropriate.

22. Monitoring and review

- 22.1 The University monitors and reviews its admissions activity annually to ensure that the Admissions Policy operates effectively and in line with its aims.
- 22.2 The University's policy is reviewed annually by the Head of Admissions under referral to the Academic Board.
- 22.3 The standard entry requirements relating to admission for each programme of study will be reviewed periodically by the Programme Leader and any changes will be recommended for approval to the Academic Board.

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- 22.4 The Admissions Team will provide annual data with regard to admission decisions for each programme of study.

23. Terms and conditions of contract

- 23.1 Applicants will be provided with a copy of the [Terms and Conditions of Contract \(opens new window\)](#) at the invitation to register stage of the admissions process. This document sets out the general terms and conditions which apply to a student's contract and study with the University. A contract is formed when an applicant accepts an offer of a place by registering on to a programme of study.

24. How to contact us

Email:

admissions@ube.ac.uk

enquiries@ube.ac.uk

apprenticeships@ube.ac.uk

Telephone:

UK Freephone: 0800 019 9697 (Press 1)

International: +44 (0)118 921 4696

Appendix A Related policies

Benchmarked documents:

[QAA \(2024\), UK Quality Code QAA \(2018\), UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access.](#)

[UCAS \(2024\) Admissions Good Practice documents](#)

[Universities UK \(2022\), Fair admissions code of practice.](#)

University of the Built Environment policies:

Standard entry requirements for each programme of study (to be found at [www.ube.ac.uk and in each programme specification](#)).

[Academic and General Regulations for Students.](#)

[Code of Practice on Equality and Diversity.](#)

[Neurodiversity, Disability and Wellbeing Procedure.](#)

Procedures on [Complaints](#) and [Appeals](#).

[Data Protection Policy.](#)

[Privacy Policy.](#)

[Procedure on Programme Amendment and Discontinuation.](#)

[Safeguarding and Prevent Statements.](#)

[Terms and Conditions of Contract.](#)