

13. ADMISSIONS REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT COURSES

- 13.1** Applicants must provide true, complete, and original information in relation to all the qualifications and personal information contained on an application form. The University may withdraw the applications of candidates failing to do this.

13.2 Admission to Undergraduate and Postgraduate Taught courses

No applicant shall be admitted to a course leading to an undergraduate or postgraduate taught award of the University (except by exemption as detailed in section 13.5), unless:

- a) they have satisfied the general entrance requirements of the University.
- b) they have satisfied the specific requirements for the course to which admission is sought.
- c) they, if under 18 on the start date of the course, have complied with the requirements of the Policy in relation to the Admission, Support and Safeguarding for Students Entering the University under the Age of 18.
- d) they have accurately informed the University of any relevant criminal convictions as directed during the application process and has complied with the University's requirements in relation to the further scrutiny of any criminal convictions.

13.3 General Entrance Requirements

The University maintains the following general entrance requirements for undergraduate and postgraduate taught courses:

- a) applicants should hold suitable prior academic qualifications.

Detailed requirements of the range of appropriate qualifications, including appropriate references to international equivalent frameworks, will be specified, and made readily available on the University website.

International qualifications for which entrance requirements are not specified will be assessed by Student Recruitment and Admissions on a case-by-case basis.

- b) applicants for a postgraduate taught course should hold a first degree at honours level (or equivalent) from a recognised higher education institution.
- c) applicants should be able to demonstrate a suitable level of proficiency in the English language to study at degree level at the University of Bath.

Detailed requirements, including a list of qualifications, tests or alternative methods of assessment deemed to meet these requirements will be made available on the University website.

13.4 Specific Course Requirements

Specific requirements for admission to each undergraduate and postgraduate taught course are approved by Senate. Student Recruitment and Admissions are required to publish a summary of course requirements in any print prospectus and, with appropriate further detail, on the University web pages. Specific course requirements may include:

- a) any prior academic qualifications which applicants should hold in addition to those specified in the general entry requirements.
- b) any requirements to demonstrate a higher level of proficiency in the English language than the level of proficiency specified in the general entry requirements.
- c) any professional standards, non-academic skills or attributes required for entry together with an indication of how these will be assessed as part of the admissions process.
- d) the nature of any additional tests which may form part of the admissions process and whether selective interviews are routinely required.

13.5 Exemptions from the General Entrance Requirements and Specific Course Requirements

An applicant may be exempted from one or more of the general entrance requirements and specific course requirements for undergraduate and postgraduate taught courses with special permission:

- a) applicants to a postgraduate taught course who do not hold a first degree at honours level (or equivalent) from a recognised higher education institution may be admitted with approval of the appropriate Board of Studies, provided they have satisfied the Board of Studies that they hold suitable qualifications and are fit to pursue the course.
- b) in other cases, Departments, Schools, and partner organisations may apply for special permission for an exemption on the basis that there is evidence that shows the applicant has other equivalent or acceptable qualifications or experiences. Written cases outlining the basis for any exemption may be submitted to the Director of Student Recruitment and Admissions or nominated deputy.
- c) the number and nature of exemptions will be monitored by Boards of Studies and Director of Student Recruitment and Admissions, and any exceptional cases will be reported to Senate on an annual basis.

13.6 Admission of Members of Staff to Postgraduate Taught Courses

A member of staff may be admitted to a postgraduate taught course provided that the member of staff is appropriately qualified and that the course specification lists part-time study as an available mode of study:

- a) at the discretion of the Director of Student Recruitment and Admissions, the following are defined as members of staff for the purposes of staff applications:

- i. members of staff of the University Bath who are employed by the University on at least a half-time basis and who have successfully completed their probation.
 - ii. members of staff of partner organisations associated with the University who teach on a course leading to an award of the University.
- b) members of staff may qualify for a discount on tuition fees for postgraduate taught courses.

Detailed requirements will be made available on the University website.

- c) a student who ceases to be eligible due to leaving the employment of the University or partner organisation but wishes to continue to follow the course will be liable for the full fee payable pro-rata for any remaining study.
- d) save as provided for in this Regulation, members of staff admitted to taught postgraduate courses shall be governed by the regulations as appropriate for the course they are studying.

Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.

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