MANUAL OF ACADEMIC REGULATIONS

AND PROCEDURES 2023-24

ADMISSIONS

(APPLICABLE FROM OCTOBER 2023)

Academic Quality, Standards and Conduct

Student and Education Services

MARP 2023-24

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ADMISSIONS

AD 1 ADMISSIONS POLICY (UG AND PG)

The current University Admissions Policy is available on the web.

AD 1.1 The University aims to:

(a) offer attractive and relevant degree programmes underpinned by Lancaster's high academic reputation and institutional quality standards;

(b) recruit students with high levels of entry qualifications;

(c) attract and retain students who have the potential to succeed in their chosen programme;

(d) ensure that there is equality of opportunity for all applicants, whatever their background;

(e) treat all applicants fairly and consistently, evaluating each application on its own merits.

AD 1.2 The University seeks to achieve these aims by:

(a) providing information and materials relating to the criteria for entry and to admissions procedures that are accurate, relevant, current and accessible, and are designed to help applicants to make informed decisions;

(b) ensuring that any significant changes to an advertised programme will be communicated to all applicants who will be affected by the changes;

(c) ensuring that recruitment and admissions procedures are fair, transparent and applied consistently;

(d) assessing each application on an individual basis, judging against published selection criteria, including prior learning and experience where appropriate;

(e) ensuring that all applications are processed in a timely and effective manner;

(f) ensuring that any potential student who has additional support needs is aware of the support the University can offer;

(g) ensuring that staff who are involved in recruitment and admissions are competent, trained and informed about relevant issues, operate in a clear and consistent way, and deal with applicants in a polite and helpful manner;

(h) regularly monitoring and reviewing matters relating to admission and progression.

AD 1.3 The University's Admissions Policy and associated procedures comply with relevant legislation and meet the expectations of the Quality Assurance Agency (QAA).

AD 2 GENERAL ADMISSIONS PROCEDURES (UG AND PG)

AD 2.1 General entrance requirements for programmes leading to different levels of award are set by the University but particular requirements might be set for specific programmes by departments and faculties with the approval of the University.

AD 2.2 The process for admitting students to the University is conducted in accordance with the University's Admissions Policy and is overseen and co-ordinated by the University's Admissions Office in co-operation with departments and faculties.

AD 2.3 Clear entry criteria for each programme (including explicit qualification criteria) are given in all recruitment and admissions information and materials, to ensure that selection decisions are fair, transparent and consistent. Entry criteria are reviewed annually by the University, and updated as appropriate.

AD 2.4 Applicants seeking credit for prior learning will be considered in accordance with University policy and procedures on the recognition and accreditation of prior learning.

AD 2.5 All applicants who are offered a place shall be given clear information about conditions of acceptance.

AD 2.6 The University will not consider applications to the same programme or cognate discipline from former students of Lancaster University who failed, or were excluded for academic reasons. An exception may be permitted where there were well-documented exceptional circumstances (such as health problems) presented at the time.

AD 2.7 The University will not consider applications from former students of the University who were excluded for academic malpractice or misconduct.

AD 2.8 All applicants who accept the offer of admission shall be given detailed information about registration and induction at the University, in a timely manner before their arrival.

AD 2.9 Any student entering part-way through an award shall be given similar information to that given to new students registering at the start of a programme.

AD 2.10 No student shall normally be allowed to register concurrently for more than the equivalent of one full-time higher or further education scheme of study. Exceptions may be made in cases where a second scheme of study is complementary to the first. Such exceptions must be approved by the body or officer with delegated authority from Senate.

AD 2.11 Feedback will be provided to unsuccessful applicants but, due to the large number of applications the University receives each year, this may only be at the specific request of the applicant to the Admissions Office. Feedback will normally only be provided to the applicant themselves, or to their formally authorised representative.

AD 2.12 Admissions decisions cannot be appealed by challenging academic judgements made on an application, where the decision can be shown to have been reached fairly and in accordance with published criteria. However, if an applicant believes that their application has not been dealt with fairly in accordance with the Admissions Policy or believes that University procedures have not been followed properly, then they can contact the relevant Admissions Office in the first instance and raise an Informal Complaint. If a complaint is not resolved informally, the applicant may submit a Formal Complaint, which will be considered by the Head of Admissions and Outreach. The Head of Admissions and Outreach's decision on an admissions appeal or complaint is final, and there is no further procedure within the University for such cases to be reviewed. Further details on complaints timelines and procedures can be found in the Applicant Appeals, Complaints and Feedback policy document.

AD 3 ADMISSIONS TO UNDERGRADUATE PROGRAMMES

AD 3.1 PROCESS

AD 3.1.1 Applications for full-time UK undergraduate programmes are made through the Universities and Colleges Admissions Service (UCAS) and handled by the University's Admissions Office. Applications for part-time undergraduate study are made direct to the Admissions Office.

AD 3.1.2 Following the consideration of an application, the Admissions Office will either issue an offer or reject an application via UCAS Track. Offers will be either unconditional or conditional on a clear set of requirements. The details of the offer will specify:

(a) the degree for which the applicant is to be registered;

(b) the conditions, if any, which the applicant must satisfy in order to be admitted;

(c) the point of entry (Part I or Part II)

(d) any coursework or preparatory work that is required;

(e) whether the applicant is to be registered as full-time or part-time;

AD 3.1.3 Applications for undergraduate programmes which are offered in partnership with overseas partner institutions should be made in accordance with the processes and criteria published by the partner institution.

AD 4 ADMISSIONS TO POSTGRADUATE PROGRAMMES

AD 4.1 PROCESS

AD 4.1.1 Applications for postgraduate programmes are made through My Applications online and are handled by the University Admissions Office and PG Admissions Faculty Teams.

AD 4.1.2 Following the consideration of an application, the Admissions Office will either issue an offer or reject an application. Offers will be either unconditional or conditional on a clear set of requirements. The details of the offer will specify:

(a) the degree or diploma for which the applicant is to be registered;

(b) the conditions, if any, which the applicant must satisfy in order to be admitted;

(c) any coursework or preparatory work that is required;

(d) in the case of a research student, the field of research;

(e) the minimum and maximum periods of registration;

(f) whether the applicant is to be registered as full-time or part-time;

(g) whether the work for the degree is to be carried out at the University; if elsewhere, it must specify how appropriate contact with the University will be maintained;

(h) the name of the supervisor(s) (where applicable);

(i) where applicable, the amount of any supplementary fee payable.

AD 4.2 ADMISSIONS CRITERIA FOR DIPLOMAS AND CERTIFICATES AND TAUGHT MASTERS DEGREES (LEADING TO THE AWARD OF LLM, MA, MBA, MMUS, MSC AND MRES)

AD 4.2.1 The admission requirements shall normally be:

either at least a second class honours degree of a British University;

or a recognised equivalent qualification from a University outside the UK;

or a relevant professional qualification at an equivalent level.

AD 4.2.2 Candidates holding other academic qualifications may also be considered for admission provided that they have substantial relevant professional experience. Individual exceptions may be considered in the normal admission process; approval for systematic exceptions to normal admission requirements must be obtained in advance from the relevant faculty teaching committee(s), with advice and input from Academic Quality, Standards and Conduct.

AD 4.2.3 For entry to a postgraduate diploma or postgraduate certificate, candidates must be graduates of a recognised University or comparable institution, or must in other ways be qualified to be regarded by the University as the equivalent of such graduates.

AD 4.3 MA/MSC BY RESEARCH: ADMISSIONS CRITERIA

AD 4.3.1 The admission requirements for the degree of MA/MSc by Research shall normally be a good honours degree of a recognised University or comparable institution or qualifications regarded by the University as the equivalent.

AD 4.4 MPHIL: ADMISSIONS CRITERIA

AD 4.4.1 The admission requirements for the degree of Master of Philosophy (MPhil) shall normally be a good honours degree of a recognised University or comparable institution or qualifications regarded by the University as equivalent.

AD 4.5 PHD: ADMISSIONS CRITERIA

AD 4.5.1 Candidates for the degree of Doctor of Philosophy (PhD) shall be good honours graduates of a recognised University or comparable University, or persons holding equivalent qualifications who show evidence of exceptional ability, or who have demonstrated their ability in graduate studies. Before a candidate is registered for the degree of PhD the University may require:

(a) that the candidate obtain the degree of LLM, MA, MBA, MMus, MSc, or MRes; and/or

(b) that other prescribed coursework or preparatory work (which may be formally assessed) be undertaken and completed satisfactorily.

AD 4.6 PHD BY PUBLISHED WORK: ADMISSIONS CRITERIA

AD 4.6.1 Candidates for the degree of PhD by submission of published work must be:

(a) members or past members of staff at Lancaster University or at one of Lancaster University's associated institutions (University of Cumbria, Blackburn College, and Blackpool and The Fylde College); or

(b) alumni of Lancaster University or of one of Lancaster University's associated institutions.

In order to be eligible for consideration, alumni must be graduates of at least five years' standing and have already obtained a master's degree or show evidence of having received research training or equivalent experience. In exceptional circumstances, other candidates may also be considered.