

HE ADMISSIONS POLICY

Audience:	Higher Education Students
Requirement:	Essential
Policy Owner:	Executive Director of Business and Civic Partnerships
Review Delegation:	Curriculum & Quality Committee
Review Cycle:	Annual
Last Review:	March 2025
Due for Review:	March 2026

1.0 STATEMENT OF PRINCIPLES

South Hampshire College Group is committed to delivering a responsive curriculum that provides opportunities for all and supports the development of the local workforce and the local economy. Our Higher Education courses range from Level 4 to Level 6 and we aim to offer students a programme which best meets their learning needs and aspirations.

This policy follows the core aims of the Office for Students regulatory framework in that all students;

- are supported to access, succeed in, and progress from, higher education.
- receive a high-quality academic experience, and their interests are protected while they study or in the event of provider, campus or course closure.
- Are able to progress into employment or further study, and their qualifications hold their value over time.
- Receive value for money.

2.0 SCOPE

2.1 This policy applies to all staff involved in the recruitment and admission of students onto higher education awards and students undertaking a higher education award at South Hampshire College Group. Its purpose is to ensure that the institution follows the QAA's UK Quality Code "Advice and Guidance on Admissions, Recruitment and Widening Access" and that these Guidelines are applied consistently across the organisation.

2.2 The QAA expectation for quality is 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 guidance sets out principles of core practice:

- The provider has a reliable, fair and inclusive admissions system.
- The provider actively engages students, individually and collectively, in the quality of their educational experience.
- The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students
- Policies and procedures for selection and admission to higher education should be readily accessible by prospective students and their supporters, and clearly articulate how the application and selection

process operates.

- Higher education providers use fair, reliable and appropriate assessment methods that enable them to select students with the potential to complete the course successfully.
- Higher education providers reduce or remove unnecessary barriers for prospective students.
- Information provided to prospective students for recruitment and widening access purposes supports students in making informed decisions.
- All staff, representatives and partners engaged in the delivery of admissions, recruitment and widening access are appropriately trained and resourced.
- Providers continually develop widening access strategies and policies in line with local and national guidance as a result this policy is fully informed by the QAA guidance located at: Admissions, Recruitment and Widening Access (Advice and Guidance (qaa.ac.uk)).

3.0 ENTRY REQUIREMENTS

3.1 All of the Higher Education programmes have minimum entry requirements which are published on the SHCG website, which is constantly reviewed in accordance with Competition and Marketing Authority (CMA) guidelines.

3.2 Entry requirements must be met and will be discussed with the applicant at interview. Students may require screening during admission to assess their levels of Maths and English and other competencies as appropriate.

3.3 SHCG welcomes applications from mature students, as well as students returning to education after employment, or other such experiences. Admissions staff will ensure that these applicants are not disadvantaged by participating in the admissions process.

3.4 All applications will be considered against the advertised course specific selection criteria. We are aware that not all applicants may be able to evidence the full suitability for the chosen course. Where appropriate, the Careers Centre staff will seek and consider alternative evidence to ensure that applicants are given equal consideration. Where this additional evidence is deemed to meet entry criteria fully, an applicant may not be required to meet the standard academic entry criteria.

3.5 All courses are advertised at least 9 months in advance of the course commencing.

4.0 COMPETITION AND MARKETS AUTHORITY COMPLIANCE

4.1 Following the Competition and Markets Authority (CMA) review of consumer law compliance in the Higher Education undergraduate sector, SHCG has fully co-operated and engaged with the CMA and agreed the following undertaking:

- appropriate consultation with students affected by potential changes to course
- immediate notification of any decisions to change course and advice regarding their rights to withdraw with appropriate refunds, where applicable
- offer of a suitable replacement course/programme

4.2 The college reserves the right to change course content and delivery model as required but will ensure that the potential and existing students are consulted and offered further information, advice and guidance as required. Where changes are to be made to courses that have not yet begun teaching, all applicants will be contacted in writing asking for agreement to make these changes. Any students who are unable to agree to the changes may withdraw their application and any fees already paid to the College will be refunded in full. No changes will be made to courses that have already commenced without express written consent from the students enrolled on that course. This is further covered in our Student Protection Plan available via the SHCG website and in our HE Terms and Conditions (see Appendix B).

5.0 CONFIRMATION OF A PLACE

5.1 Once an application has been received by the College, a Careers Centre Advisor will make contact with the applicant to arrange an interview with the course leader. At interview the student will be guided through the entry requirements and the content of the course.

5.2 If the entry requirements are met, a formal offer will be made, and the student will be informed of the enrolment process. Students who are awaiting results will be made a conditional offer pending final confirmation via Group's processes. If a student declares that they have criminal convictions, the application will be reviewed and approved or declined, in line with the Group's DBS policy.

5.3 Students who have declared a learning disability will be referred to Learning Support to discuss their specific support needs. Students are encouraged to apply for Disabled Student Allowance (DSA), where applicable. Further information can be found at [Help if you're a student with a learning difficulty, health problem or disability: Disabled Students' Allowance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/help-if-youre-a-student-with-a-learning-difficulty-health-problem-or-disability-disabled-students-allowance)

5.4 All applicants must:

- Satisfy requirements for admission to the proposed programme;
- Provide evidence of previous achievements including original certificates or exam board notifications; Undertake further assessment or provide information as necessary to allow the College to support selection.

6.0 EMPLOYER INVOLVEMENT

Where an employer is involved in recommending and/or financially supporting students for a course, the Group will still need to ensure entry requirements are met and that initial advice and guidance demonstrates that the course is suitable; the Group's decision will be final. While in the majority of cases the Group will provide a suitable learning programme, initial advice and guidance may suggest alternative courses or the need for further preparation before undertaking the course applied for.

7.0 FEES

Financial information is published on the SHCG website. Information including tuition, examination fees and additional course costs is included and will be discussed at interview. Students may be referred to the Finance Office for support with Student Loans and other financial concerns. Further information on fees, can be found in the SHCG Fee Policy on the website.

8.0 LINKS TO RELEVANT POLICIES

SHCG (South Hampshire College Group) fees and student protection policies can be found here;

[Policies – SHCG | South Hampshire College Group](#)

The full terms and conditions for our HE courses can be found in Appendix 2 of this policy.

University of Portsmouth (for Students studying UOP courses at our Eastleigh Campus) policies can be found via these links;

Student Protection Plan <https://policies.docstore.port.ac.uk/policy-221.pdf>

Fees Policy: <https://policies.docstore.port.ac.uk/policy-159.pdf>

APPENDIX A: ADMISSIONS PROCESS

- Application submitted via the SHCG website or through the University of Portsmouth website/UCAS for courses run under the UoP franchise agreement.
- Admissions team alerted to new application received and inform course leader. Applicant will be contacted by admissions team to carry out initial data checks and arrange an interview if course leader agrees that the applicant is suitable for an interview.
- Course leader to carry out interview, ideally in person on the college site but an online interview can be arranged if the applicant will have difficulty travelling to the college. Course leader to complete interview form and return to admissions.
- Admissions to send an offer letter or letter of rejection, depending on the outcome of the interview. Letter to be signed by course leader.
- Applicant to contact college and accept the offer, as per conditions set out in the letter.
- Applicants to be contacted by admissions in advance of enrolment with details of the enrolment process if this has not been communicated in the offer letter.
- Applicants to complete online elements of the enrolment process in advance if attending for the first day.
- On first day of attendance, a member of the MIS team will be appointed to attend the session and complete remaining enrolment processes in 1:1 conversation with applicants.
- All new students to receive an HE induction as part of their first day in college.

APPENDIX B: HE TERMS AND CONDITIONS

INTRODUCTION

The following terms and conditions apply to students who are applying for, or enrolled onto, Pearson HNC or HND courses at the South Hampshire College Group. These terms and conditions also apply to courses delivered at the SHCG which are accredited or franchised by one of our university partners but should be read in conjunction with the university's terms and conditions. They define the terms of the contract between you and the College.

You should read these terms and conditions carefully before accepting your offer of a place on our HE programmes. If you have trouble accessing any of the information below or there is anything you don't understand, please contact us at:

We recommend that you save (or print) a copy of any linked documents and the course information for your own reference. We will try not to alter these while you apply but all course information and policy documents are subject to regular updates and, when that happens, only the latest version will appear on the relevant web page. Previous versions are available upon request.

Please note that if we do make changes to our terms and conditions we will notify you (usually by email) as soon as possible. You will be asked to confirm that you agree to the changes. If you do not agree you have the right to cancel your application or enrolment within 14 days of receiving details of the change.

CHANGES TO ADVERTISED PROGRAMMES

All information regarding our HE programmes is available on the South Hampshire College Group website and we will review it regularly to ensure that this information is accurate. However we may have to update this information after you have made an application or accepted an offer. Possible reasons include:

- Current students' requests to make changes to our programme
- Updates to the specification by our awarding organisations
- Staff changes (affecting the range of expertise in the team)
- New or amended legislation affecting Higher Education
- Recommendations from our own internal quality review processes
- Awarding organisations quality review processes
- University partners quality review processes.
- Progression arrangements developed with employers / universities
- Accreditation agreements developed with Professional, Statutory and Regulatory Bodies (PSRBs).

If we make changes to the course information after you have applied or been interviewed we will notify you in writing, as soon as possible, asking for your agreement to make these changes. If you are unable to agree to the changes you may withdraw your application and any fees you have paid to the College will be refunded in full. Any changes made will be with the intention of improving the course and ensuring content delivered remains relevant and in line with student needs.

If unavoidable changes to advertised programmes should occur during the summer vacation period (July and August) we will notify you of these changes no later than 1st September.

Once programmes have commenced students will be consulted on any proposed changes to their programme and formal consent to plans requested. Without formal consent from all students, changes will not be made.

PROGRAMME CANCELLATIONS

Programme cancellations can only be authorised by the Principal or other delegated senior manager. This will only occur when South Hampshire College Group is unable to provide the advertised programme because of major and unavoidable changes (e.g. to staff) or where the number of applicants is insufficient to make the programme viable.

Cancellation before programmes commence

In the event of a course cancellation, we will write to all applicants and attempt to contact them by telephone to inform them. Decisions to cancel a programme will be made as early as possible to ensure minimum disruption to applicants.

The relevant curriculum team supported by the admissions team will provide personalised support to applicants to find alternative programmes at South Hampshire College Group or to support applications to other providers.

Any fees paid will be refunded in full.

To enable alternative arrangements, no programme will be cancelled due to lack of applicants less than two calendar weeks before the College HE induction date.

In-year cancellations

If the number of students on a programme falls below a viable minimum during the academic year after the programme has commenced, South Hampshire College Group will commit to delivering the full programme, as advertised, for the rest of the academic year with no changes.

If this happens before the final year for a programme that covers multiple years, the College may revise the plans for subsequent years (for example by combining first and second year groups for some or all units). Students will be consulted on changes to the programme and their formal consent will be requested. Without formal consent from all students, the course may be cancelled at the end of the academic year.

The relevant curriculum team, supported by the Careers Team, will provide personalised support to students to find alternative programmes at South Hampshire College Group to continue their studies or support with applications to other providers.

In the event that students join a different course at the start of the next academic year, any difference in fees will be absorbed by the College.

FEES AND COSTS

Tuition fees

The fees quoted on the HE course pages of this website are called 'tuition' fees. These cover the core elements of your course – the teaching, the materials you use in lessons, any mandatory trips, fees we have to pay to the awarding organisation (e.g. Pearson) etc. If you are applying for a tuition fee loan through Student Finance, this is the maximum loan value available.

Tuition fees quoted are for the whole programme of study. For example, if you are on a two-year course, such as a part-time HNC or a two-year DipHE, the fees quoted is the total for both years.

Some courses may have optional trips and the price for these is not included in the tuition fees as they are not mandatory for completion of your qualification. The details and prices of all of these are listed on the HE course pages. If you wish to participate in these trips, the fee must be paid in advance of the bookings being made.

You can read our full fees policy on the SHCG website at this link.

<https://www.shcg.ac.uk/wp-content/uploads/Fees-Policy.pdf>

Fee changes

If fees are changed after you have applied or accepted an offer of a place we will notify you in writing, as soon as possible, asking for your agreement to make these changes. If you are unable to agree to the changes you may withdraw your application and any fees you have paid to the College will be refunded in full.

Arrangement for payment of tuition fees

All students are expected to pay their fees in full, or to make arrangements for them to be paid by sponsors, employers or through a tuition fee loan via Student Finance England at or before enrolment.

Payment of Fees Through Private Finance

Fees are payable on or before enrolment or (for courses running over more than one year) at the start of each academic year. The following payment methods are accepted (this list is not exhaustive):

- Cash
- Bankers draft
- Bank transfer
- Cheques backed by a bankers card or supported by proof of the name and address of the student and payer
- Some major credit or debit cards (details are available from the College's Finance office).

All fees must be paid in sterling and any bank or currency charges must be borne by the student.

Payment of Fees by Tuition Fee Loan

HE learners who are eligible for a student loan should ensure they have a Loan Confirmation letter upon enrolment. Applications to Student Finance England should be made in good time, to ensure that arrangements are in place for the start of the term.

Where loan applications have been finalised late, students will be asked to pay the outstanding fees in full the Monday following October half term.

This will then ensure a secured place on the course. Any payments made will be refunded if the loan application is accepted. Failure to pay could mean withdrawal from the course and students without confirmed loan applications, should contact the finance department at the earliest possible opportunity.

Applicants are reminded that a delay in finalising your tuition fee application can also result in a delay in receiving any maintenance you may be applying for at the same time.

Withdrawal Fees

Should a HE learner withdraw learner part way through their course they will be liable for the annual course fees in the following proportions:

- Withdrawal before the end of Term 1- 25%,
- Withdrawal before the end of Term 2 - 50%
- Withdrawal before the end of Term 3 - 100%

For full details, please refer to our fees policy on the SHCG website.

STUDENTS WITH DISABILITIES / LEARNING DIFFICULTIES

The South Hampshire College Group welcomes students with disabilities and/or learning difficulties.

Students may be able to get support with their studies if they have a:

- Long-term health condition, for example cancer, chronic heart disease or HIV
- Mental health condition, for example anxiety or depression
- Specific learning difficulty, e.g. dyslexia, dyspraxia
- Sensory disability, for example if you're visually impaired, deaf or have a hearing impairment
- Physical disability, for example if you have to use crutches, a wheelchair or a special keyboard.

To get this support you must apply for, and be granted, Disabled Students Allowance (DSA). DSA is a grant that covers the additional study-related costs that you will incur because of your disability or specific learning difficulty. DSA is not means tested and doesn't have to be repaid.

Applications for DSA can take several weeks and the process will involve an assessment appointment so you should apply as soon as you are offered a place on your course. However you can apply for DSA even after you start your course.

You can get information about DSA - and an application form - from the DSA website.

If you are granted DSA you will receive a Notification of Entitlement, stating the support that will be paid for.

DSA may help with the costs of:

- specialist equipment, e.g. a computer if you need one because of your disability
- non-medical helpers, e.g. Note Taker, Communication Support Worker, Proof Reader
- extra travel because of your disability
- 1:1 specialist study skills support
- other disability-related costs of studying.

If you require any advice or support with the process, please contact the Group Manager for Higher Education:

robert.hind@shcg.ac.uk

STUDENT RESPONSIBILITIES

In this section you can see the rules that you will have to follow when you are on one of our HE programmes.

If you do not comply with College rules and regulations, disciplinary action will take place according to the College policy. This may result in you being unable to continue on your programme.

College Code of Conduct

In order to encourage positive behaviours, the following principles will be adhered to by staff, students and apprentices:

- Always wear lanyards and display ID when on any College site
- Adhere to the College's 'No Smoking and Vaping' policy and only smoke in the permitted areas
- Follow and adhere to all the South Hampshire College Group's Health & Safety and Emergency procedures
- Follow and adhere to all the South Hampshire College Group's policies and procedures, including examination codes of conduct set out by the awarding organisations
- Follow and adhere to work place policies and procedures that exist during apprenticeships, IP or WEX
- Nominated staff to facilitate 'meet and greet' sessions daily
- Clear classroom 'Non- Negotiables' to be visible across each site and maintained by staff.

By signing a learning agreement, students agree to comply with South Hampshire College Group policies and procedures. If a student does not meet the expected level of conduct, the Disciplinary Procedure may be applied, full details of which can be found in the SHCG Behaviour Management Policy.

Attendance & Punctuality

You are expected to attend all of the sessions on your timetable and be punctual. Poor attendance and punctuality are likely to impact on your ability to achieve your qualification and may lead to disciplinary action.

Health & Safety

South Hampshire College Group complies with the Health & Safety at Work Act 1974 and it is the duty of everyone to comply with this Act. Health and Safety procedures will feature very strongly throughout your course. We make no apology for this, as safety is one area that we cannot allow you to learn by experience!

At no stage should you be asked to operate a machine or piece of equipment or use potentially hazardous chemicals and other substances without risk assessment and adequate training. You must wear appropriate protective clothing in certain workshops, kitchens, laboratories, craft rooms or leisure facilities. If, during your course you fail to wear the required clothing you will not be allowed into these areas.

Fire alarms / evacuations

Both staff and students are required to evacuate the building when the fire alarm sounds. Each classroom details the nearest fire exit and displays the college fire procedure.

No-one may re-enter the building until the alarms have been turned off and the fire department have declared the premises to be safe. The Duty Manager will indicate when people can begin to re-enter the building.

Equality & Diversity

South Hampshire College Group (SHCG) is committed to advancing Equity, Diversity and Inclusion (EDI) in all that we do. SHCG strives to develop an inclusive community culture in which everyone can feel valued and in which everyone received fair and equal treatment regardless of their protected characteristics as outlined under the Equality Act 2010.

This includes:

- Promoting respect for all and celebrating diversity.
- Provide a positive working, learning and social environment.
- Work towards eliminating any form of unlawful discrimination, harassment and victimisation; and associated barriers based on a protected characteristic and other status including background and other personal circumstances.

- Where appropriate, take steps to meet the needs of individuals from protected groups where these are different from the needs of others.

By enrolling on a study programme with us, you agree to support this commitment and to abide by the provisions of our Equality, Diversity and Inclusion Policy, which can be read on the SHCG website.

Use of IT facilities

As an enrolled student you will have access to College IT facilities including:

- Canvas, the SHCG virtual learning environment.
- Microsoft Apps Account
- SHCG Email account.

These systems must be used according to SHCG policies on the use of IT and data protection.

ASSESSMENT RULES

As an HE student, there are rules you will need to follow in relation to the completion and submission of your assessment.. Failure to do so may mean you are unable to achieve your qualification or progress on to your next year.

Submission of Assignments

Assignment briefs will have a deadline for submission of the work and you must submit all of your assignments by the submission dates given. The process for submitting your assignments will be explained to you during your induction and this will usually be through an electronic portal which will provide a record of the time and date of submission.

Late submission

Failure to meet a deadline can result in your mark being capped, refer to the student handbook or speak to your tutor for the rules that apply to your course.

If you find you are unable to submit your work in time to meet the deadline and need an extension, you must apply for this in advance. The process to follow is explained in the SHCG assessment policy, although you will find more detail in the student handbook for your course.

Please be aware that as your course is run in partnership with a university, you may need to follow the university procedure to apply for an extension.

Resubmission

If you fail an assessment there will usually be one opportunity for a resubmission and it is likely that your mark will be capped, unless there are mitigating circumstances. The course leader for your programme of study will be able to confirm the rules for your

Assessment Board

The unit grades you achieve on your course are provisional and are only confirmed at the relevant Assessment Board in July. If at this time you have any incomplete units or units where you have not achieved at least a Pass grade, then the Board may not permit you to complete your qualification or to progress on to your next year.

Some programmes may also have interim assessment boards to confirm achievement during the academic year - for example at the end of a semester. If you have not completed all of the work or passed all of the units due by the interim assessment board, then you may not be permitted to continue on the programme.

Academic Malpractice

Academic Malpractice covers all forms of cheating in assessment, including:

- directly copying or paraphrasing the work of others and presenting it as your own (plagiarism)
- getting someone else or using essay writing software to produce all or part of your work
- working with other students to produce work and submitting it as your own individual work
- copying another student's work with or without permission
- knowingly allowing another student to copy your work
- resubmitting previously graded work
- using forbidden notes or books in producing work or tests
- presenting work downloaded from the internet/online sources as your own
- fabrication of results (including experiments, research, interviews, observations)
- deliberate destruction of another student's work
- giving your work to another student so that they can copy from it.
- Using an artificial intelligence tool to write your work for you and submitting it as your own.

You will sign to confirm that all work you have submitted is your own, so it is important that you ask your tutor if you are unclear about what is meant by Academic Malpractice.

Anyone caught engaging in malpractice will find themselves subject to investigation under the SHCG Malpractice and Maladministration Policy and/or the SHCG Behaviour Management Policy. Students may face penalties and/or disciplinary action if malpractice is proved.

Possible penalties include disqualification from units or even the entire qualification. Academic Malpractice is reported to the Awarding Body (e.g. Pearson) who may take further action against you as it can be considered a criminal act.

To help prevent Academic Malpractice, all coursework submissions should be made through the SHCG's Canvas platform where they can be analyzed through Turnitin – a piece of software that has been developed to check student submissions and detect plagiarism.

COMPLAINTS AND ACADEMIC APPEALS

At South Hampshire College Group, we try to get things right every time but on occasion things may go wrong. If this happens, we want to hear from you so that we can improve things.

If you have a complaint or concern you should try and discuss it with your tutor, course leader or a manager in your curriculum area in the first instance to try and reach an informal resolution.

If you are not able to resolve the issue through informal means, the SHCG Complaints Policy will provide the information you need to help you submit a formal complaint.

If you complete our complaints or academic appeal process and are not satisfied with the response, you can take it to the Office of the Independent Adjudicator (OIA) and we will give you the details of how to do this.

The OIA is an independent body set up to review student complaints about Higher Education providers in England and Wales. It is free to use and you can find out more about the OIA from their website:

<http://www.oiahe.org.uk/>