



Admissions Policy

1 Access Statement

- 1.1 The School is committed to delivering excellence in the quality of both its research and teaching at all levels and maintaining its high standards. It is firmly committed to promoting equal opportunity and in respect of student recruitment and admissions the only consideration is that the individual meets, or is likely to meet, the requirements of the programme. These requirements being met, no applicant will be discriminated against on the basis of their gender, race, colour, ethnic origin, nationality (within current legislation), disability, sexual orientation, marital status, caring or parental responsibilities, age, or beliefs on any matters such as religion and politics. The School aims to minimise the barriers to study which may be posed by disability or any other characteristic and it recognises the importance of implementing a policy for the admission of students that is fair, explicit and consistent.
- 1.2 The School's admissions practices are designed to ensure that applicants are treated wholly on the basis of their achievements and potential to complete successfully their chosen programmes.
- 1.3 The School's admissions policy and procedures aim to comply with current legislation affecting the admission of students, including the Disability Discrimination Act 1995, the Race Relations Act 1976 as amended, the Sex Discrimination Act 1975 and other relevant legislation, and are consistent with the Quality Assurance Agency's Code of Practice section 10 (Admissions) and 1 (Postgraduate research programmes).
- 1.4 This policy should be read in conjunction with the School's Quality Assurance Framework, Section 3, Provision of Information and Admission of Students; Section 6, Quality Assurance: MPhil and PhD degrees; Section 8, General Regulations for Students of the School, and Section 9, Regulations for Taught Master's Degrees.
- 1.5 The School's admissions policy and procedures are reviewed at regular intervals to ensure that they remain current and effective in the light of changed circumstances.
- 1.6 The School makes every effort to ensure that all staff responsible for any aspect of the admissions process, from recruitment to enrolment, are aware of its admissions policy and procedures.

2 Admissions

- 2.1 Regardless of the route of initial enquiry, all prospective postgraduate students are required to apply formally for admission. Applications are collated and processed initially by the Registry and referred to admissions and academic staff in the individual Institutes for a decision. The applications process is the same regardless of whether applicants wish to study full-time or part-time. Candidates may be required to attend an interview. Additionally some institutes may administer an admissions test for particular programmes, and if so this will be made clear in the information/guidance supplied with the application form. Candidates from overseas may be interviewed by telephone. All University staff undertaking

selection interviews are required to have received training in appraisal techniques; and equality and diversity training.

- 2.2 Applications should normally have been received by **31 August** although individual Institutes may accept applications after this period at their discretion.
- 2.3 All applications will be treated as strictly confidential between the candidate and the admissions team based in Registry and in institutes.
- 2.4 It is the responsibility of applicants to provide full and accurate information in an application and to notify the Registry of any changes or corrections to the original application.
- 2.5 The School reserves the right to reject applications where any details provided by the applicant are found to be fraudulent.
- 2.6 Occasionally it may be impossible to avoid making changes to a programme between the time an offer of a place is made, and registration is complete. Under such circumstances, the School will inform prospective students at the earliest opportunity of the changes, and advise them accordingly.
- 2.7 It is the applicant's responsibility to secure funds for their proposed programme of study.

References

- 2.8 All applicants must arrange for two written references to be sent with their application. Reference letters should be produced on headed paper, bear an original signature and must be written no earlier than six months prior to application. We will not be contacting referees to request references, it is your responsibility to contact your referees and provide them with information about content, deadlines, contact information. Referees must email their references to admissions@sas.ac.uk from their institutional email accounts. We cannot accept references from personal/private email accounts (ie gmail, yahoo, hotmail). We are not able to accept references sent by email directly from the applicants.
- 2.9 Referees should normally be teachers in higher education with direct knowledge of the applicant's academic work. In cases where applicants gained their academic qualifications more than three years prior to the date of application and are unable to obtain a second academic reference, or where work experience is particularly relevant to the course the candidate wishes to undertake, a person with knowledge of their employment activity may be nominated to act as a referee. In cases where applicants gained their academic qualifications more than five years prior to the date of application both references may come from professional organisations. Academic references are always preferable, and it is recommended that, where possible, professional references are relevant to the programme for which the applicant is applying.

Transcripts

- 2.10 Applicants are required to send their original final degree transcripts as part of their application. Verified copy of your transcript(s) from a previous programme of study, which demonstrates that you have met the School's minimum academic entry requirements. If you are applying for a taught programme (MA, MRes, LLM, PG Dip. PG Cert.) You should provide your undergraduate (Bachelor's degree or equivalent) degree transcript – applicants with higher qualifications must still provide their undergraduate transcript. If you are applying for an MPhil/PhD programme you should provide your Master's degree transcript. The transcript(s) should contain the dates of your university studies, as well as details of the subjects studied, marks or grades obtained and any qualification awarded. If you have not yet been awarded your degree, you should include an interim transcript where possible and send your final transcript as soon as it

becomes available. Transcripts in any language other than English should be sent with a translation produced by an official translator with a stamp and signature on each page of the translation. Certificates are accepted in place of transcripts only in instances where the awarding institution does not issue transcripts, or did not issue them during the period in which the applicant graduated.

English language

- 2.11 Applicants to the University must be able to demonstrate proficiency in the English language. Applicants whose first language is not English, or whose first language is English but are not a national of the UK, Ireland or a majority English-speaking country as defined by the UK Home Office, should provide evidence of English language competency by achieving the required scores in one of the English language tests accepted by the University. English language tests must have been taken no earlier than two years prior to the date of application. Applicants who have been awarded a bachelors or masters degree from a majority English-speaking country do not need to provide any further evidence of English language proficiency. Applicants who do not achieve this level may also be admitted at the discretion of the course tutor and with the approval of the Chair of the Academic Quality & Standards Committee (AQSC). The English Language Competency evidence required by the UK Visas and Immigration service (UKVI) for students requiring a visa may differ from the School requirements.

Entry Qualifications

- 2.12 The normal entry requirement for masters degrees is an upper second class honours degree of a UK University or an overseas qualification of an equivalent standard obtained after a programme of study extending over not less than three years at a University, in a subject appropriate to that of the programme to be followed. Applicants who do not achieve this level may also be admitted at the discretion of the course tutor on the basis of the criteria described in 5 below, and with the approval of the AQSC.
- 2.13 All applicants to research degrees normally require a masters degree of a UK University or an overseas qualification of an equivalent standard in a subject appropriate to the programme to be followed. Additionally the School will accept alternative professional or other qualifications as appropriate on the advice of the potential supervisor(s) on the basis of the criteria described in 5 below and following approval by the AQSC.

Accreditation of prior and/or experiential learning

- 2.14 The School recognises that some education and experiences (APL/APEL) gained outside those described in 2.12 and 2.13 above can be suitable preparation and proof of ability and therefore a valid route into study.

3 International students

- 3.1 International qualifications will be evaluated on the basis of guidelines from the National Recognition Information Centre (NARIC).
- 3.2 The fee status of students from overseas will be determined using the UKCISA guidelines. Where this is not clear, applicants will be asked to complete a fee status form and submit this to UKCISA. Copies will need to be taken of passports, visas and residency permits, and ID cards as necessary. The School reserves the right to check all certification with the relevant authorities.
- 3.3 Under the system required for entry clearance for study in the UK, Registry is required to report to the UKVI students who fail to enrol at the allotted time having accepted a place. This will take place within 10 days of the date of registration. The Registry is also required to report other changes to the UKVI, such as a

student's change to mode of study or programme. The requirements of UKVI may change over time and the School is obliged to accede to these.

4 Applicants with disabilities

The School welcomes applications from students with disabilities or learning support needs, and their applications will be considered on the same academic grounds as those of other students. Applicants will be invited to discuss their support needs with the Disability Advisor before application and after admission.

5 Methods of selection

- 5.1 Eligibility for programmes will be considered on the basis of proven academic ability, genuine interest in the subject area and demonstration of motivation and commitment.
- 5.2 At all times the School strives to ensure that any assessment methods used are reliable and valid, and able to give an accurate indication of potential to complete successfully an applicant's chosen programme of study.

6 Decisions

- 6.1 After you have applied we will email you to let you know that we have received your application. We will send you a student number which enables us to deal with your application more efficiently. However this does not mean that we have offered you a place. You will receive an acknowledgement by email within 24 hours that your application has been received.
- 6.2 Institutes will aim to make to make decisions on applications within 28 working days, although where an interview takes place, this may not be possible.
- 6.3 Upon the recommendation of the relevant Institute, a formal SAS offer will be made to the applicant by the Admissions Office. Prior to commencement, students should receive details of training, attendance and assessment requirements.
- 6.5 By accepting an offer of admission, the applicant agrees to abide by the rules and regulations of the School of the Advanced Study and the Ordinances of the University of London.
- 6.6 The University reserves the right to refuse admission to a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.
- 6.7 The School aims to conduct its admissions process with a high level of efficiency, effectiveness and courtesy. Constructive feedback on the process is welcomed, but the School will not tolerate harassment of its admissions staff during the application process. In such circumstances the School reserves the right not to accept the application.

7 Feedback on decisions

- 7.1 The School undertakes to provide feedback to unsuccessful applicants on request. Requests must be made in writing to the admissions office (admissions@sas.ac.uk) within 6 weeks of the notification of the decision and must be made by the applicant him/herself. Feedback will be given with reference to the selection criteria and will normally be communicated within 10 working days. Applicants may not reapply during the same academic year following receipt of this feedback but may apply the year after.

- 7.2 There is a formal University of London admissions appeals procedure for admissions decisions. Please refer to this and the associated Guide for Students on the SAS website:
<http://www.sas.ac.uk/aboutus/policies>.

8 Data protection

8.1 By signing the application form and submitting it, applicants give permission to the University to process their personal data for the purposes of managing the University's selection and admissions procedure and maintaining its student records. This information will be used to make statutory returns to bodies such as the Higher Education Statistics Agency (HESA). HESA will pass students' record, or parts of them, to the organisations that need it to carry out their statutory functions connected with funding higher education. Applicants' records will not be used in a way that could affect students personally and the organisations will take precautions to reduce the risk of students being identified from the information once it is published and released.

8.2 Under the Data Protection Act 1998, students have the right to a copy of the information HESA holds about them. There is a small fee for this. If a student has any concerns about the information being used for these purposes, he or she should contact HESA.

9 Deferred entry

Applicants may defer their entry to the next academic year if they require a delayed start, at the discretion of the Programme Director. Applicants wishing to defer their start date beyond one year will usually need to reapply.

10 Disclaimer

The School reserves the right to make variations to programme contents (e.g. the full range of options may not be possible due to staff changes), and methods of delivery and to discontinue, merge or combine programmes, both before and after a student's admission to the School, if such an action becomes necessary. See also 2.6 above.

11 Regulations and Ordinances

The Statutes, Regulations and Ordinances of the University of London are at www.lon.ac.uk/975; and the regulations of the School of Advanced Study can be found at <http://www.sas.ac.uk/about-us/policies>.

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